



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 9th September 2025.

Dated this 2nd September 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 of 12th August 2025
8. Actions arising from the minutes of the meeting of 12th August 2025 - *for information*
9. To receive current financial statement and balance sheet
10. Parish Council Budget Setting 2026-7 – *for consideration*
11. Standing Committees Membership – Update – for approval
12. Priory Park Clubhouse Replacement Design Consultation – *for consideration*
13. Planning Applications:
 - i) To ratify the recommendations from the Planning & Highways Committee
 - ii) To consider the planning application **25/01646/FUL** **Closing Date: 19.9.25**
ESSO, Winchester Road Bishops Waltham Hampshire SO32 1BA
Demolition of former Esso garage and the erection of 6No. new dwellings with car parking and use of existing accesses onto Winchester Road.
14. Chairman's Report - *for information only*
15. Councillors' Reports – *for information only*
16. Executive Officer's Report – *for information only*
17. ACSO's Report – *for information only*



18. Councillors' Surgery – Report and Future Meetings – *for consideration*

19. Requests for future agenda items - *for information only*

20. Date of next meeting – 14th October 2025

21. 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.

22. Papers from the Finance, Policy and Resources Committee – for consideration

- i) Cost of Boiler Repair in the Coronation Hall
- ii) South Pond Fishing Rights Lease – Lease Renewal and Quotation for Legal Fees
- iii) Quotations for Remedial Work to Southern Shared Pathway in Priory Park
- iv) Quotations for the Purchase of a New Mowing Deck

23. Albany Wood Estate – Grounds Maintenance Contract – *for consideration*

24. Staffing Matters – *for consideration*



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 6 – Acceptance of Committee Minutes

Since the last Parish Council meeting (12th August 2025) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy and Resources Committee	5.8.25
Halls and Grounds Committee	15.7.25
Community and Environment Committee	21.7.25
Planning and Highways Committee	22.7.25

West Hoe Cemetery Management Committee

13.03.25 (Approved)

03.04.25 (Approved)

12.06.25 (Approved)

17.07.25 (Draft)

Proposal:

To accept the Committee minutes as tabled.



BISHOP'S WALTHAM PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Tuesday 12th August 2025 In the Ruby Room of The Jubilee Hall commencing at 7pm

Present:

Cllr Conduct	Chairperson
Cllr Homer	
Cllr Marsh	
Cllr McLean	
Cllr Miller	(newly co-opted councillor)
Cllr Nicholson	Vice Chairperson
Cllr Sherwood	
Cllr Williams	(and WCC Councillor)
Cllr Wood	

In attendance: Mrs E McKenzie Executive Officer

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

PC120/25 To receive and accept apologies for non-attendance

Cllr Homer – work commitments
Cllr Jones – work commitments
Cllr Latham - family commitments
Cllr Wilson – indisposed

Resolved: To accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Marsh

All in favour

PC121/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda

None.

PC122/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda

None.

Cllr Homer joined the meeting at this point (7:10pm)

PC123/25 Public Session

A member of the public thanked the Council for the installation of the large dual waste bin at Colville Drive and a reminder was suggested to remove the old small one.

PC124/25 To receive the reports from the County Council and District Council Representatives

Cllr Latham had offered apologies for non-attendance this evening.

Concern was raised regarding the licence application for Ellonies in the Square as it appears that the owner, who confirmed no rooftop terrace would be included in the premises at the Planning and Highways Committee of 22.7.25, has now included licensing for a rooftop terrace in the application to Winchester City Council. The Council expressed their disappointment at this disingenuous and misleading approach to setting up a new business in town. Concerns were raised regarding the windows and lighting at the venue which did not appear compliant with the planning permission granted. Enforcement would be contacted to check for compliance. Further concerns were expressed regarding potential noise, public nuisance and public safety at the venue, along with worries that a pavement licence may be applied for very close to the road edge. The City Councillors were objecting to the licence application citing reasons of public nuisance and public safety and asked that the Parish Council support them in the WCC Committee reviewing the case with due care and attention. This support was given to ensure public safety was upheld.

PC125/25 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 Conduct
Seconded: Cllr Nicholson
All in favour

PC126/25 To approve the Minutes of the Meeting 8th July 2025
Resolved: To approve the Minutes of the Meeting 8th July 2025
Proposed: Cllr Conduct
Seconded: Cllr Wood
All in favour who were in attendance at the Meeting 8th July 2025

PC127/25 Actions arising from the Minutes of the Meeting of 8th July 2025
The Executive Officer provided updates on the actions sheet tabled.

PC128/25 To note end of Casual Vacancy notice period advertise a co-option
Resolved: To note the end of the Casual Vacancy period and to advertise for a co-option
Proposed: Cllr Conduct
Seconded: Cllr Williams
All in favour

ACTION: Executive Officer

PC129/25 Applications for Co-option for Council
One application had been received which was duly considered.
Resolved: To co-opt Mr Stephen Miller as a Parish Councillor for Bishop's Waltham Parish Council
Proposed: Cllr Conduct
Seconded: Cllr McLean
All in favour
Mr Miller joined the Parish Council table and duly signed the Declaration of Acceptance of Office.

PC130/25 Electronic Summons
Resolved: To ensure all councillors have given consent for summons to meetings by email by the signing of the form provided by the Executive Officer
Proposed: Cllr Conduct
Seconded: Cllr Webb
All in favour

ACTION: Councillors / Executive Officer

PC131/25 To receive current financial statement and balance sheet
Resolved: To receive current financial statement and balance sheet
Proposed: Cllr Conduct
Seconded: Cllr Nicholson
All in favour

PC132/25 Appointment of the Internal Auditor
Resolved: 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.
Proposed: Cllr Marsh
Seconded: Cllr Williams
All in favour

PC133/25 Reinvestment of Funds
The opportunity to reinvest funds and to invest additional funding was carefully considered.
Resolved: To approve the reinvestment of £445,100.17 of funds held with Arbutnot Latham and an additional investment of £184,554.10 of funds currently held with Unity Trust Bank with Arbutnot Latham for 3 months at 3.4% - making the total investment £629,654.27.
Proposed: Cllr Nicholson
Seconded: Cllr Sherwood
All in favour

PC134/25 West Hoe Cemetery Management Committee Internal Audit Outcome

Resolved:

- i) To approve 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 Councils.

Proposed: Cllr Marsh

Seconded: Cllr Williams

All in favour

ACTION: Committees Officer / Finance Manager

PC135/25 Planning Applications: To ratify the recommendations from the Planning & Highways Committee

Further deliberation was given to the Bishop's Farm application (25/01383/FUL) and the Committee resolution ratified.

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

Proposed: Cllr Conduct

Seconded: Cllr Webb

7 in favour, 2 abstentions

PC136/25 VJ 80 Day Commemoration

The paper tabled was noted and it was agreed to support the facilitation of the observation of the national two-minutes silence to mark the 80th anniversary of VJ day in Bishop's Waltham High Street on Friday 15th August 2025 as planned by the Community and Environment Committee.

PC137/25 Correspondence: Highways Route Query

The correspondence was duly considered. It was felt that the highways access was still available for professional bodies and that wayleave rights could be applied for the landowner. It was confirmed that this land was not part of the Southern Shared Pathway route.

Resolved: To write a letter to the correspondent confirming that the route is not part of the Southern Shared Pathway route and to confirm support of the creation of a wildlife corridor at the site.

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

PC138/25 Chairman's Report

Noted. In addition, the Chairman had recently attended a meeting of the North Pond Conservation Group.

PC139/25 Councillors' Reports

Noted.

PC140/25 Executive Officer's Report

Noted. Progress on the Basingwell Street Car Park Toilets was highlighted along with the offer of a Teams call with Hampshire Traffic East.

PC141/25 ACSO Report

Noted. It was highlighted that the CCTV was still not operational and a mast upgrade still under discussion by the Police Station and WCC. It was suggested to contact the PCC, Donna Jones, to gain her support for further action for this local security requirement.

PC142/25 Southern Parishes Minutes of Meeting 28.7.25

Noted. A review of the constitution was suggested. An update on bus services was highlighted with additional Sunday services scheduled. It was noted that two meetings of the Transport Forum were to be held next month and Cllr Latham was confirmed as attending one.

PC143/25 Councillors' Surgery – Report and Future Meetings

The report from the surgery of 25.7.25 was noted. It was noted that the Local Government Reform had been confusing for residents with the HCC and WCC surveys not being a joint approach. The survey on Parish Council communications highlighted that word of mouth, newsletter and the Parish News were key for news. Ideas for further development would be brought forward as a future agenda item. Attendance for Councillors' Surgery on 30.8.25 noted as Cllr Homer and Cllr Williams. Attendance for Councillors' Surgery on 26.9.25 noted as Cllr Conduct and Cllr Marsh.

PC144/25 Requests for future agenda items

Parish Council communication methods

PC145/25 Date of next meeting – 9th September 2025

Noted.

Cllr Conduct gave her apologies for non-attendance due to family commitments, and Cllr Nicholson agreed to Chair next month's meeting in her absence.

PC146/25 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.

PC147/25 Land Transfers – Update

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

Resolved: To note land transfer updates as tabled.

Proposed: Cllr Conduct

Seconded: Cllr Williams

All in favour

PC148/25 Meon Valley Bowls Club Lease – Final Version

The final version of the lease was approved. The official signing was scheduled for Thursday 14th August at 10am with Cllr Conduct and Cllr Marsh as signatories, along with the Executive Officer and the Bowls Club Trustees.

Resolved: To approve the final agreed version of the lease with Meon Valley Bowls Club for signing and adoption

Proposed: Cllr Nicholson

Seconded: Cllr Webb

All in favour

ACTION: Executive Officer

PC149/25 Quotations for Tree Survey around the South Pond Perimeter

Resolved: To appoint Arbor-Eco Consultancy to undertake the tree survey of the South Pond perimeter at a cost of £645.00 with no VAT.

Proposed: Cllr Conduct

Seconded: Cllr Nicholson

All in favour

ACTION: Executive Officer

PC150/25 Papers from the Finance, Policy and Resources Committee

i) Cost of Purchase of Wheelchair to be stored at the Jubilee Hall

Resolved: To ratify the unbudgeted purchase of a CareCo Aluminium Traveller wheelchair from CareCo Limited at a cost of £169.99 excluding VAT.

Proposed: Cllr Conduct

Seconded: Cllr McLean

All in favour

i) Quotations for Section of Priory Park Ecological Survey

Resolved: to appoint South Coast Ecology to undertake an ecology survey for the Priory Park Clubhouse site at a cost of £750.00 excluding VAT.

Proposed: Cllr Conduct
Seconded: Cllr Sherwood
All in favour

ii) Quotations for Relining Works in the Jubilee Hall Car Park

Resolved: To appoint M&B Road Marking to complete the tabled relining works in the Jubilee Hall car park at a cost of £1,050.00 excluding VAT.

Proposed: Cllr Nicholson

Seconded: Cllr Homer

All in favour

iii) Cost of Skip for Albany Road Cricket Ground

Resolved: To ratify the unbudgeted cost of £486.00, excluding VAT, for an Ace Liftaway Limited skip supplied for the clearance work at the Albany Road Cricket Ground.

Proposed: Cllr Conduct

Seconded: Cllr Homer

All in favour

PC151/25 Staffing Matters

The work experience placements were noted as great successes and the staffing achievements positively celebrated. The update on the ongoing staffing matter tabled was acknowledged.

There being no other business the meeting ended at 8.30pm.

Bishop's Waltham Parish Council
Actions Arising from the meeting of the 12.8.25

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/Aug 25. Tree Survey planned for Sept 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.
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
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	
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
PC39/25	Bishop's Meadow	To liaise with solicitor To write to Bargate	Jul-25	EO	Solicitor progressing transfer May 25
PC118/25	HCC SID poles	To purchase	Jul-25	EO / FM	Paid HCC Invoice 1 of 2.
PC128/25	Cooption Notice	To readvertise co-option	Complete	EO	
PC130/25	Electronic Summons	To receive all 13 signed summons	Sep-25	CLls/EO	
PC134/25	WHCMC Audit	To refer actions to WHCMC	Complete	CO/FM	
PC137/25	Highways Route	To write to correspondent	Complete	EO	
PC148/25	MVBC Lease	To sign lease	Complete	EO	Signed and returned to Solicitor
PC149/25	South Pond Tree Survey	To undertake tree survey	Oct-25	EO	Scheduled for w/c 30th September

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	631
105	VAT Control Account	1,617
219	A&L 3m Fixed Term Deposit A/c	441,098
221	Unity Current 20496238	8,848
222	Unity Savings 20496241	148,490
223	Unity Savings 20496254	334,554
Total Current Assets		935,237
<u>Current Liabilities</u>		
500	Creditors	6,078
565	Holding Deposits	3,322
Total Current Liabilities		9,399
Net Current Assets		925,838
Total Assets less Current Liabilities		925,838

Represented by :-

300	Current Year Fund	241,143
310	General Reserves	121,441
314	Albany Wood IGOS Maintenance	96,705
316	Albany Wood LEAP Maintenance	36,521
317	Allotment Fencing	1,421
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	81,305
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

21/08/2025

Bishop's Waltham Parish Council

Page 2

15:22

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>925,838</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 £2000)
Finance, Policy and Resources Committee																	
Total Income	£4,013	£4,411	£6,158	£1,888	£5,578	£3,846	£1,726	£6,766	£4,206	£1,706	£9,706	£4,196	£51,200	£47,219	£3,981	8%	
Total Expenditure	£43,208	£44,484	£45,375	£53,069	£41,907	£44,378	£39,245	£43,583	£53,113	£43,337	£37,892	£48,766	£537,355	£535,534	£1,821	0%	
Total Net Revenue Expenditure	£39,193	£40,073	£39,217	£51,181	£36,329	£40,532	£38,519	£36,817	£48,907	£41,631	£31,186	£44,570	£486,155	£488,315	£2,160	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	£250	£250	£0	0%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£250	£250	£0	0%	
Total Net Committee Expenditure	£39,193	£40,073	£39,217	£51,181	£36,329	£40,532	£38,519	£36,817	£48,907	£41,631	£31,186	£44,820	£486,405	£488,565	£2,160	0%	
Halls and Grounds Committee																	
Total Income	£21,720	£504	£8,908	£12,188	£18,140	£9,379	£9,815	£8,329	£7,478	£10,390	£7,477	£7,664	£121,992	£114,227	£7,765	7%	
Total Expenditure	£8,540	£5,016	£19,726	£14,307	£16,321	£7,769	£37,472	£6,596	£7,945	£22,931	£5,575	£17,814	£171,001	£191,265	£20,264	11%	
Total Net Revenue Expenditure	£13,180	£4,512	£10,818	£2,119	£1,820	£1,610	£27,657	£1,743	£467	£12,541	£-902	£10,150	£49,009	£77,038	£28,029	36%	
Total Capital Income	£0	£23	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£23	£0	£23	Unbudgeted	
Total Capital Expenditure	£2,258	£27,325	£1,743	£5,733	£9,504	£76,300	£1,866	£0	£43,330	£2,500	£0	£2,330	£172,889	£149,250	£23,639	16%	
Total Net Capital Expenditure	£2,258	£27,302	£1,743	£5,733	£9,504	£76,300	£1,866	£0	£43,330	£2,500	£0	£2,330	£172,866	£149,250	£23,616	16%	
Total Net Committee Expenditure	£10,922	£31,814	£12,561	£7,852	£7,685	£74,690	£29,523	£1,743	£43,797	£15,041	£-902	£12,480	£221,875	£226,288	£4,413	2%	
Community & Environment Committee																	
Total Income	£0	£0	£80	£416	£0	£1,000	£0	£0	£0	£0	£0	£0	£1,496	£1,000	£496	50%	
Total Expenditure	£1,431	£5,527	£3,272	£562	£794	£4,850	£4,100	£280	£1,615	£100	£719	£1,782	£25,052	£24,584	£468	2%	
Total Net Revenue Expenditure	£1,431	£5,527	£3,192	£166	£794	£3,850	£4,100	£280	£1,615	£100	£719	£1,782	£23,556	£23,584	£28	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	£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	£770	£794	£3,850	£4,100	£280	£1,615	£100	£719	£1,782	£24,160	£24,084	£76	0%	
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	£0	£1,000	£450	£0	£0	£0	£0	£2,000	£3,681	£3,450	£231	7%	

Total Net Revenue Expenditure	-£313,219	£0	£0	£0	£0	-£313,218	£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	£378,069	£211,290	£166,779
Total Capital Expenditure	£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	-£378,069	-£211,290	-£166,779
Total Net Committee Expenditure	-£331,317	-£133,226	£0	£0	£0	-£313,218	-£226,745	£0	£0	£0	£0	£0	£0	-£1,004,506	-£837,727	20%
Total Net Committee Expenditures																
Total Income	£357,049	£138,183	£15,145	£14,492	£23,718	£327,443	£238,286	£15,095	£11,684	£12,095	£14,183	£11,860	£1,179,214	£1,040,173	£139,041	13%
Total Expenditure	£55,434	£82,435	£70,346	£75,491	£70,379	£134,297	£96,133	£50,449	£106,003	£68,868	£45,186	£73,107	£928,128	£960,883	£32,756	3%
Total Net Revenue Expenditure	-£301,615	-£55,728	£55,201	£50,999	£46,661	-£193,146	-£142,153	£35,354	£94,319	£56,772	£31,003	£61,247	-£251,087	-£79,290	-£171,797	217%
ENR Movements	-£15,840	-£105,551	£1,743	£5,733	£24,334	£63,950	-£222,879	£0	£43,330	£2,500	£0	-£20,000	-£222,660	-£79,290	£0	
Total Income/Expenditure	-£286,775	£49,823	£55,458	£55,266	£23,327	-£257,096	£80,726	£35,354	£50,989	£54,272	£31,003	£61,247	-£28,407			
Current Year Fund	£301,615	£357,343	£302,142	£241,143	£194,483	£387,629	£525,782	£494,428	£400,109	£343,337	£312,334	£251,087				
General Reserves	£219,517	£113,965	£115,708	£121,441	£145,775	£209,725	-£13,154	-£13,154	£30,176	£32,676	£32,676	£12,676				
General Reserves Position	521,132	471,308	417,850	362,584	340,258	597,354	516,628	481,274	430,285	376,013	345,010	263,763				
Months	10	9	8	7	7	11	10	9	8	7	7	5				
Total Reserves (Bank)	986,310	1,042,038	986,837	925,938	879,178	1,072,324	1,214,477	1,179,123	1,084,804	1,028,032	997,029	935,782				



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 10 – Parish Council Budget Setting 2026/27

For information, at the meeting of 2.9.25, the Finance, Policy and Resources Committee approved this proposal to be sent to all Standing Committees.

Timeline:

September 2025	Committees (including Staffing Sub-Committee) to set up working groups and arrange meetings.
October 2025	Draft proposals to Committees for consideration
November 2025	Committee proposals to F, P & R
December 2025	F, P & R final recommendations to Full PC if ready
January 2026	To Full PC for budget and precept agreement.

Proposals to Committees:

1. To advise the Committees of the timeline for budget setting.
2. All Salaries and their associated costs will be recommended to the F,P&R Committee by the Staffing Sub-Committee.
3. Budgets to be considered on a 3-year basis, with no allowance for inflation in years 2 & 3.
NB: Capital budgets to reflect the Council's Forward Plan if appropriate.
4. To agree the working group for this Committee and to arrange date for the first meeting.

Proposal: To note the timeline for budget setting 2026/27

Finance Manager / Executive Officer
4.9.25



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 11 - Standing Committees Memberships - Update – for approval

Since the co-option of two new councillors, we are able now to appoint them to Standing Committees as per Standing Order 4d.

The Council may appoint standing committees or other committees as may be necessary,

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

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

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

Cllr McLean

Community and Environment
Planning and Highways

Cllr Miller

Community and Environment
Halls and Grounds

To be noted in addition:-

Cllr Conduct

Finance, Policy and Resources (required as elected Council Chairman)

Proposal: To approve appointments to Standing Committees as per the tabled list

**Executive Officer
4.9.25**



Bishop's Waltham Parish Council

Standing Committees for 2025/26

Finance, Policy and Resources Committee

(7 members – inc. Chairs of Committee or delegates)

Tracy Conduct	(Chairperson)	
Mike Homer	(Vice Chairperson)	
Kevin Jones	(Chairperson and Representative for P&H)	
Judy Marsh	(Representative for CEC and WHCMC)	
Barry Nicholson		
Andy Webb	(Representative for H&G)	
Jonathan Williams	(Representative for WHCMC)	(7)

Halls and Grounds Committee (max. 7)

Ritchie Latham		
Steve Miller		
Barry Nicholson		
Jo Sherwood	(Vice Chairperson)	
Andy Webb	(Chairperson)	
Patricia Wilson		(6)

Community and Environment Committee (max. 7)

Tracy Conduct		
Ritchie Latham	(Chairperson)	
Judy Marsh	(Vice Chairperson)	
David McLean		
Steve Miller		
Josie Wood		(6)

Planning and Highways Committee (max. 7)

Tracy Conduct	(Vice Chairperson)	
Mike Homer		
Kevin Jones	(Chairperson)	
David McLean		
Jo Sherwood		
Josie Wood		(6)

West Hoe Cemetery Management Committee (max. 3, with 3 from Swanmore PC)

Tracy Conduct		
Judy Marsh		
Jonathan Williams		(3)

Executive Officer
Agreed in PC Meeting of XYZ



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 12 - Priory Park Clubhouse Replacement Design Consultation – for consideration

At the meeting of 19th August 2025, the Halls and Grounds Committee considered proposals for the public consultation for the plans received from the Council's appointed architect for a replacement building at Priory Park. The recommendations from the Facilities Review Working Group were approved but the Committee as follows:

HG101/25 Priory Park Clubhouse Project Update – Proposals for Public Consultation - for consideration

The content of the consultation survey was discussed, with importance placed on giving parishioners the opportunity to review and feedback regarding the draft plans whilst making the volume of data manageable and actionable.

The survey would be modified to increase emphasis on the increasing maintenance costs of the current building, and to clarify that grant funding would make up the larger part of the project funding.

Action: Project Manager/MCE Manager

Resolved:

- i) **To approve the consultation survey for the Priory Park Clubhouse Project as proposed by the working group with amendments as agreed at the meeting, to be hosted online and for copies to accompany the physical display of the plans.**
- ii) **To approve the locations of the physical consultation displays at the Jubilee Hall with a start date of the 8th September, lasting until the end of October with additional sessions to also be held at the Priory Park Clubhouse (and plans to be displayed in the foyer of the Clubhouse also). Action: Project Manager**

Proposed: Cllr Wilson

Seconded: Cllr Nicholson

All in favour

The commencement of the consultation period has been delayed to facilitate consideration of the proposal by Full Council, but the planned end date remains as the end of October.

The Project Manager has identified provisional dates for manned sessions at the Jubilee Hall:

- Tuesday 23rd September 11am – 2pm
- Wednesday 24th September 12 – 2pm
- Thursday 25th September 9am – 12pm
- Thursday 25th September 5pm – 8pm
- Saturday 11th October alongside Clean Up/Greenings Celebration (*TBC but would be a good opportunity to talk to residents attending these events)

Outside of these specific sessions the plans will be available to view in the foyer with copies of the survey also available (survey included overleaf). Sessions are yet to be scheduled at the Priory Park Clubhouse, but the intention is to hold at least one session on a Saturday morning to coincide with football and dance hirers and additional sessions at on other days/times.

Proposal: To consider the tabled proposal for the public consultation regarding a replacement building for the Priory Park Clubhouse.

Committees Officer 04.09.25



Consultation for Priory Park Clubhouse

PLEASE COMPLETE THIS SURVEY BY WEDNESDAY 1ST OCTOBER

Thank you for participating in our survey. Your feedback is important.

SECTION ONE - INFORMATION ONLY

Why build a new clubhouse?

The current clubhouse at Priory Park is dilapidated and as it stands the building would need extensive costly ongoing maintenance in order to keep serving the community in future years.



What is the Clubhouse at Priory Park currently used for?

Where will the funding come from?

To pay for the building we will be obtaining grant funding from external sources and using some Parish Council reserves.

What will the benefits be to having a new building?

- Eco-friendly (BREEAM certified) saving on energy costs and reducing environmental impact
- Highly efficient building meaning less maintenance costs
- Public toilet access including disabled toilet
- Lift access to all levels allowing accessibility for all
- Further use of the improved routes (Pathways) and facilities (parking) for the area which have already been considered and put in place
- Multi-use facility
- More community space for people to enjoy different activities in a clean modern environment
- Better changing room facilities to include individual showers and toilets



Consultation for Priory Park Clubhouse

PLEASE COMPLETE THIS SURVEY BY WEDNESDAY 1ST OCTOBER

SECTION TWO - Please answer the following three questions below

1. **What other events could you envisage this building being used for?**

2. **What other activities, not currently available in Bishop's Waltham would you like to see?**

3. **We value your comments please let us know your suggestions below**



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 13 - Planning Applications

i) To ratify the recommendations from the Planning and Highways Committee

25/01505/HOU

Closing Date: 1.9.25

Alterations to outbuilding, extension to roof and garage improvements

Whitegate House, Hoe Road, Bishop's Waltham SO32 1DU

Support – All in favour

SDNP/25/03139/FUL

Closing Date: 1.9.25

Proposed single storey rear extension and single storey entrance porch

Bishop's Waltham Scout Hut, Hoe Road Recreation Ground, Bishop's Waltham SO32 1DU

Support – 5 in favour, 1 abstention

25/01577/HOU

Closing Date: 4.9.25

Construction of new rear extension and all associated works

6 Hazel Grove, Bishop's Waltham SO32 1PS

Support – All in favour

25/01328/HOU

Closing Date: 8.9.25

Replacement of existing conservatory

16 St Bonnet Drive, Bishop's Waltham SO32 1SY

Support – 4 in favour, 2 abstentions

ii) To consider the planning application **25/01646/FUL** **Closing Date: 19.9.25**

ESSO, Winchester Road Bishops Waltham Hampshire SO32 1BA

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

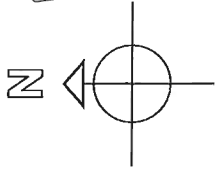
Full details must be accessed via the Winchester City Council website using the planning application code provided above.

Proposal:

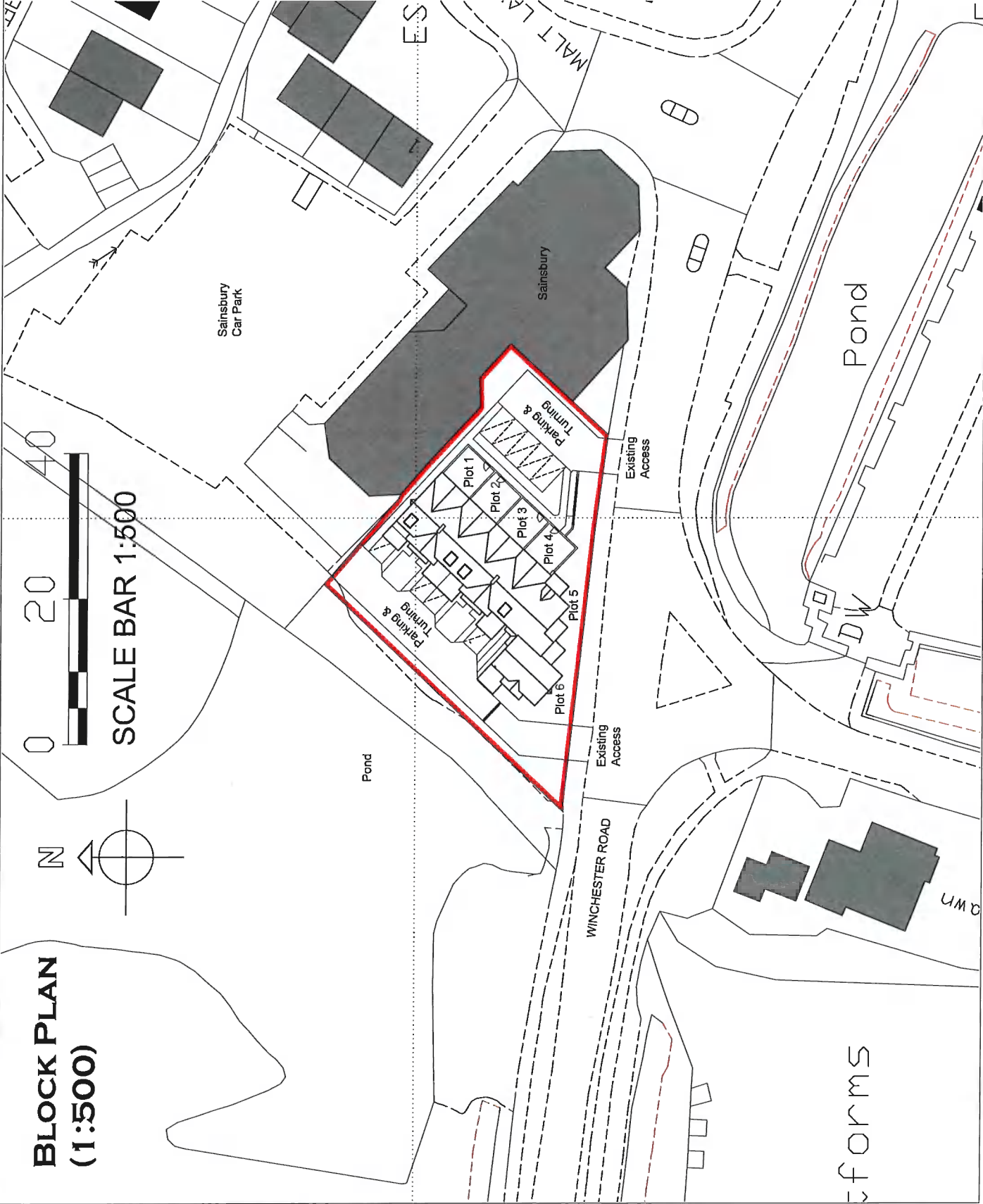
- i) To ratify the recommendations from the Planning and Highways Committee
- ii) To consider the planning application **25/01646/FUL** and make a recommendation for comment as a result

Executive Officer 4.9.25

BLOCK PLAN (1:500)



SCALE BAR 1:500



Notes

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DIMENSIONS MUST BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS.

Rev.	Description	Date	Chd by



The Barn, Culcot Mount Business Park, Culcot Lane,
Culcot, Southampton, Hampshire, SO45 2BN
Tel: 01489 786670
Email: info@vivid-designstudio.co.uk
Website: www.vivid-designstudio.co.uk

Project

Proposed Residential Development
Former Esso Garage
Winchester Road
Bishops Waltham
Hampshire

Title

Block Plan

Client

Maxwell Homes Winchester Ltd

Scale

1:500 (@A3)

Drawn By

PJD

Checked By

Date

15/04/25

Rev.

21

Drawn By

220006

Notes

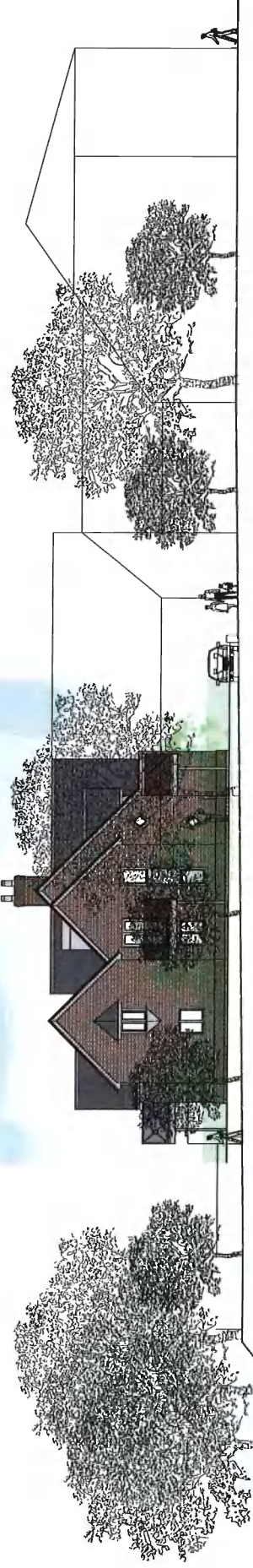
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Rev.	Description	Date	Drawn By



SCALE BAR 1:100

PROPOSED STREET SCENE (SOUTHWEST TO NORTHEAST FACING SOUTHEAST) (1:100)



PROPOSE
(1:100)

(WEST)



The Barn, Culver Mount Business Park, Culver Lane,
Cuddinghoe, Southampton, Hampshire SO9 4LH
Tel: 01489 786690
Email: info@vividdesignstudio.co.uk
Website: www.vividdesignstudio.co.uk

Project:

Proposed Residential Development
Former Esso Garage
Winchester Road
Bishops Waltham
Hampshire

Title:

Proposed Street Scenes

Client:

Maxwell Homes Winchester Ltd

Scale:

1:100 (@A1)

Drawn By:

FJD

Checked By:

Date:

19/04/25

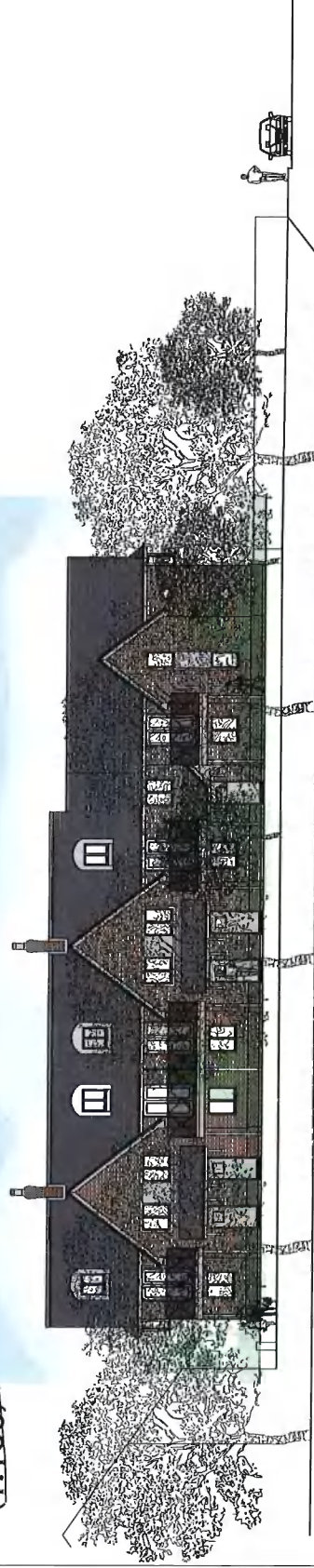
Job No:

220006

Eng. No:

29

PROPOSED STREET SCENE (NORTHEAST TO SOUTHWEST FACING NORTHWEST) (1:100)



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Rev.	Description	Date	Drawn By



The Barn, Calton Mount Business Park, Calton Lane,
Cirebridge, Southampton, Hampshire, SO9 2BN
United Kingdom
Email: info@vividdesignstudio.co.uk
Website: www.vividdesignstudio.co.uk

Project:

Proposed Residential Development
Former Esso Garage
Winchester Road
Bishops Waltham
Hampshire

Title:

Proposed Elevations

Client:

Maxwell Homes Winchester Ltd

Scale:

1:100 (@A1)

Drawn By:

PJD

Checked By:

Date:

15/04/25

Job No:

2200006

Rev:

28



SCALE BAR 1:100



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 14 – 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 Community & Environment, Planning and Highways, West Hoe Cemetery Management and Finance, Policy and Resources Committees meeting.
- Bishop's Waltham In Bloom Awards Presentation – 24.8.25

Cllr Tracy Conduct

2.9.25



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 15 - Councillors' Reports – *for information only*

No reports received.

**Executive Officer
4.9.25**



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 16 - Executive Officer's Report – *for information only*

No additional matters arising.

Executive Officer 4.9.25



ACSO MONTHLY REPORT

MONTH/YEAR – August 2025

Report Number – 8 Day duties – 9 Late duties – 5

Total Hours – 155 incl 6 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 some youths who continue to ride about the town/priory park/hoe road areas on e/scooters this has been reported to the police and is ongoing. Known individual in the town I am keeping an eye on his behaviour and am in contact with the police about this issue and is ongoing. Update on Known individual because of has ASB he has been reported to the police they have issued a incident number and this is ongoing. Reports of drugs use on the Ridgemedede estate this has been reported to the police with names and addresses supplied and is ongoing. A man has been reported to have exposed himself on a bus in the town this individual is known to the police who are investigating this report and is ongoing. Youths reported to be climbing on the youth shelter by the J/H I have spoken to the youths about this issue and advised them they are on CCTV, asked all concern to leave the area which they did with no issues. Motorist driving the wrong way up the high street at speed his details have been passed onto the police and is ongoing.

Criminal Activities

None Reported

Dog Fouling Issues / Locations

There has been an increase in dog foaling 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 foaling.

Litter Issues / Locations

There has been some fly tipping around B/W this has been reported to WCC and is ongoing.

ACSO Duties / Patrol

The biggest issue I have now is parking I get daily reports from members of the public and residents on housing estates around B/W with general parking issues - 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. 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 is 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 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. 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. Reports of a broken tree in green lane this has been reported to HCC. Reports of some unexploded ordnance at priory park this was reported to the EOD unit, it was to found be an empty shell casing which the unit disposed of so no issues. A motorcyclist was unfortunately killed in a road accident on the B2177 Waltham Chase this is under investigation by the police and is ongoing. An adult swan was knocked down and killed on the main road by the ponds on the B2177.



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 18a – Councillors' Surgery Report – *for information only*

Reports from Councillors' Surgery Saturday 30.8.25 10:30am-12:30pm

Location: We started the surgery in the High Street. However, after a very quiet 45 minutes without anyone stopping to chat, we moved towards the Give and Take stall that was running in The Square for the remainder of the time we were there. In this location it was also rather quiet however the following issues were raised (in order of frequency):

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.
Swans - Requests for more signage or if there is any is anything else that can be done.	A standard response was given in that the Parish had asked for anything further from Highways however were informed that the wild fowl signs are already up and no further signage could be provided. Most residents agreed that if a driver is not paying attention through hitting a swan, they are unlikely to be paying attention to the signage prior to that sadly.
Road Speeds - Similarly many residents who spoke regarding the swans were concerned about speeding between the two roundabouts but are happy to see Speedwatch cover this location when they are on shift. Additionally one resident requested that the speed be reduced to 30mph outside Bishop's Meadow and we explained that this is something the Parish would like also.	Details of how to volunteer with Speedwatch were provided. Noted as already, and continuing to be, requested to HCC.
Bus services - Two residents commented on the changes to the 69 service, while they were happy about the increase in frequency of the service, they were unhappy about the change in route to cut out both Fareham train station, and Winchester Library which was a short walk to the train station there.	Noted.
Malt Lane development - Comments about contractors parking in Southfields Close.	Winchester City Council enforcement team have been informed and will remind the developer to instruct contractors not to park there.

Cllr Williams 4.9.25



Bishop's Waltham Parish Council

9th September 2025

Agenda Item 18b – 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, JW	High Street
30.5.25		JWo, AW	Outside Jubilee Hall
	28.6.25	RL, JW	Festival in Palace Ruins - TBC
25.7.25		TC, KJ, JWo	Country Market
	30.8.25	MH, JW	High Street
26.9.25			
	25.10.25		
28.11.25			

To confirm the Councillors attending on 26.9.25 and future meetings.

Executive Officer 4.9.25