



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 14th October 2025.

Dated this 7th October 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 9th September 2025 and Extra Ordinary Meeting of 7th October 2025
8. Actions arising from the minutes of the meeting of 9th September 2025 - *for information*
9. To receive current financial statement and balance sheet
10. Annual Governance and Accountability Return – *for consideration*
11. Planning Applications: To ratify the recommendations from the Planning & Highways Committee
12. Draft Parish Council Agreement for West Hoe Cemetery – *for consideration*
13. Chairman's Report - *for information only*
14. Councillors' Reports – *for information only*
15. Executive Officer's Report – *for information only*
16. ACSO's Report – *for information only*
17. Councillors' Surgery – Report and Future Meetings – *for consideration*
18. Requests for future agenda items - *for information only*
19. Date of next meeting – 11th November 2025



20. Motion for confidential business:

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

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

21. Papers from the Finance, Policy and Resources Committee – *for ratification*

- i) Remedial Works to Priory Park Clubhouse Showers
- ii) Additional Dual-Use Bin at the Jubilee Hall Added to Current Service Contract

22. Quotations for South Pond Perimeter Tree Works – *for consideration*

23. Montague Road Land Lease – Update – *for consideration*

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

25. Staffing Matters – *for consideration*



Bishop's Waltham Parish Council

7th October 2025

Agenda Item 6 – Acceptance of Committee Minutes

Since the last Parish Council meeting (9th September 2025) when the Committee minutes were last tabled, Councillors have received copies of the following minutes via email.

Finance, Policy and Resources Committee	2.9.25
Halls and Grounds Committee	19.8.25
Community and Environment Committee	26.8.25
Planning and Highways Committee	26.8.25

Proposal:

To accept the Committee minutes as tabled.



BISHOP'S WALTHAM PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on
Tuesday 9th September 2025 at The Jubilee Hall commencing at 7pm

Present:

Cllr Homer	
Cllr Jones	
Cllr Latham	(and WCC Councillor, left for a period, returned)
Cllr Marsh	
Cllr McLean	
Cllr Miller	(and WCC Councillor)
Cllr Nicholson	Vice Chair of the Council
Cllr Sherwood	
Cllr Webb	
Cllr Williams	(and WCC Councillor)
Cllr Wilson	
Cllr Wood	

In attendance:

Mrs H Fisher	Finance Manager
Mrs C Wilkinson	Committees Officer

Members of the public: 0

PC152/25 To receive and accept apologies for non-attendance

Cllr Conduct (Council Chairperson) – family commitment

Resolved: to accept apologies for non-attendance

Proposed: Cllr Jones

Seconded: Cllr McClean

All in favour

PC153/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda.

None.

PC154/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda.

Cllr McClean – PC164/25 Planning Applications – ii) Application To consider the planning application 25/01646/FUL - Trustee of North Pond Conservation Group

Cllr Nicholson – PC156/25 Matters relating to High Street premises licences and pavement licences arising in the reports from District Council Representatives

Cllr Williams – PC164/23 - Planning applications, PC174/2 -Albany Wood Estate – Grounds Maintenance Contract

PC155/25 Public Session

Sadly, the female swan had recently been killed in a road accident, and the remaining swans were currently being fed on the Martin Street green space by concerned residents. Councillors requested that the Swan Sanctuary be contacted to provide guidance on how residents could best facilitate the welfare of the swans, this information could then be publicised by the Council. **Action: Clerk**

PC156/25 To receive the report from the County Council and District Council Representatives.

Councillor Latham noted that the local government restructure continued to be the main focus of Winchester City Council. Hampshire County Council had publicised their proposals for public consultation. Other nearby councils had grouped together to publicise their proposals, which had been distilled down to three options to be forwarded to central government.

WCC bin calendars had been distributed to households. WCC Food Waste would shortly be being rolled out to households (to commence from October). The Parish Council had been contacted to ask whether they could potentially store a small number of replacement food waste bins.

Councillor Latham left the meeting at this point.

The premises licence application from Ellonies has been included in the agenda for the meeting of WCC's Licensing Committee that had been held earlier in the day. The Committee had concluded that the licence notice had been displayed correctly, and as such no further action would be taken. Objections raised were not felt to be relevant to the discussion of their licence. Voluntary conditions were to be signed including that the roof terrace would not be occupied after 9pm. Not all of the roof space would currently be in use. The Council was encouraged to communicate in writing with applicants (even when in-person meetings had taken place) regarding contentious applications in light of recent experience.

Several Pavement Licence applications had also been received by WCC. There was some concern that the pavement was not wide enough outside some of the town's premises so as to provide appropriate access for people with disabilities and pushchairs. The Executive Officer had already communicated with the WCC licencing department to request that due care was taken to adopt a consistent approach to all applications. Comments were due by the 18th September. A-boards were also acknowledged to be a factor in obstructing accessibility. A report written by Councillor Sherwood was praised and would be forwarded to WCC as representing the views of the Parish Council. The Chair of the Planning & Highways Committee would meet with the Executive Officer to write a covering letter.

Action: Clerk/Cllr Jones

PC157/25 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 Jones

Seconded: Cllr Wood

All in favour

PC158/25 Approval of the minutes of the meeting 12th August 2025

Resolved: To approve the minutes of the meeting 12th August 2025

Proposed: Cllr Williams

Seconded: Cllr Marsh

All in favour who were in attendance at the meeting of 12th August 2025

PC159/25 Actions arising from the minutes of the meeting 12th March 2024

Noted.

PC160/25 To receive current financial statement and balance sheet

Resolved: to receive current financial statement and balance sheet

Proposed: Cllr Jones

Seconded: Cllr Webb

All in favour

PC161/25 Parish Council Budget Setting 2026-7 – for consideration

The tabled timeline was duly noted; appropriate delegation would be used where Committee Chairs or Vice Chairs were not available for meetings.

PC162/25 Standing Committees Membership – Update – for approval

Resolved: To approve the appointments to Standing Committee as tabled.

Proposed: Cllr Jones

Seconded: Cllr Marsh

All in favour

PC163/25 Priory Park Clubhouse Replacement Design Consultation – for consideration

In addition to the proposed staffed consultation sessions, the Project Manager would be asked to coordinate an additional slot to coincide with the Friday 26th September's Country Market if possible. This day and time were already planned to be a Councillors' Surgery.

Action: Project Manager

A QR code would be created for the online survey and displayed on posters to encourage participation in the survey.

Action: MCEM

Contact would be made with local schools, with the aim of encouraging participation of a younger demographic.

Action: MCEM

Resolved: To approve the tabled proposals for the public consultation regarding a building to replace the Priory Park Clubhouse.

Proposed: Cllr Miller

Seconded: Cllr Webb

All in favour

At this point Councillor Williams stepped out of the meeting.

PC164/25 Planning Applications

Resolved:

i) To ratify the recommendations of the Planning & Highways Committee

Proposed: Cllr Jones

Seconded: Cllr Sherwood

10 in favour, 1 abstention

ii) To consider the planning application 25/01646/FUL

It was felt likely that many residents would generally be in favour of the development of the site to improve the visual appearance of this approach to the town centre. Members of the Planning and Highways Committee reported that the increased potential for pond contamination had been considered, and appropriate mitigations were understood to have been put in place.

The current design was more in keeping with the Local Plan. The one and a half car parking spaces that had been provided per household, was regarded as adequate with some concern regarding overspill.

The Council welcomed the elements of the design that had been included to support local wildlife and the findings of the ecological survey findings was noted with interest. The importance of the planting scheme in maximising the appearance of the development was noted and the necessity of completing this work would be included in the Council's comment.

The application was agreed to have been publicised widely via several channels.

Resolved: To submit a comment to show that the Parish Council support application 25/01646/FUL but to ask that if WCC are of a mind to approve the application, that this should be conditional upon the completion of the expert recommendations such as the nutrients survey, recommendations from Environmental Health and the carrying out of the design elements to promote wildlife.

Proposed: Cllr Jones

Seconded: Cllr Wood

10 in favour, 1 abstention

At this point, Councillor Williams rejoined the meeting.

PC165/25 Chairman's Report

Noted.

PC166/25 Councillors' Reports

No reports had been received.

PC167/25 Executive Officer's Report

No additional matters had arisen.

PC168/25 ACSO Report

Noted. An arrest had been made in relation to some vehicle crimes committed in the town a few weeks ago. Parking enforcement had visited the town earlier in the week after a period of absence.

PC169/25 Councillors' Surgery – Report and Future Meetings

Councillor McLean and Councillor Marsh would attend the session on the 26th September with the focus on the Priory Park public consultation in the Ruby Room.

PC170/25 Requests for future agenda items

None.

PC171/25 Date of next meeting - Tuesday 14th October 2025

Noted.

PC172/25 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.

PC173/25 Recommendation from the Finance, Policy and Resources Committee

i) Cost of Boiler Repair in the Coronation Hall

Resolved: To approve the repair to the Coronation Hall boiler by Regal Environmental Services at a cost of £876.00, excluding VAT.

Proposed: Cllr Wilson

Seconded: Cllr Jones

All in favour

ii) South Pond Fishing Rights Lease – Lease Renewal and Quotation for Legal Fees

This agenda item had been withdrawn with further information to be gathered.

iii) Quotations for Remedial Work to Southern Shared Pathway in Priory Park

Resolved: To approve the appointment of Infinity Playgrounds Ltd to undertake the repairs to the last remaining damaged section of the Shared Southern Pathway in Priory Park at a cost of £3,990.04, excluding VAT.

Proposed: Cllr Jones

Seconded: Cllr Sherwood

All in favour

iv) Quotations for Purchase of a New Mowing Deck

It had been confirmed that the proposed mower had a 3-year manufacturer's warranty.

Resolved: To approve the purchase of a Trimax Procut 237 Roller Mower from Mike Garwood Ltd at a cost of £9,300.00, excluding VAT.

Proposed: Cllr Marsh

Seconded: Cllr Wilson

8 in favour, 1 objection, 2 abstentions

PC174/25 Albany Wood Estate – Grounds Maintenance Contract

The Grounds Team had been asked to consider the workload involved in fulfilling the proposed contract with time estimations to be confirmed. Previous contractors had not proven to deliver a reliable service for local residents.

Resolved: To appoint a working group to provide a recommendation regarding the Council's response to the request received to provide a quotation for the maintenance contract for the Albany Wood estate. Councillor Jones and Councillor Webb were appointed to the working group along with the Senior Groundsman and the Estates Manager.

Proposed: Cllr Nicholson

Seconded: Cllr Webb

10 in favour, 1 abstention

ACTION: Working Group

At this point the Committees Officer left the meeting.

PC175/25 Staffing Matters

Due deliberation was given to the agenda item. Councillor Latham returned to the meeting at this point and was updated on the current situation prior to the vote taking place.

Resolved: The Council Vice Chairman provided an update on the confidential staffing matter. The Finance Manager provided updated costs, and these were approved along with those tabled.

Proposed: Cllr Marsh

Seconded: Cllr Miller

11 in favour, 1 abstention

There being no other business the meeting ended at 8:45pm.



BISHOP'S WALTHAM PARISH COUNCIL

**Minutes of the Extra Ordinary Meeting of the Parish Council held on
Tuesday 7th October 2025 in the Ruby Room of The Jubilee Hall commencing at 6pm**

Present:	Cllr Conduct	Chairperson
	Cllr Jones	
	Cllr Marsh	
	Cllr Nicholson	Vice Chairperson
	Cllr Sherwood	
	Cllr Webb	
	Cllr Williams	
	Cllr Wilson	
	Cllr Wood	

In attendance:	Mrs H Fisher	Finance Manager
	Mrs E McKenzie	Executive Officer

Members of the public: 0

The Chairperson welcomed those present.

PC176/25 To receive and accept apologies for non-attendance

Cllr Homer – indisposed

Cllr Latham – indisposed

Cllr Mclean – family commitment

Cllr Miller – family commitment

Resolved: To accept apologies for non-attendance

Proposed: Cllr Conduct

Seconded: Cllr Wood

All in favour

PC177/25 To receive and accept Declarations of Disclosable Pecuniary Interests on items on the agenda - None.

PC178/25 To receive and accept any personal, pecuniary and non-pecuniary interests on items on the agenda – None.

PC179/25 Requests for future agenda items - None.

PC180/25 Date of next meeting – 14th October 2025 - Noted.

PC181/25 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.

PC182/25 Staffing Matters

Redacted in adherence with Legal and GDPR regulations.

There being no other business the meeting ended at 6:26 pm.

Bishop's Waltham Parish Council
Actions Arising from the meeting of 9.9.25

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) Complete	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	In progress.
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	Complete	EO / FM	Paid HCC Invoice 1 of 2 and 2 of 2.
PC130/25	Electronic Summons	To receive all 13 signed summons	Complete	Clrs/EO	
PC149/25	South Pond Tree Survey	To undertake tree survey	Complete	EO	Scheduled for w/c 30th September
PC155/25	Swans	To seek guidance and publicise	Complete	EO	Clr Sherwood provided a sound response.
PC156/25	Pavement Licence	To write to WCC	Complete	EO	
PC163/25	Priory Park Clubhouse	To undertake consultation To create QR code To liaise with schools	Oct-25	PM/MCEM	In progress.
PC164/25	Esso Site	To submit comment	Complete	EO/P&H	
PC174/25	Albany Wood Site	To meet to discuss	Complete	KJ/AW/SG/EM	Reminder sent 16.9.25

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	1,609
105	VAT Control Account	5,462
219	A&L 3m Fixed Term Deposit A/c	629,654
221	Unity Current 20496238	12,459
222	Unity Savings 20496241	83,290
223	Unity Savings 20496254	150,000
Total Current Assets		882,475
<u>Current Liabilities</u>		
500	Creditors	11,308
565	Holding Deposits	3,859
Total Current Liabilities		15,167
Net Current Assets		867,308
Total Assets less Current Liabilities		867,308

Represented by :-

300	Current Year Fund	182,613
310	General Reserves	127,616
314	Albany Wood IGOS Maintenance	96,705
316	Albany Wood LEAP Maintenance	36,521
317	Allotment Fencing	1,421
318	Coronation Hall Renovations	6,375
320	Replace Pickup Truck - CIL	15,000
325	Play Area Equip Maint - CYF	9,112
336	EV Chargers	11,000
341	Replace IT Equipment	3,078
345	Election Expenses - CYF	2,500
350	Bldings Replace / Refurb - CYF	136,705
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	19,050
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
Total Equity		867,308

2025-2026

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	£8,158	£1,888	£5,578	£3,715	£1,989	£5,060	£2,500	£0	£5,000	£2,490	£42,802	£47,219	£4,417	9%	
Total Expenditure	£43,206	£44,484	£45,375	£53,069	£44,379	£52,261	£51,351	£42,534	£51,546	£42,723	£37,428	£46,161	£554,517	£535,534	£18,983	4%	
Total Net Revenue Expenditure	£39,193	£40,073	£39,217	£51,181	£38,801	£48,546	£49,362	£37,474	£49,046	£42,723	£32,428	£43,671	£511,715	£488,315	£23,400	5%	
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	£39,193	£40,073	£39,217	£51,181	£38,801	£48,546	£49,362	£37,474	£49,046	£42,723	£32,428	£43,921	£511,965	£488,565	£23,400	5%	
Halls and Grounds Committee																	
Total Income	£21,720	£504	£8,908	£12,188	£5,717	£22,612	£9,815	£8,329	£7,478	£10,390	£7,477	£7,664	£122,802	£114,227	£8,575	8%	
Total Expenditure	£8,540	£5,016	£19,726	£14,307	£17,031	£9,330	£35,627	£6,461	£7,820	£22,586	£6,450	£17,909	£170,803	£191,265	£20,462	11%	
Total Net Revenue Expenditure	£13,180	£4,512	£10,618	£2,119	£11,314	£13,282	£25,612	£1,868	£342	£12,196	£1,027	£10,245	£48,001	£77,038	£29,037	38%	
Total Capital Income	£2,258	£27,325	£1,743	£5,733	£6,919	£65,439	£66,635	£0	£0	£2,500	£0	£87,755	£266,307	£149,250	£117,057	78%	Unbudgeted
Total Capital Expenditure	£2,258	£27,302	£1,743	£5,733	£6,919	£65,439	£66,635	£0	£0	£2,500	£0	£87,755	£266,284	£149,250	£117,034	78%	
Total Net Capital Expenditure	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	Unbudgeted	
Total Net Committee Expenditure	£10,922	£31,814	£12,561	£7,852	£18,233	£52,157	£92,447	£1,868	£342	£14,696	£1,027	£98,000	£314,285	£226,288	£87,997	39%	
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	£582	£994	£4,850	£4,100	£280	£1,615	£100	£719	£1,782	£25,252	£24,584	£668	3%	
Total Net Revenue Expenditure	£1,431	£5,527	£3,192	£166	£994	£3,850	£4,100	£280	£1,615	£100	£719	£1,782	£23,756	£23,584	£172	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	£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	£994	£3,850	£4,100	£280	£1,615	£100	£719	£1,782	£24,360	£24,084	£276	1%	
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	£339	£546	£450	£0	£0	£0	£0	£2,454	£4,020	£3,450	£570	17%	
Total Net Revenue Expenditure	£0	£0	£231	£0	£339	£546	£450	£0	£0	£0	£0	£2,454	£4,020	£3,450	£570	17%	
Total Capital Income	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£49,000	£40,000	£9,000	100% 20 is Plenty project cancelled
Total Capital Expenditure	£85	£0	£0	£1,200	£163	£1,802	£0	£0	£0	£0	£0	£0	£3,250	£42,050	£38,800	92% 20 is Plenty project cancelled	
Total Net Capital Expenditure	£85	£0	£0	£1,200	£163	£1,802	£0	£0	£0	£0	£0	£0	£3,250	£2,050	£1,200	59%	
Total Net Committee Expenditure	£0	£85	£231	£1,200	£502	£2,348	£450	£0	£0	£0	£0	£2,454	£7,270	£5,500	£1,770	32%	
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	£0	£313,218	£0	£0	£0	£0	£0	£626,437	£626,437	£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	-£626,437	£0	0%
Total Capital Income	£18,098	£133,226	£0	£0	£0	£226,745	£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
Total Net Capital Expenditure	-£18,098	-£133,226	£0	£0	£0	-£226,745	£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	-£1,004,506	-£837,727	-£166,779
Total Net Committee Expenditures														20%
Total Income	£357,049	£138,163	£15,145	£14,492	£11,295	£340,545	£238,549	£13,389	£9,978	£10,390	£12,477	£10,154	£1,171,626	£1,040,173
Total Expenditure	£354,434	£82,435	£70,346	£75,491	£99,825	£134,228	£172,163	£49,275	£50,981	£67,909	£44,597	£156,311	£1,038,995	£960,883
Total Net Revenue Expenditure	-£301,615	-£55,728	£55,201	£60,999	£58,530	-£206,317	-£86,386	£35,886	£51,003	£57,519	£32,120	£146,157	-£132,631	-£79,290
EMR Movements	-£15,840	-£105,551	£1,743	£5,733	£5,175	£67,971	-£158,110	£0	£0	£2,500	£0	£67,538	-£127,841	-£79,290
Total Income/Expenditure	-£285,775	£49,823	£53,458	£55,266	£52,355	-£274,288	£91,724	£35,886	£51,003	£55,019	£32,120	£78,619	-£4,790	£0
Current Year Fund	£301,615	£357,343	£302,142	£241,143	£182,613	£388,930	£455,316	£419,430	£368,427	£310,908	£278,788	£132,631		
General Reserves	£219,517	£113,985	£115,708	£121,441	£127,616	£195,587	£37,477	£37,477	£37,477	£39,977	£39,977	£107,515		
General Reserves Position	521,132	471,308	417,850	362,584	310,229	584,517	492,793	456,907	405,904	350,885	318,765	240,146		
Months	10	9	8	7	6	11	9	9	8	7	6	5		
Total Reserves (Bank)	986,310	1,042,038	986,837	925,838	867,308	1,073,625	1,140,011	1,104,125	1,053,122	995,603	963,483	817,326		



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 10 – Annual Governance and Accountability Return (AGAR) 2024/2025 – for consideration

The review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025 is now complete and the signed external auditors report and certificate was provided by BDO LLP on 9th September 2025.

Action was taken to: -

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before **30 September 2025** which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Proposal:

To consider and note the external auditor's report for the 2024/25 financial year.

Finance Manager
25/09/25

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BISHOPS WALTHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

10/06/2025

and recorded as minute reference:

PC 53 /25

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

Chair

Clerk

www.bishopswaltham-pc.gov.uk

Section 2 – Accounting Statements 2024/25 for

BISHOPS WALTHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	961,134	687,865	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	532,213	592,822	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	281,843	389,941	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	334,419	351,838	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan Interest/capital repayments	11,285	11,285	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	741,621	622,810	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	687,865	684,695	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	672,648	707,946	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,788,099	4,087,808	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	62,790	52,929	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

26/05/2025

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

10/06/2025

as recorded in minute reference:

PC 53 / 25

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

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Bishop's Waltham Parish Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

None

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

4670FB746A8A428...

Date

09 September 2025



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 11 - Planning Applications – To ratify the recommendations from the Planning and Highways Committee

25/01655/TPO

Closing Date: 19.9.25

Grass verge – Felling of 3 Birch Trees and treat stump with eco plugs
Adjacent to 8 Hermitage Close, Bishop's Waltham SO32 1DD
Support.

25/01721/HOU

Closing Date: 19.9.25

Conversion of existing garage into annex for family members
Romany Way, Wintershill, Durley, Bishop's Waltham SO32 2AH
Neutral.

25/01646/FUL

Closing Date: 19.9.25

Demolition of former ESSO garage and the erection of 6 new dwellings with car parking and use of existing accesses onto Winchester Road
ESSO Winchester Road, Bishop's Waltham SO32 1BA
Support with conditions that completion of the expert recommendations such as the nutrients survey, recommendations from Environmental Health and the carrying out of the design elements to promote wildlife are upheld.

25/01463/FUL

Closing Date: 23.9.25

Retrospective: 5 shipping containers on the land.
Land North Of Brooklands Farm Botley Road Bishops Waltham Hampshire
Support.

25/01697/HOU

Closing Date: 1.10.25

Porch
Studio Flat, The Old Chapel, Little Shore Lane, Bishop's Waltham SO32 1ED
Support.

Proposal: To ratify the recommendations from the Planning and Highways Committee

Executive Officer 9.10.25



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 12 - Draft Parish Council Agreement for West Hoe Cemetery – for consideration

In the Full Council meeting held on the 12th August, the following was resolved:

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

A revised document to set out the agreement between Bishop's Waltham and Swanmore Parish Councils has been drafted and approved in a meeting of the West Hoe Cemetery Management Committee that was held on 11th September. This draft is included overleaf for consideration.

This draft will also be forwarded to Swanmore Parish Council for their consideration.

Proposal: To consider the draft of the new Parish Councils' agreement relating to the management of the West Hoe Cemetery and to resolve whether the Council would like any modifications, or any further actions, prior to signing the agreement (subject to receiving approval by Swanmore Parish Council).

Clerk to the West Hoe Cemetery Management Committee 09.10.25

West Hoe Cemetery Management Committee

Agreement between Bishop's Waltham Parish Council and Swanmore Parish Councils

Memorandum of Agreement made, dated **XX November 2025** and entered into by and between BISHOP'S WALTHAM PARISH COUNCIL, whose offices are at The Jubilee Hall, Little Shore Lane, Bishop's Waltham, Hampshire, SO32 1ED and SWANMORE PARISH COUNCIL, whose offices are at Suite A, Hollythorns House, New Road, Swanmore, Hampshire, SO32 2NW.

WHEREAS Bishop's Waltham and Swanmore are both duly constituted local authorities by virtue of the Local Government Act 1972

AND WHEREAS and both are burial authorities by virtue of Section 214 of the Local Government Act 1972

AND WHEREAS Bishop's Waltham is the owner of the Cemetery know as WEST HOE CEMETERY (hereinafter called THE CEMETERY) located in the Parish of Bishop's Waltham

NOW THEREFORE THOSE PRESENT WITNESS THAT:

1. Bishop's Waltham Parish Council and Swanmore Parish Council agree to dissolve their previous agreement in relation to the West Hoe Cemetery Management Committee's previous form as a joint committee of both Parish Councils.
2. The committee known as West Hoe Cemetery Management Committee hereby ceases to be a joint committee of Bishop's Waltham Parish Council and Swanmore Parish Council.
3. The West Hoe Cemetery Management Committee shall be a standing committee of Bishop's Waltham Parish Council and subject to Bishop's Waltham Parish Council's Standing Orders and Financial Regulations.
4. The West Hoe Cemetery shall continue to provide for the interment of residents of both parishes, with Bishop's Waltham Parish Council performing the role of lead authority in relation to the financial reporting, contracts, employment and other matters of the Committee.
5. Bishop's Waltham Parish Council and Swanmore Parish Council will exercise their functions as burial authorities on the basis of the Terms of Reference for the West Hoe Cemetery Management Committee. The Committee's Terms of Reference are as approved by both Parish Councils.

6. The West Hoe Cemetery Management Committee may amend its Terms of Reference, conditional upon the approval of both Bishop's Waltham Parish Council and Swanmore Parish Council.
7. The ownership of West Hoe Cemetery shall remain vested in Bishop's Waltham Parish Council.
8. Finance:
 - i) The full financial records of the Committee shall form part of the accounts of the lead authority, which shall be examined or audited according to any statutory requirements and Proper Practices.
 - ii) Before the end of December each year the Committee will prepare a budget for the following financial year, including what financial contribution is requested from each of the parish councils.
 - iii) The two parish councils will each contribute to the budget of the West Hoe Cemetery Management Committee, with Bishop's Waltham Parish Council contributing two thirds, and Swanmore Parish Council contributing one third of the total Parish Councils' funding.
 - iv) The Committee may take financial decisions in accordance with its agreed budget and the lead Council's standing orders and financial regulations.
- v) This agreement is determinable only by mutual consent of Bishop's Waltham Parish Council and Swanmore Parish Council, unless either council has failed to comply with the requirements of this agreement document.

FOR BISHOP'S WALTHAM PARISH
COUNCIL

..... (Chair)
..... (Witness)
..... (Date)

FOR SWANMORE PARISH COUNCIL

..... (Chair)
..... (Witness)
..... (Date)

WEST HOE CEMETERY MANAGEMENT COMMITTEE – STANDING COMMITTEE.

This Committee will meet as required with at least 6 meetings per year.

Membership will be:

3 Parish Councillors from Bishop's Waltham Parish Council

3 Parish Councillors from Swanmore Parish Council.

Ex-officio (non-voting) members as recommended by the Committee and subsequently appointed by the two Parish Councils.

The Chairmanship of the Committee will alternate between Bishop's Waltham and Swanmore.

This Committee shall:

- Be responsible for the management of the West Hoe Cemetery in Bishop's Waltham in accordance with the agreement between Bishop's Waltham Parish Council and Swanmore Parish Council so as to provide for the interment of residents of both parishes.
- The Committee shall manage and control the West Hoe Cemetery in accordance with the Local Authorities' Order 1977 or any subsequent substituted legislation and shall exercise all the powers and functions conferred by the Order upon each of the councils. * this was previously included in the agreement between BWPC and SPC.
- To oversee the day-to-day management of the Cemetery and to identify future usage of such assets as they become available
- Identify activities to be undertaken by the Cemetery Groundsman and any Officer, Employee or Contractor, who are engaged on work within the cemetery.
- Review the schedule of Cemetery Charges on an annual basis.
- Review the Burial Ground Regulations on a regular basis.
- Conduct Risk Assessments within the Cemetery.
- Implement policies and procedures in accordance with recommended practice.
- Formulate and submit requests for funding to both Councils, including full details of estimated income and proposed expenditure for the coming financial year, not later than the end of October each year.
- Arrange additional meetings as required to progress business of the Committee.
- Review all annual contracts relevant to the Committee once a year.
- The Chairman or Vice Chairman of this Committee will be a member of the Bishop's Waltham Parish Council's Finance, Policy & Resources Committee. *(depending on which is a Bishop's Waltham Councillor as only they can serve on the BWPC F,P&R Committee)*



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 13 – 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.
- Attended Online Teams Meeting with Hampshire Highways – 22.9.25
- Officially opened the St Peter's Country Fayre – 27.9.25
- Bishop's Waltham Photographic Society Awards Presentation Evening – 8.10.25

Cllr Tracy Conduct

9.10.25



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 14 - Councillors' Reports – *for information only*

Cllr Latham has a report on his attendance at the Public Transport Community Forum.

Cllr Nicholson and Cllr Williams attended the Southern Parishes Meeting on 8.10.25

Executive Officer
9.10.25



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 15 - Executive Officer's Report – *for information only*

- Accessibility Project – works in progress but the pavement is finished now outside Outlaws on Bank Street and improvements to Houchin Street and the car park area are ongoing.
- Public Toilets in Basingwell Street Car Park – Main unit due to be finished by 17th October and Disabled unit due to be completed by 31st October. Cleaning contract running until end of December 2025 and Finance Manager aware of new contract commencing January 2026.
- Ongoing meetings with Bishop's Waltham Parish Fishing Club and Beechcroft Developers regarding the maintenance of the South Pond.
- Well House sale progressing (see meeting minutes of FP&R Committee).

Executive Officer 9.10.25



ACSO MONTHLY REPORT

MONTH/YEAR – September 2025

Report Number - 9

Day duties – 13 Late duties – 9

Total Hours – 163

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. 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 3 youths firing a slingshot at pigeons in various areas of B/W, i contacted the police and give them a running commentary while tracking the youth's movements, they were picked up and charged with poaching and in possession of illegal weapons this is ongoing. Youths reported by climbing over the fence at the back of the barleycorn pub into gardens this has been reported to the police and is ongoing. Police incident at the priory park play area no details from the police but serious, this incident is ongoing. Reports of underage youths drinking alcohol and smoking in play areas around B/W this issue 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 posting around B/W this all signs have been removed 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 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 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. In view of the police incident at priory park that has just happened, back in the summer when there were other ASB issues that were ongoing in the play park area I did suggest that the hedge at the back of the overflow car park be cut back so the CCTV cameras can pick up any ASB in the play park this is ongoing, hopefully this issue can be discussed at the next councillor's meeting. I was on duty at the church fair at st peters, I spoke to many residents on many issues and handed out leaflets - great day. I have emailed parking services at HCC with reference to the parking issues in all areas around B/W they have said that that do acknowledge the frustrations and challenges being faced but they have limited numbers of CEOs and are unable to visit on a regular basis and try to encourage members of the public to report any parking contraventions this is ongoing. Reports from residents in Elizabeth way priory park reference heavy traffic on match days usually Saturdays this is ongoing.



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 17a – Councillors' Surgery Report – *for information only*

Reports from Councillors' Surgery Friday 26.9.25 10am-12pm

Location: Country Market

Councillors: Cllr Marsh and Cllr Conduct

Councillors engaged with the public relating to the consultation of the Priory Park Clubhouse. These comments have been fed back to the Projects Manager and Marketing, Communications and Events Manager for collation.

Cllr Marsh 9.10.25



Bishop's Waltham Parish Council

14th October 2025

Agenda Item 17b – 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	MH, JWi	High Street
26.9.25		JM, TC	Country Market
	25.10.25		
28.11.25			

To confirm the Councillors attending on 25.10.25 and future meetings.

Executive Officer 9.10.25