



## Minutes of a Meeting of the Bishopstoke Parish Council held at Bishopstoke Methodist Church commencing at 7.30pm on 11<sup>th</sup> November 2025

**Present:** Councillor Louise Hillier-Wheal  
Councillor Geoff Harris (Vice-Chair)  
Councillor Ben Burcombe-Filer  
Councillor Andrew Daly  
Councillor Stewart MacLachlan  
Councillor Trevor Mignot  
Councillor Mike Thornton  
Councillor Sue Toher  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheal (Clerk to Bishopstoke Parish Council)  
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

**Public Session** 2 members of the public were present.

One member of the public was present at the start of the meeting. Cllr Hillier Wheal welcomed them and asked if they would like to say anything. They had come along to see what happened at the meeting and were happy to sit and listen. The Clerk mentioned that the member of the public, Diana Goodyear, has been one of the volunteers with the Carnival Group for the last 2 years and had recently come along to marshal at the Children in Need Ramble. Cllr Hillier-Wheal and all of the Cllrs present thanked Diana for all her help and support with community events.

Another member of the public, having arrived later, asked if the Parish Council were aware of the current Facebook petition regarding the Bow Lake Allotment site which was generating “lots of social media activity” and currently has 150 signatures. The Chair confirmed that the Parish Council are aware of the petition and stated that the Clerk has responded in full to all emails from the residents. The Parish Council are waiting until they have all the relevant information about the site before making any statements or decisions.

### **FULL\_2526\_M04/**

#### **45 Apologies for Absence**

45.1 Apologies had been received and were noted from Cllrs Kirby and Moore. Cllrs Brown, Chaffey, Dajani and Scott were absent.

#### **46 To adopt and sign Minutes of the Parish Council meeting held on 9<sup>th</sup> September 2025**

46.1 The minutes of the meeting had been included with the supporting papers for this meeting.

46.2 Cllr Toher noted that an “a” was missing from the word “and” in section 36.2. The Clerk made the amendment in pen so that the minutes could be signed at the meeting.

46.3 Proposed Cllr Harris, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 9<sup>th</sup> September 2025 be adopted and signed.

**Action: Clerk & Chair – to sign and publish the minutes and document pack.**

#### **47 Declarations of Interest and Requests for Dispensations**

47.1 No declarations or requests were made.

#### **48 Reports from Committees, Working Groups, Officers and Councillors**

48.1 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting and was noted.

48.2 The Clerk’s report had been included with the supporting papers for this meeting and was noted.

48.3 The Clerk had some updates for the Cllrs. The Christmas Fayre on 8<sup>th</sup> November had been well attended and there had been positive feedback from stallholders and people attending. The Christmas decorations will be put in Shears Mill before the end of the month. The Armistice Service had gone well with over 60 people attending and 15-20 people going to the Anglers for tea, coffee and cake. There have been no applications yet for the Christmas Window fund. The deadline for this was agreed to be the end of November.

48.4 Cllr Harris asked if there had been any more information on the Guide Hut and the surrounding green space. The Clerk is meeting with Eastleigh Borough Council tomorrow, 12<sup>th</sup> November. Cllr Harris also noted that the leaves had been cleared from the War Memorial and surrounding area before the Armistice Service and it had made the area look tidier.

48.5 Cllr Winstanley’s report had been emailed to the Cllrs earlier that day and was noted. Cllr Winstanley said that if anyone had any future questions they could email her.

48.6 Cllr Harris presented a verbal report on Carnival. The Carnival Groups have started preparing for next year’s Carnival. The plans for road closures have been started, toilets have been booked and they are looking to have more music/entertainment in the parade. The theme for next year’s Carnival will be Festival. The Clerk had received a copy of the Carnival draft budget and was happy with the changes that had been made.

#### **49 To discuss the 2026-27 budget**

49.1 A memo outlining possible additions and changes to the 2026-27 budget had been included with the supporting papers for this meeting.

49.2 After discussion, the Cllrs agreed that the recommended increases and any possible savings should be considered by the Finance Committee to keep the precept as low as possible, in the 5-6% range.

**Action: Clerk – to investigate and present a variety of options for the precept to the Finance Committee at the next meeting in December**

## 50 To approve the continued membership of and contributions to specific external bodies

50.1 A memo listing the memberships and contributions had been included with the supporting papers for this meeting.

50.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously to approve the continued membership of and contributions to the external bodies listed.

**Action: Clerk – to renew the memberships and contributions to the external bodies listed at the appropriate time.**

## 51 To approve Parish Council insurance arrangements

51.1 A memo outlining the Parish Council insurance arrangements had been included with the supporting papers for this meeting.

51.2 Cllr Thornton asked if Sewall Drive would be added to the insurance as well as any other Assets that came to the Council over the following year. The Clerk confirmed that they would.

51.3 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously to renew the Parish Council insurance with Clear Councils on a 1-year deal so that quotes can be sourced during the year to allow a proper comparison to be made for the 2026-27 insurance.

**Action: Clerk – to renew the Parish Council insurance with Clear Councils for 1 year.**

**Action: Clerk – to source insurance quotes during the next 12 months to allow a proper comparison to be made next year.**

## 52 To consider amendments to all Committee Terms of Reference relating to meeting dates

52.1 A memo outlining the proposed new clause to be added to all Committee Terms of Reference was included with the supporting papers for this meeting

52.2 After discussion, the Cllrs agreed the following amendments to the new clause:

- Add the word Council to the following; "...the Chair and Vice Chair of the **Council or** Committee, in conjunction with the Clerk..."
- Add the word venue to the following: "If a request to change a Committee meeting date **or venue** is submitted ..."

52.3 Proposed Cllr MacLachlan, Seconded Cllr Winstanley, **RESOLVED** unanimously to amend the proposed additional clause to all Committee Terms of Reference relating to meeting dates and then add the clause to all Committee Terms of Reference.

**Action: Clerk – to make amendments to the proposed additional clause and add it to all Committee Terms of Reference.**

## 53 To approve the amended Emergency Delegations Policy

53.1 A copy of the policy with the proposed amendments had been included with the supporting papers for this meeting.

53.2 Proposed Cllr Toher, Seconded Cllr Winstnaley, **RESOLVED** unanimously to approve the amended Emergency Delegations Policy.

**Action: Clerk – to make the approved amendments to the Emergency Delegations Policy and publish the amended policy.**

#### **54 To approve the amended Delegations Policy**

54.1 A copy of the Delegations Policy with the proposed amendments had been included with the supporting papers for this meeting.

54.2 Proposed Cllr Winstanley, Seconded Cllr Harris **RESOLVED** unanimously to approve the amended Delegations Policy.

**Action: Clerk – to make the approved amendments to the Delegations Policy and publish the amended policy.**

#### **55 To consider provision of Youth Services within Bishopstoke**

55.1 A memo outlining the suggested provision was included with the supporting papers for this meeting.

55.2 The Clerk has had a recent meeting with the new Clerk at Fair Oak and Horton Heath Parish Council to discuss future youth provision in the area. Fair Oak are keen to work with Bishopstoke Parish Council to provide Youth Services. The Clerk suggested a Working Group made up of 2-3 Councillors from each Parish Council and the 2 Clerks to explore options and funding for the provision of Youth Services in the area.

55.3 Proposed Cllr Thornton, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to explore, in partnership with Fair Oak and Horton Heath Parish Council, options and funding for the provision of Youth Services in the area.

**Action: Clerk – to contact FOHH Parish Council to arrange a meeting to discuss the future provision of Youth Services in the area.**

#### **56 To agree opening times for the Sewall Drive Parish Office**

56.1 A memo outlining the proposed opening times for the Sewall Drive Parish Office was included with the supporting papers for this meeting.

56.2 Cllr Thornton proposed that any future changes to the Parish Office opening hours be agreed by the Clerk, Chair and Vice-Chair of the Parish Council instead of the decision coming to Full Council.

56.3 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously to amend the recommendation to add “future decisions on changes to Parish Office opening hours will be delegated to the Clerk, Chair and Vice-Chair of the Parish Council” and to amend “present” to “present on the Sewall Drive allotment site”.

56.4 Proposed Cllr Thornton, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to approve the amended recommendation.

#### **57 To consider content for the next media release and email update**

57.1 After a short discussion, it was agreed to include Christmas decorations, Christmas Fayre, Children in Need Ramble, Armistice Day Service, Wheels Park consultation and Carnival

**Action: Admin Officer – To draft the next press release and issue it to all the relevant Media**

**58 To agree the date, time and place for the next meeting**

58.1 The next meeting will take place on Tuesday 13<sup>th</sup> January 2026, at 7:30pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 6<sup>th</sup> January 2026. The Clerk also reminded Cllrs that there will be a Zoom meeting to discuss the 2026-27 Budget on Tuesday 16<sup>th</sup> December.

**59 Motion for Confidential Business**

59.1 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to the community building and employees' remuneration it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

**60 To approve Councillor apologies**

60.1 A memo explaining the Councillor apologies had been included with the supporting papers for this meeting.

60.2 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously to approve Councillor apologies.

**61 To consider the community building design brief**

61.1 A memo outlining the community building design brief had been included with the supporting papers for this meeting and was discussed and noted.

**62 To approve changes to Officer contracted hours**

62.1 A memo outlining the proposed changes to Officer contracted hours had been included with the supporting papers for this meeting.

62.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to approve the changes to Officer contracted hours.

*There being no further business, the Chair closed the meeting at 8.45pm.*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_