

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Methodist Church  
commencing at 7.30pm on 13<sup>th</sup> January 2026**

**Present:** Councillor Louise Hillier-Wheal  
Councillor Geoff Harris (Vice-Chair)  
Councillor Peter Brown  
Councillor Ben Burcombe-Filer (from para 66)  
Councillor Sid Dajani  
Councillor Andrew Daly  
Councillor Mark Kirby  
Councillor Stewart MacLachlan  
Councillor Mike Thornton (from para 65)  
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** 1 member of the public was present.

Cllr Hillier Wheal welcomed the member of the public and asked if there were any issues they would like to discuss. They declined and said they were just there to observe the meeting.

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**63 Apologies for Absence**

63.1 Apologies had been received and were noted from Cllrs Chaffey and Moore. Cllr Mignot was absent.

**64 To adopt and sign Minutes of the Parish Council meeting held on 11<sup>th</sup> November 2025**

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

64.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 11<sup>th</sup> November 2025 be adopted and signed.

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

*Cllr Thornton arrived*

**65 Declarations of Interest and Requests for Dispensations**

65.1 No declarations or requests were made.

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

*Cllr Burcombe-Filer arrived*

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

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

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

66.3 The Clerk advised the Cllrs that there will be a new section in the Parish Council Newsletter, Councillor profiles. The Admin Officer will send out a set of questions for the Councillors to answer and return. There will be 2 profiles in each newsletter, starting with the Spring Newsletter.

***Action: Admin Officer – to produce and send out a set of questions for the Parish Councillors to respond to that will be included in future Newsletters.***

66.4 Hampshire County Council Flood and Water Management had contacted the Clerk about a complaint from a resident in Templecombe Road regarding a ditch on the other side of the hedge at Templecombe Road play area that can get blocked. The Clerk will contact Eastleigh Borough Council and the Land Registry to find out who owns the land and is responsible for the work needed.

***Action: Clerk – to contact Eastleigh Borough Council and the Land Registry regarding ownership of the land containing the ditch at Templecombe Road.***

66.5 The Clerk advised the Council that Cllr Scott will no longer be a Parish Councillor as he had not attended meetings or otherwise represented Bishopstoke Parish Council for a period of more than six months. The Clerk will notify Eastleigh Borough Council and publish the vacancy as required.

***Action: Clerk – to contact Eastleigh Borough Council and advise them of the Parish Councillor vacancy.***

66.6 Cllr Winstanley's report had been emailed to the Cllrs prior to the meeting and was noted. Cllr Hillier-Wheal said that it was great news that Hampshire County Council are providing the funding for the repairs to the guttering, downpipes and drainage at the BCA and thanked Cllrs Harris and Winstanley for their work in securing the funding. Cllr Winstanley said that she had received a lot of positive comments on the Christmas decorations at Shears Mill. The Chair thanked the Officers for the work they put into this.

## **67 To approve the expenditure budget for 2026-27**

67.1 A copy of the expenditure budget for 2026-27 budget had been included with the supporting papers for this meeting.

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

67.2 Cllr Thornton thanked the Clerk for all the work he had put into the budget and praised the processes the Clerk had put in place to give all Councillors the time and opportunity to make any comments on the budget. Cllr Harris commented that it might be helpful to know if anyone has any comments or objections they want to make at the meeting prior to the day of the meeting. Cllrs Burcombe-Filer and Toher agreed that the processes in place were good and allowed Councillors plenty of opportunities to make any comments or objections prior to the meeting.

67.3 Proposed Cllr Winstanley, Seconded Cllr Kirby, **RESOLVED** unanimously to approve the expenditure budget for 2026-27.

## **68 To approve funding arrangements for 2026-27, including the precept request**

68.1 A memo outlining the funding arrangements for 2026-27, including the precept request had been included with the supporting papers for this meeting.

68.2 Cllr Daly asked why such a large precept increase was needed above the inflation rate. The Clerk explained that this was to cover increased staff hours and current and future projects and would help to avoid large increases in the future. Cllr Thornton said that the Finance Committee had quizzed the Clerk at length about the increase and had taken all options into account.

68.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the planned funding from grants, reserves and council income; to approve the precept request of £458,862.94, incorporating a 9% rise on 2025-26 and close the earmarked reserves for Village Trails and Map & Information boards.

**Action: Clerk – to inform the Borough Council of the precept request and to close the earmarked reserves for Village Trails and Map & Information boards**

## **69 To note the results of the interim audit for 2025-26 and approve the Parish Council response**

69.1 A full copy of the internal audit report had been emailed to the Councillors prior to the meeting and the recommendations of the auditor and the proposed response from the Council had been included with the supporting papers for this meeting and were noted.

69.2 The Clerk noted that the Auditor had commented that the Parish Council was a model of best practice for Transparency. Cllr Winstanley thanked and congratulated David for all of the work he had done for this.

69.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the Parish Council response to the Interim Internal Audit recommendations.

**Action: Clerk – to implement the recommendations made by the auditor on the Interim Internal Audit**

## **70 To approve the application for bus shelter grants**

70.1 A memo outlining the bus shelter grants application was included with the supporting papers for this meeting

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

70.2 Cllr Harris requested that the company who are replacing/repairing the bus shelter do a report on how structurally sound the current bus shelters are, looking for rot, rust etc. The Clerk said that he would request a report from the company before work is carried out.

70.3 Cllr Brown suggested allowing advertising, giving preference to local businesses, in the bus shelters owned the Parish Council to provide some income to the Parish Council. The Assets Officer will investigate the possibility of advertising in the bus shelters.

**Action: Assets Officer – to investigate if it is possible to advertise in the bus shelters owned by the Parish Council and how this could be incorporated into the new shelters.**

70.4 Proposed Cllr Burcombe-Filer, Seconded Cllr Brown, **RESOLVED** with 1 opposing to approve the applications for bus shelter grants for full repairs and necessary replacements and to request a report on the structural soundness of the existing bus shelters so that any necessary work can be incorporated in the grant application.

**Action: Clerk/Assets Officer – to submit the approved bus shelter grant application and to request a report on the structural soundness of the existing bus shelters from the contracted company before any work is carried out.**

## **71 To receive a report on the Council events through 2025 and approve the plan for 2026**

71.1 A copy of the report on the 2025 Council events and the Events plan for 2026 had been included with the supporting papers for this meeting.

71.2 Cllr Hillier-Wheal noted that she had not been included in the volunteers for VE and VJ Day. The Admin Officer apologised and will update the report before it is published.

**Action: Admin Officer – to update the 2025 Events Report to include all Councillors who volunteered at the VE and VJ Day events and publish.**

71.3 WRT Chalk Stream Challenge. The Admin Officer gave a brief summary of the Challenge and how it works. The Committee agreed that it should be included in the events for 2026. Cllr MacLachlan suggested contacting Southern Water to see if they would be interested in contributing to the cost of setting up the Chalk Stream Challenge. Cllr Kirby said that Marwell Zoo were currently looking at the newts that live in the River Itchen. The Admin Officer will contact them to see if their project could tie in with the Chalk Stream Challenge.

**Action: Admin Officer – to contact Wessex Rivers Trust to start their grant application to set up the Chalk Stream Challenge, contact Southern Water about contributing towards the cost of the Chalk Stream Challenge and to contact Marwell Zoo regarding their project about the newts that live in the River Itchen.**

71.4 Cllr Toher suggested a Bingo night as an event for 2026. The Admin Officer will look at when it could be fit into the calendar for this year. Cllr Toher said that she still had the Bingo calling equipment from Age Concern Bishopstoke that could be used.

**Action: Admin Officer – to look at including a Bingo Night in the 2026 Events calendar and putting together a costing for the event.**

71.5 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously to approve the Events plan for 2026.

**Action: Admin Officer – to create and publish an Events Calendar for 2026 and start planning the events.**

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

## 72 To approve the project brief for the Memorial Hall

72.1 A copy of the project brief for the Memorial Hall had been sent to the Councillors prior to the meeting.

72.2 The Clerk advised the Council that a copy of the brief had been sent to the Bishopstoke Players who, unfortunately, couldn't attend this meeting. They had said that they were very happy with the design and thought it would make a great community building.

72.3 Cllr Harris commented that the overview seemed to be out of date and he was nervous about the Essentials list. The Clerk said that the brief would be submitted to architects who would come back with proposals as to what could be included in the building.

72.4 The Clerk let the Council know that the timetable for the tender process would be discussed at the next Assets Committee meeting on Tuesday 27<sup>th</sup> January if they would like to come and join in the discussion.

72.5 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to approve the project brief for the Memorial Hall.

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

73.1 After a short discussion, it was agreed to include the 2026 Events Calendar, reports on events since the last media release, the upcoming February Meet and Greet and Winter Crafts session, the Interim Audit results and the decision on the precept.

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

73.2 Cllr Toher asked if future media releases could be emailed to all of the Parish Councillors when it is sent out. The Clerk also let the Councillors know that they could sign up for the subscriber email on the Parish Council website that is sent out every 2 months.

**Action: Admin Officer – to email future media releases to the Parish Councillors.**

## 74 To agree the date, time and place for the next meeting

74.1 The next meeting will take place on Tuesday 10<sup>th</sup> March 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 3<sup>rd</sup> March 2026.

*There being no further business, the Chair closed the meeting at 8.12pm.*

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

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