

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Methodist Church  
commencing at 7.30pm on 9<sup>th</sup> September 2025**

**Present:** Councillor Geoff Harris (Vice-Chair)  
Councillor Peter Brown  
Councillor Ben Burcombe-Filer  
Councillor Sid Dajani  
Councillor Andrew Daly  
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)  
Vickie Fear (Eastleigh Borough Council)

**Public Session** 1 member of the public was present.

The member of the public was from the Bishopstoke Community Fund. They thanked the Parish Council and local residents for everything they did to help clean the War Memorial after it was vandalised. The BCF had a query about funding for the maintenance of the defibrillators. They had been under the impression that the Parish Council had put money aside to give to the BCF for the maintenance but the Parish Councillors had then voted to not support them. The member of the public agreed to send over the documentation they had for the Clerk to look at. The Clerk explained that money had been allocated in the budget during the first year for maintenance of the defibrillators but no requests for funds had been made by the BCF. At the end of the financial year, as often happens in cases where there are unused funds, the Parish Councillors voted to move the money back into general funds. The Clerk then advised the BCF that if any money was needed by the BCF for maintenance of the defibrillators they could apply for a Parish Grant. The Clerk and the Admin Officer have since repeated this offer to the BCF on several occasions and offered help with the process if needed. The only condition attached to the grant is that it is spent within 12 months of receiving it.

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**30 Apologies for Absence**

30.1 Apologies had been received and were noted from Cllrs Hillier-Wheal, Chaffey, Kirby, MacLachlan, Moore and Scott and Thornton. Cllr Mignot was absent.

**31 To adopt and sign Minutes of the Parish Council meeting held on 8<sup>th</sup> July 2025**

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

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31.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 8<sup>th</sup> July 2025 be adopted and signed.

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

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

32.1 Cllr Brown declared an interest in agenda item 10 as he works with a charity who are involved with Youth Options.

## **33 To receive an introduction to the Tree and Bee Public Art Project (Vickie Fear, EBC)**

33.1 Vickie Fear gave a presentation on the Tree and Bee Public Art Project for Bishopstoke, Fair Oak and Horton Heath.

33.2 Cllr Daly asked about the maintenance of the Artwork. Vickie explained that the budget for maintenance would be transferred to the Parish Council once the project was completed and local residents would be asked to volunteer to help with the maintenance. Cllr Harris asked about long term maintenance of the Artwork and the costs involved. Vickie said that maintenance of the Artwork would be included in discussions with the artists to make them as low maintenance as possible and maintenance costs would be covered by the ring-fenced budget transferred to the Parish Council which is a specified amount and not for a certain time period.

*Vickie Fear left the meeting*

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

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

34.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to increase the maximum Council spend from the Glebe Meadow fund to £150,000.

**Action: Clerk – to increase the budget for the Wheels Park to £150,000.**

**Action: Assets Officer – to contact the potential Wheels Park contractors with the new budget figure and look at next steps.**

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

34.4 Glebe Meadow Plus Working Group. The Group had put together a list of EBC assets that the Parish Council would like to express an interest in. Cllr Harris expressed concern that the Guide Hut currently had no lease. The Clerk said that the Parish Council could make it a condition that the Guide Hut have a lease before they are willing to accept the transfer from EBC. After discussion, it was agreed that the Clerk will contact EBC to investigate the options.

**Action: Clerk – to contact EBC and investigate the options regarding the Guide Hut and land attached.**

34.5 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to express an interest to EBC for the recommended sites and to delegate power to express an interest in such sites to the Clerk, following discussions with the Glebe Meadow Plus working group.

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34.6 Insurance. Cllr Brown suggested asking other Parish Councils about the company they use for insurance to see if there were any we hadn't contacted.

**Action: Clerk – to contact other local Parish Councils to enquire about their insurance companies.**

34.7 Meet and Greet. The Clerk asked any Councillors who are available to attend the Meet and Greet session on Tuesday 16<sup>th</sup> September to contact the Admin and Events Officer. Cllr Daly volunteered to attend.

34.8 VJ Day. Cllr Toher passed on thanks from the Royal British Legion for the amazing effort by the community in cleaning up the War Memorial ready for the rededication and VJ Day service. They had been really impressed by the community spirit.

34.9 Bishy Bech. Wessex Rivers Trust have agreed to hold the funds and help run the project. Cllr Harris asked the Admin Officer to investigate if the Wessex Rivers Trust could offer any help with Carnival.

**Action: Admin Officer – to research the work that Wessex Rivers Trust do and make contact if appropriate.**

34.10 Children in Need Ramble. The Clerk advised the Cllrs that a Just Giving page would be set up by the Admin Officer to accept donations before and after the Ramble.

34.11 The Clerk noted that the next People Committee meeting date had been changed to Tuesday 4<sup>th</sup> November and he would be asking the Planning Committee to change the date of their meeting to coincide with it.

### **35 To approve and adopt the audited annual return for the year to 31<sup>st</sup> March 2025**

35.1 A memo explaining the completed audit was included with the supporting papers for this meeting.

35.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve and adopt the audited annual return for the year to 31<sup>st</sup> March 2025.

**Action: Clerk – to publish the audited annual return for the year to 31<sup>st</sup> March 2025.**

### **36 To review Travel Token procedures and approve the 2025-26 budget for Travel Tokens**

36.1 A memo outlining the 2025-26 budget for travel tokens and the proposed changes to the Procedure along with a copy of the Travel Tokens Procedure had been included with the supporting papers for this meeting.

36.2 Cllr Burcombe-Filer suggested advertising the scheme more widely. The Clerk explained that it was advertised in the Parish Council Newsletter, on the Parish Council website and in News Releases. He said we could also put the work out on Facebook. Cllr Dajani suggested posters and/or leaflets for the local pharmacies, doctor's surgeries and the Working Men's Club.

**Action: Admin Officer – to create posters and leaflets for the local pharmacies, doctor's surgeries and Working Men's Club and distribute.**

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36.3 Cllr Winstanley proposed that all Parish Councillors and Officers should be allowed to do the Travel Token visits. Cllr Burcombe-Filer agreed that people shouldn't have to reapply every year.

36.4 Cllr Harris suggested amending the end of section 4.7 to read "Councillors not involved in the original decision".

36.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the 2025-26 budget for Travel Tokens and to make the recommended and agreed amendments to the Travel Tokens Procedure.

**Action: Clerk – to update the Travel Tokens Procedure with the recommended and agreed amendments.**

**37 To approve the installation of CCTV cameras at Sewall Drive allotments, Underwood Road allotments and the new Community Building on Glebe Meadow**

37.1 A memo outlining the CCTV requirements for the sites was included with the supporting papers for this meeting.

37.2 Cllr Harris asked if it would be a stand-alone system. The Clerk explained that the CCTV would be accessible on site at Sewall Drive. Cllr Harris also asked if it would have UPS protection, would it be stored remotely or to the Cloud and would these options be included in the cost? The Clerk agreed to investigate and report back.

**Action: Clerk – to investigate the options for CCTV storage, the costs involved and report back to the Parish Council.**

37.3 Cllr Brown asked if there would be appropriate signage saying that the CCTV was operating and the area it covered. The Clerk said that there would be clear signage stating that the CCTV would be focussed on the building and not the surrounding area. Cllr Brown also asked how often the CCTV would be monitored. The Clerk said it would be looked at if an incident occurred but there are options for full-time monitoring if required.

37.4 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the installation of CCTV cameras at Sewall Drive allotments, Underwood Road allotments and the new Community Building at Glebe Meadow.

**Action: Assets Officer – to contact contractors and obtain quotes to install CCTV at the Sewall Drive allotment building.**

*Cllr Daly left the meeting*

**38 To discuss decorations for Christmas 2025**

38.1 A memo outlining the requirements was included with the supporting papers for this meeting

38.2 Cllr Winstanley stated that any decorations should be at Riverside and Whalesmead shops. Cllr Brown asked Cllr Dajani for his thoughts as a local business owner. Cllr Dajani said that he thought it was a great idea, a great way to bring the community together and could increase the footfall for all the businesses. Cllr Winstanley suggested contacting other local Parish Councils for ideas.

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*Cllr Daly rejoined the meeting*

38.3 After further discussion, it was agreed to set up a Working Group to discuss the options. Cllrs Harris, Toher and Winstanley volunteered to be in the Group along with Rob White from the BCF. The Clerk would contact the Cllrs not present at the meeting to ask if they would like to be involved in the Working Group.

38.4 Proposed Cllr Harris, Seconded Cllr Dajani, **RESOLVED** unanimously to set up a Working Group to discuss the options for 2025 Christmas decorations.

**Action: Clerk – to contact the Cllrs not present at the meeting and ask if they would like to be involved in the Christmas Working Group. Arrange the date for the first meeting.**

#### **39 To consider the future of youth services provision in Bishopstoke and make decisions**

39.1 A memo explaining the current youth services provision and future options had been included with the supporting papers for this meeting.

39.2 After discussion about the current provision and whether the current model is still relevant it was agreed to not renew the Youth Options contract and to discuss with Eastleigh Borough Council and Fair Oak and Horton Heath Parish Council if they will be continuing to collaborate with Bishopstoke Parish Council to provide youth services in the local area.

39.3 Proposed Cllr Burcombe-Filer, Seconded Cllr Harris, **RESOLVED** unanimously to not renew the Youth Options contract and enter discussions with EBC and FOHH Parish Council regarding collaborating with Bishopstoke Parish Council to provide youth services in the local area.

**Action: Clerk – to arrange a meeting with Eastleigh Borough Council and Fair Oak and Horton Heath Parish Council to discuss the future of youth services in the local area.**

#### **40 To agree placing any income from the Christmas Fayre into the Glebe Meadow fund**

40.1 A memo outlining the recommendations was included with the supporting papers for this meeting.

40.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to place any income from the Christmas Fayre into the Glebe Meadow fund.

#### **41 To appoint Parish Council representatives**

41.1 A memo outlining the available positions was included with the supporting papers for this meeting.

41.2 There were no volunteers from the Cllrs present so the Clerk will contact the Cllrs not present at the meeting and ask if any of them would like to be involved in the Carnival Group or the Greening Campaign. Cllr Winstanley asked for some details on the Greening Campaign to see if she would be able to volunteer.

**Action: Admin Officer – to provide information to Cllr Winstanley on the meetings and activities of the Greening Campaign over the last 12 months.**

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**42 To discuss adding online payment facilities to the Council website**

42.1 A memo outlining the online payment options was included with the supporting papers for this meeting.

42.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to have the Clerk investigate further the options for adding online payment facilities to the Council website and delegate the decision to the Finance Committee.

**Action: Clerk – investigate all of the options for online payments to add to the Council website and report back to the next Finance Committee meeting.**

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

43.1 After a short discussion, it was agreed to include Christmas decorations, VJ Day and War Memorial, Audit, Travel Tokens and Sewall Drive allotments

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

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

44.1 The next meeting will take place on Tuesday 11<sup>th</sup> November 2025, 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 4<sup>th</sup> November 2025.

*There being no further business, the Chair closed the meeting at 9.25pm.*

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

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