

**Minutes of a Meeting of the Assets Committee  
held at Bishopstoke Methodist Church  
commencing at 7:30pm on 23<sup>rd</sup> September 2025**

**Present:** Cllrs Mignot (Chair), Toher (Vice Chair), Harris, Hillier-Wheal, and MacLachlan

**In Attendance:** Mr D Wheal (Clerk to Bishopstoke Parish Council)  
Mr T Mellor (Allotments & Cemeteries Officer to Bishopstoke Parish Council)  
Mrs A Duthie (Assets Officer to Bishopstoke Parish Council)  
Mr T Postle (Green Smile)

**Public Attendance:** 0 members of the public were present.

**ASSETS\_2526\_M03/**

**Public Session**

**23 Apologies for Absence**

23.1 Apologies were received from Cllr Winstanley.

**24 To adopt and sign the minutes of the Assets Committee meeting held on 29<sup>th</sup> July 2025**

24.1 The minutes of the above meeting had been included in the document pack for the meeting.

24.2 The Committee noted that Minute 21 should read "To receive", not "Date, receive". It was agreed that this change could be made directly on the minutes and initialled prior to signing.

24.3 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the Minutes of the Assets Committee meeting held on 29<sup>th</sup> July 2025, as amended in minute 24.2, be adopted as a true record.

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

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

25.1 There were none declared or requested.

**26 To receive updates on current Parish Council projects and make any necessary decisions**

26.1 The report on current projects had been included with the document pack for this meeting and was noted. The Clerk was reminded that he needed to provide Cllr Toher with information to enable an approach to The Anglers Inn to be made.

## **27 To decide Burial Board fees for 2026-27**

27.1 Proposed Cllr Toher, Seconded Cllr MacLachlan, **RESOLVED** unanimously to maintain Burial Board fees at the current levels for the year 2026 – 2027.

**Action: Clerk – inform the Cemeteries Officer of the decision of the Committee**

## **28 To discuss, amend and adopt a policy on unauthorised encampments**

28.1 A draft unauthorised encampment policy had been included with the supporting documents for the meeting.

28.2 After discussion it was agreed that “Gypsies and Travellers” should be replaced with “Gypsies, Roma and Travellers (GRT)”; 3.3 should be amended to make clear that although the Parish Council will act as the lead due to its position as the land owner, it will call on other bodies to perform necessary checks; that the amendment to 3.3 should include details of which bodies can be contacted to perform checks, and provide their contact details; that 3.8 should also be amended to include relevant contact details and that 5.1 should be amended to include the words “if necessary” regarding any clean up operation.

28.3 In addition to the amendments detailed in 28.2 the Clerk noted that a flowchart would be included to assist in taking the correct steps at the right time, and templates would be considered in order to help with ensuring the right information is gathered.

28.4 Committee members agreed that it was appropriate for the Council to be compassionate to anyone finding they needed to camp on Council land and that finding an agreed solution with anyone camping could well produce better results than antagonism. It was noted that this position is not often portrayed on Social Media and so the Council would need to be clear at all times about what it was doing and why, as well as being ready to take matters further should harm be caused.

**Action: Clerk – To contact the various bodies who would be called on to get correct contact details and an understanding of what role they can play and what the response time to any request might be. To make the necessary amendments to the policy and bring it back before the Committee when they have been completed.**

## **29 To consider use of Stoke Common Cemetery car park**

29.1 A background memo was included with the supporting material for this meeting.

29.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously to request the Borough Council give permission to Hampshire Search and Rescue Dogs to use the Stoke Common Cemetery car park.

**Action: Clerk – contact the Borough Council with the request.**

## **30 To discuss, amend and re-adopt the Memorial Seating Policy**

30.1 The draft policy was included with the supporting papers for this meeting.

30.2 After discussion it was agreed that black and white should be removed from the acceptable colour options for plaques and that section 3 should include a statement that the plaques may only memorialise people.

30.3 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** with Cllr Harris abstaining to approve the Memorial Seating Policy as amended in 30.2.

**Action: Clerk – amend and publish the policy.**

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

**31 To approve extending the temporary Parish Office function throughout the whole building at Sewall Drive**

31.1 A background memo had been included with the supporting papers for the meeting.

31.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RESOLVED** unanimously to approve using the whole building at Sewall Drive allotments as the temporary office space.

**32 To consider adding an age requirement for allotment tenancies**

32.1 A background memo had been included with the supporting papers for the meeting.

32.2 After discussion it was agreed to allow anyone aged 16 or over to apply for an allotment plot. It was also agreed that this would be conditional on a parent or guardian signing the tenancy agreement on their behalf; the parent or guardian signing to agree that the person under 18 would be supervised on site at all times and that the person under 18 would not be permitted to use Council allotment machinery.

32.3 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** with Cllr Hillier-Wheal abstaining to allow persons aged 16 or over to apply for an allotment subject to the conditions listed in 32.2.

**33 To receive reports from the Clerk and other Officers, covering all areas delegated to the Committee not listed elsewhere on the agenda, and make any necessary decisions**

33.1 Reports from all Officers had been included in the supporting papers for this meeting and were noted. The Clerk was asked to enquire whether the electronic board for the Spring Lane bus shelter would be returning now that the shelter has been repaired.

**Action: Clerk – contact the Borough Council to enquire about the electronic board.**

**34 Date, time, place and agenda items for next meeting**

34.1 The next meeting of the Assets Committee will take place at 7:30pm on Tuesday 25<sup>th</sup> November at either the Bishopstoke Methodist Church or the Sewall Drive Office. The Clerk reminded Cllrs that if they wish to add items to the agenda, they should ensure the item, with any supporting papers, is with the Clerk by 18<sup>th</sup> November.

*There being no further business, the Chair closed the meeting at 8:20pm*

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

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