



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 9th September 2025 at 7.30pm at the Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meeting held on 8th July 2025
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To receive an introduction to the Tree & Bee Public Art project
6. To approve and adopt the audited annual return for the year to 31 March 2025
7. To review travel token procedures and approve the 2025-26 budget for travel tokens
8. To approve the installation of CCTV cameras at Sewall Drive allotments, Underwood Road allotments and the new community building on Glebe Meadow
9. To discuss decorations for Christmas 2025
10. To consider the future of youth services provision in Bishopstoke and make decisions
11. To discuss, amend and adopt a policy on unauthorised encampments
12. To agree placing any income from the Christmas Fayre into the Glebe Meadow fund
13. To appoint Parish Council representatives
14. To discuss adding online payment facilities to the Council website
15. To consider content for the next media release and email update
16. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
3rd September 2025

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 8th July 2025**

Present: Councillor Louise Hillier-Wheal (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer
Councillor Andrew Daly
Councillor Mark Kirby
Councillor Stewart MacLachlan
Councillor Des Scott
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)
Councillor Karen Caws (Eastleigh Borough Council)

Public Session 1 member of the public was present.

FULL_2526_M02/

As the Chair was expecting to have to leave early, she asked Cllr Harris, as Vice-Chair, to step in to Chair the meeting.

15 Apologies for Absence

15.1 Apologies had been received and were noted from Cllrs Brown, Chaffey, Dajani, Mignot and Moore.

16 To adopt and sign Minutes of the Parish Council meeting held on 13th May 2025

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

16.2 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 13th May 2025 be adopted and signed.

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

17 Declarations of Interest and Requests for Dispensations

17.1 Cllr Harris declared an interest in agenda item 6, Carnival 2025.

Initial: _____ Date: _____

18 To receive an update on the “Bishy Beach” restoration project and agree to being the named organisation responsible for the project. (EBC Cllr Karen Caws)

18.1 Cllr Caws gave a presentation on the proposed restoration project for “Bishy Beach” . After discussion, it was agreed that the Clerk would investigate the liability issues and bring forward sourcing other bank account options for the Parish Council so that we can manage the funds for the project. The Councillors also agreed to delegate the final decision to the Finance Committee once the final plans are agreed and grant applications have been prepared.

18.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously to delegate the decision to make Bishopstoke Parish Council the named organisation responsible for the Bishy Beach restoration project to the Finance Committee when the Clerk has investigated the liability issues and bank account options.

Action: Clerk – check the Parish Council’s liability if they are the named organisation for the Bishy Beach restoration project.

Action: Clerk – to look at bank account options that would allow the Parish Council to be the named organisation for the Bishy Beach restoration project.

Cllr Caws left the meeting

19 Reports from Committees, Working Groups, Officers and Councillors

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

19.2 The Clerk gave the Cllrs an update on the Sewall Drive allotment site. When the contractor had scraped away the top layer of soil he had found a thick layer of builder’s waste and rubble underneath, with a layer of clay underneath the rubble. A layer of topsoil will need to be put over the whole site to make the ground suitable for allotments at the cost of approximately £45,000. The Clerk explained that this would not have an immediate impact on the funds for the site, but it would mean the period of maintenance covered by the funds would be shorter. After discussion, it was agreed that the Clerk will send a letter to the Chief Executive of Eastleigh Borough Council registering the Council’s anger at having been placed in this situation and asking for a meeting to discuss the matter further.

Action: Clerk – to compose and send a letter to the Chief Executive of Eastleigh Borough Council explaining the situation and requesting a meeting to discuss the matter further.

Cllr Hillier Wheal left the meeting

19.3 Funding for projects. The Clerk explained the funds that had been allocated to Parish projects at the last Local Area Committee meeting. The Committee had also agreed to re-allocate the funding from the New Homes bonus for the St Pauls project to the Glebe Meadow project. Cllr Thornton noted that this left no community building in that area of Bishopstoke. The Clerk stated that amongst other options, if there were any new homes planned for Bishopstoke in the future a new community building for the area could be considered as a contribution by the developer.

Cllr Scott left the meeting

Initial: _____ Date: _____

20 To receive a report on Carnival 2025

20.1 A copy of Cllr Harris' report on Carnival had been emailed to the Councillors prior to the meeting.

20.2 There has been a lot of positive feedback about the Carnival this year and the Cllrs all agreed that the Carnival Group of volunteers had, again, done a brilliant job. The Clerk gave a brief report on the finances. Expenditure had been around £4,300 and Income was around £4,380, making a profit of approximately £80 where, historically, it had made a loss of approximately £1,000 each year. A further £188 had been collected in the Street Collection for the Carnival Grant. One application has been received so far.

21 To make appointments to Committees and Working Groups

21.1 A memo listing the Councillor appointments had been included with the documents for this meeting.

8.2 The following appointments were made and accepted by the Council.

Ben Burcombe-Filer - Finance Committee

Cllr Chaffey - Glebe Meadow Working Group

Cllr Scott - Planning Committee

Cllr Harris stepped down as the Parish Council liaison to the Carnival Committee. There were no volunteers to fill this position. The Clerk will email the Cllrs not in attendance to see if any of them are interest in becoming the Carnival liaison.

21.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously agreed the appointments to Committees and Working Groups.

Action: Clerk – update the website and all other relevant documents with the agreed appointments.

Action: Clerk – email absent Councillors to ask if they would like to be the Council liaison to the Carnival group.

22 To consider, amend if necessary, and adopt the Business Continuity Plan

22.1 A copy of the Business Continuity Plan had been included with the documents for this meeting.

22.2 Cllr Toher asked for section 2.1 to be amended -) missing from the point "Bishopstoke Memorial Hall (and plans for its replacement)".

22.3 The member of the public asked if a cyber element was included in the Business Continuity Plan. The Clerk explained that sections 3.2, 3.3 and 3.4 and the Risk management plan cover the cyber element.

22.4 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously to amend the Business Continuity Plan as stated in 22.2 and adopt it.

Action: Clerk – to amend the Business Continuity Plan and then publish it.

Initial: _____ Date: _____

23 To decide the maximum permitted time off in lieu

23.1 A memo explaining the suggested time permitted had been included with the supporting papers for this meeting.

23.2 After discussion, the Cllrs agreed that the recommended maximum of 2 weeks per year as time off in lieu was reasonable.

23.3 Proposed Cllr Toher, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to have the maximum permitted time off in lieu per year set at 2 weeks.

Action: Clerk – to advise Parish Officers that the agreed maximum permitted time off in lieu per year is 2 weeks

24 To decide the opening hours for the temporary Parish Office at Sewall Drive

24.1 A memo explaining previous and proposed Parish Office opening hours had been included with the supporting papers for this meeting.

24.2 After discussion, it was agreed that the opening hours for the temporary Parish Office would be; 9.30am-12.00pm 3 days per week and 12.30-3.00pm 2 days per week to make it accessible to more people.

24.3 Proposed Cllr Kirby, Seconded Cllr Toher, **RESOLVED** unanimously to set the opening hours for the temporary Parish Office at Sewall Drive to 9.30am-12.00pm 3 days per week and 12.30-3.00pm 2 days per week.

Action: Clerk – to discuss working hours with the Parish Officers so that there would be an Officer at the Parish Office during opening hours.

25 To consider content for the next media release and email update

25.1 After a short discussion, it was agreed to include Carnival, Greening Bishopstoke, Sewall Drive, Summer Messy Play, Summer Play Trail and the Hoarding Art Project.

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

25.2 The Clerk and Admin Officer will consider the wording for a Facebook post thanking the Emergency Services for their work when the bus crashed into the river. Cllr Winstanley said that the buses had been stopped coming into Bishopstoke on the day of the bus crash, leaving some bus users stranded. The Clerk will advise the Eastleigh Borough Council emergency plan officer of the situation so that this can be considered in future plans for other potential emergencies.

Action: Clerk – to draft a possible Facebook post with the Admin Officer thank the Emergency Services for their work when the bus crashed into the river.

Action: Clerk – to contact Melvyn Hartley at EBC to update him on the issue.

The member of the public left the meeting

26 To agree the date, time and place for the next meeting

26.1 The next meeting will take place on Tuesday 9th September 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 2nd September 2025.

Initial: _____ Date: _____

27 Motion for confidential business

27.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to play area funding and possible staff contract amendments it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

28 Confidential Business – To decide how to replace the DDA roundabouts in Parish Council Play Areas

28.1 A quote for possible replacements for the DDA roundabouts had been included with the supporting papers for this meeting.

28.2 The Clerk explained that the Finance Committee had recommended that any replacements agreed for the DDA roundabouts be funded from the Play Area reserve with a maximum expense of £26,000.

28.3 Proposed Cllr Thornton, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that any replacements agreed for the DDA roundabouts be funded from the Play Area reserve with a maximum expense of £26,000.

28.4 After discussion it was decided to replace the DDA roundabout at Sayers Road play area with:

- the circle path made using different materials,
- the roundabout with the car, petrol pump and traffic lights in the middle,
- a talking tube at each end of the circle path
- the driving play panel with mirrors to go along the circle path
- 2 communication boards – one at each entrance to the Play Area

28.5 After discussion it was decided to replace the DDA roundabout at Templecombe Road play area with:

- the Supernova,
- the driving play panel with mirrors
- 1 communication board to go at the entrance to the play area.

28.6 Cllr Kirby suggested it would be a good idea to have a communication board at all entrances to all of the play areas in the Parish.

Action: Clerk/Assets Officer – to investigate the cost and positioning of communication boards in the other 4 play areas in the Parish.

28.7 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously to replace the DDA roundabouts at Sayers Road and Templecombe Road play area with the items agreed above.

Action: Clerk/Assets Officer – to order and organise installation of the agreed items at Sayers Road and Templecombe Road play areas.

Initial: _____ Date: _____

29 Confidential Business – To discuss current staff workload and amend contracts as necessary

29.1 A memo outlining current staff workloads was included in the supporting documents for this meeting.

29.2 Cllr Hillier-Wheal had suggested to the Clerk keeping the Admin and Events Officer's contract the same and reviewing their workload after a full 12 months to see if the workload is ongoing and not just down to Carnival.

29.3 Proposed Cllr Burcombe-Filer, Seconded Cllr Toher, **RESOLVED** unanimously to keep the Admin and Events Officer's contract the same and review their workload after a full 12 months to see if the workload is ongoing.

There being no further business, the Chair closed the meeting at 9.28pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 9th September 2025
Resolutions and Recommendations

Committee Resolutions – to note

Assets

29th July – ASSETS_2526_M02

- Item 13.2 That the Minutes, amended as necessary from minute 13.2, of the Assets Committee meeting held on 27th May 2025 be adopted as a true record.
- Item 16.2 To maintain allotment rent at the current levels for the year 1st October 2025 to 30th September 2026.
- Item 18.3 to defer a decision on the position of the bench [at Rose Close open space].
- Item 20.3 To approve the planting of the hedge at Bow Lake subject to the Borough Council committing to watering for the first year.

Finance

12th August – FIN_2526_M02

- Item 12.2 That the minutes of the Finance Committee meeting held on 10th June 2025 be adopted as a true record
- Item 15.2 To approve the Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves reports.
- Item 16.3 To appoint Mulberry & Co as the internal auditors for the 2025-26 financial year.
- Item 18.2 To cover the cost of CCTV at the three sites from the existing funds associated with each site, pending a Parish Council decision on whether to approve installation.
- Item 19.2 To approve the grant request for £430 for Life Education Wessex and Thames Valley.
- Item 19.4 To approve the grant request for £1,230 for Disability Challengers.

Planning

8th July – PLAN_2526_M04

- Item 21.2 That the minutes of the Planning Committee meeting held on 24 June 2025 be adopted as a true record.
- Item 23.3 To that the responses of the Planning Committee be submitted as minuted.

29th July – PLAN_2526_M05

- Item 29.2 That the minutes of the Planning Committee meeting held on 8 July 2025 be adopted as a true record.
- Item 31.5 To that the responses of the Planning Committee be submitted as minuted.

12th August – PLAN_2526_M06

- Item 37.2 That the minutes of the Planning Committee meeting held on 29 July 2025 be adopted as a true record.
- Item 39.6 To that the responses of the Planning Committee be submitted as minuted.

26th August – No meeting – Lack of Business

Committee Recommendations – to vote upon

Assets

29th July – ASSETS_2526_M02

No recommendations

Finance

12th August – FIN_2526_M02

Item 17.2 to increase the maximum Council spend from the Glebe Meadow fund for the Wheels Park to £150,000.

Planning

8th July – PLAN_2526_M04

No recommendations

29th July – PLAN_2526_M05

No recommendations

12th August – PLAN_2526_M06

No recommendations

26th August – No meeting – Lack of Business

No recommendations

Full Council - Clerk's report 9th September 2025

Actions from previous meetings

- FULL_2526_M02/Item 16.2** Regarding Full Council minutes
The minutes were signed and published.
- FULL_2526_M02/Item 18.2** Regarding the Bishy Beach project
See later in the Clerk's report
- FULL_2526_M02/Item 19.2** Regarding Sewall Drive
The Clerk wrote to the Council as requested. Their response is included later in the Clerk's report.
- FULL_2526_M02/Item 21.2** Regarding Committee and Working Group vacancies
Councillors have been invited to fill any vacancies and the website has been updated.
- FULL_2526_M02/Item 22.4** Regarding the Business Continuity Plan
This has been amended and published.
- FULL_2526_M02/Item 23.3** Regarding time of in lieu
Officers have been informed of the agreed limits.
- FULL_2526_M02/Item 24.3** Regarding Sewall Drive office hours
Discussions have begun regarding the staffing of the office.
- FULL_2526_M02/Item 25.1** Regarding the media release
The media release has been distributed and published.
- FULL_2526_M02/Item 25.2** Regarding the bus crash
A Facebook post was drafted but not used. EBC were contacted regarding the bus arrangements and that information has been passed on to the relevant parties.
- FULL_2526_M02/Item 28.7** Regarding play area communications boards
Officers have begun investigating the variety of communication boards that are available and their associated costs.
- FULL_2526_M02/Item 28.6** Regarding play area DDA roundabout replacement
The various agreed works have been ordered.

Working Groups / Task & Finish Groups

Glebe Meadow Plus

The group met to discuss the various potential asset transfers in light of the Borough's request that expressions of interest reach the Borough no later than the end of September. In addition to the sites already agreed, the recommended sites to express an interest in are as follows:

- Bow Lake Gardens (this includes the allotments, community orchard, woodland and play area)
- Y Zone building
- All tree and bee sites, (this would be a partial transfer excising the tree and bee sites from existing land registry plans)
- The Planney
- The Guide building off West Drive

I have also received a request that the Council examine other roadside grassed areas that are not part of the Tree and Bee network but would be large enough to build on such as the space at the top of Underwood Road. The majority of these sites are under the control of the County Council and therefore not part of this process but some are under Borough Control.

It is recommended that Council defer power to express an interest in such sites to the Clerk, following discussions with the Glebe Meadow Plus working group.

Other items of note

Insurance

The Council is approaching the end of its current three year insurance deal with Clear Councils. The Clerk has approached a number of other insurers known for specialising in local government insurance but it is proving difficult to obtain a quote. Community Action Suffolk and Parish Protect will not provide quotes due to our current insurer being Clear Councils, Zurich Insurance will only provide a quote once the Council is no longer in a long term deal and Forum Insurance appear to be focused on the Borough / District / County sector.

With the in mind, Clear Councils have also been contacted to ask them to provide a renewal quote for the year starting 22nd November 2025. They are likely to offer both one year and three year deals again and the Council may wish to weigh the benefits of a fixed cost for three years against being able to obtain at least one alternative quote (from Zurich) next year.

Meet 'n' Greet

The next Meet 'n' Greet is set for Tuesday 16th September between 6pm and 8pm at the BCA. So far there are only two Councillors committed to attending, and only five Councillors have responded to the email asking for volunteers. The focus of the evening is the plans for Glebe Meadow and the success of recent projects such as the War Memorial and the Sewall Drive allotments, as well as a preview of other upcoming projects. Additional Cllr attendance would be welcome

Asset Transfers – Sewall Drive

The landscaping work at Sewall Drive allotments is now complete and I am pleased to inform the Council that following the letter of complaint the Borough Council has offered to fully refund the cost of the top soil and also to cover any costs associated with making access to the building disabled friendly.

Those on the waiting list have been invited to attend the allotments on Saturday 13th September to choose their plot and they will be allowed to begin working their plots from October 1st. This will give officers time to process all the payments and paperwork and will also tie in with the standard allotment year.

Work continues on the conversion of the building and the raised beds.

VJ Day

Councillors will no doubt be aware that work was completed on the installation of the War Memorial at Old St Mary's churchyard on Wednesday August 15th, and the site was subsequently vandalised on the morning of the 15th, the day the combined rededication and VJ Day service. Fortunately a number of residents came forward to assist in cleaning the memorial, the plaques, the wall and the paving, and the service was able to go ahead without any further trouble. This was followed by tea and cakes at St Mary's church.

About 80 people attended the service with around 25 of them joining us for refreshments afterwards in what turned out to be a very successful day.

Bishy Beach

At the last Council meeting a request was made for the Parish Council to be the named body for grant requests for the Bishy Beach restoration project. The Clerk was requested to seek advice on any risk the Council might be taking on if it accepted. The advice was that the Council would take on all the liability risk despite any assurances given by other parties and should not be done. Accordingly the Clerk informed those involved. Fortunately, Wessex Rivers Trust have stepped in and are willing to both hold the funds and help run the project. It is still hoped that the Council will continue to be interested and involved, and it is good to know that the project is going forward.



Full Council – 9th September 2025

Item 06 – Audit

BDO have completed their audit of the Bishopstoke Parish Council finances and I am pleased to report that they found no issues once again. The Council now needs to adopt the annual return for the year ending 31 March 2025 and the Clerk is happy to recommend that.

Recommendation: That the Council adopt the annual audit return for the year ending 31st March 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BISHOPSTOKE 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	No*	'Yes' means that this authority:
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:

29/04/2025

and recorded as minute reference:

FULL-2425-M07/102-2

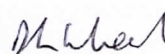
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Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



Section 2 – Accounting Statements 2024/25 for

BISHOPSTOKE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	229,182	279,830	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	332,920	384,728	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	57,382	43,127	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	119,365	121,803	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	220,289	202,158	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	279,830	383,724	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	276,115	367,258	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	334,805	313,992	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	0	0	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

RL Wheat

Date

23/04/2025

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

29/04/2025

as recorded in minute reference:

FULL 2425 M07/103.2

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

[Signature]

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

In respect of

Bishopstoke 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

ENTER NAME OF EXTERNAL AUDITOR

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428...

SIGNATURE REQUIRED

Date

11 August 2025 YYYY

SUMMER MESSY PLAY SESSIONS

Report for Full Council

After the success of the messy play during the Easter Holidays we decided to run 5 sessions during the Summer Holidays. We had also noticed on Facebook that parents are always looking for free things to do with their children over the school holidays, so the sessions were free of charge. The sessions were run by Alex and me with Tim and Cllr Hillier-Wheal providing much needed help and support at the sessions.

The 5 sessions were held at a different play area each week between 10.00am and 12.00pm and all had a different theme.

Sayers Road Play Area – Beach

Attendance - approximately 50 adults and children attending over the 2 hours.

The sand and water trays were popular with lots of toddlers enjoying sitting in and walking on the sand. The third tray was blue slime with sea creatures in which was great fun but it turned out to be messier, and harder to clean off the tray and children, than expected! The weather was kind and lots of people stayed for the whole session and brought picnics.

Blackberry Drive Play Area - Construction

Attendance – approximately 40 adults and children attending over the 2 hours

The construction vehicles with dried pasta, rice and lentils had been really popular at the Easter messy play so we had 2 trays with these in. The third tray had cars and paint where some great masterpieces were made. We had a full drying rack of pictures! The weather was good and lots of people stayed for the full 2-hour session, making use of the play area, open space and bike track.

Stoke Common Play Area – Bugs and Bubbles

Attendance – approximately 35 adults and children attending over the 2 hours

The plastic bugs were in a tray with a bag of compost and some cooked spaghetti (worms). Everyone enjoyed digging in the dirt and putting their finds into the buckets. Another tray had some vegetable and leaf printing which again provided us with some masterpieces from both children and adults. Everyone loved the bubbles and the wind helped make some really big bubbles! A few people said that they had not visited the park before but would definitely come to it again.

Otter Close Play Area (held at the BCA due to rain being forecast) - Beach

Attendance – approximately 25 adults and children attending over the 2 hours

With rain forecast we took the decision the day before to move the messy play session to the BCA. We still had the sand tray but decided water may be a bit of a slip hazard! Looking in the box we found leftover dried pasta and lentils, cars and buckets and spades so put all of this in a tray. Some children enjoyed walking over the pasta as well as digging in it! Louise came up with a great idea to put the sea creatures in jelly (rather than the slime again!) which proved popular, especially when we mixed in some shaving foam! We also put out some summer themed colouring pictures. Not as many people attended as previous sessions and the session finished a little bit earlier than before (11.45am).

Glebe Meadow Play Area (held at the BCA due to rain being forecast) – Bubbles and Paint

Attendance – approximately 15 adults and children attending over 2 hours

We again took the decision to move the messy play session to the BCA because of the wet weather. One tray had playdough with some sticks, pasta and googly eyes to make some animals, monsters and aliens. They were absolutely brilliant! We had another tray with dried pasta and rice with the construction vehicles, and we put the painting up on the tables where some masterpieces were made. This was our quietest session but still greatly enjoyed and appreciated by all those who were there.

We received lots of positive comments and thanks from both adults and children.

“Always looking for things to do, especially in the summer holidays. It’s great that it is free!”

“Thank you so much. This is a great idea.”

“It’s great for them to be able to do this and not have the mess at home.”

“The children loved it. Thank you so much.”

“Not been to this play area before. I will definitely come back.”

“My friend came last week and told me that I should come this week. It’s been great. Thank you so much.”

Reflection and ideas

- We should definitely think about doing the sessions again next year but maybe just do 4 sessions, not 5, over the 6 weeks in the summer.
- No more slime!
- We should consider buying another Tuff Tray with a stand to make it more inclusive. Some of the trays were very crowded at times.
- Look into some different themes for next summer and Easter.
- Have inside alternatives ready if needed ie water alternative.

Emma Earl
28.08.25

Full Council – September 9th 2025

Item 8 – Travel Tokens

The scheme continues to be popular and helps between 30 and 40 people every year who have difficulty using the local bus service. Last year the level was kept to 132 tokens per applicant, with a 24 token bonus if the recipient cannot travel without a companion. The number of tokens is usually increased every other year, so this year it is recommended that the number of tokens per person be increased to 144 and that the companion bonus be increased to 30 tokens.

Generally it is the case that not all tokens handed out in a year are used and returned. It is therefore possible to budget for a lower number of tokens to be refunded than are actually handed out.

With a new batch of tokens being purchase in both 2024 and 2025 it is hoped that there will not be a need for further purchases in the coming year but that cannot be ruled out.

The average number of tokens returned per year over the past five years is just under 1800 with the largest having been 2172 in 2023-24.

I recommend that this year the budget for Travel Tokens be set at £2,300 for token refunds with an additional £200 to purchase new tokens which can be transferred to the refund budget if unspent and needed.

The Travel Token procedures need updating as they still refer to a Travel Token working group which no longer exists. Any text which is crossed through is suggested for removal from the procedure. Any text highlighted yellow is new, and any red crossed through text needs replacing with the exact wording to be agreed. The Council may wish to consider who can be a travel token visitor as previously it was restricted to members of the Travel Token Working Group. The obvious replacement is to allow any Cllr to be a visitor, but the Council may also want to include officers in that group.



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

TRAVEL TOKENS PROCEDURE

**This Travel Tokens Procedure was adopted
by the Full Council at its meeting on dd mmm yyyy**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL
TRAVEL TOKENS PROCEDURE

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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TRAVEL TOKENS PROCEDURE

1 Criteria

- 1.1 To be eligible, the applicant must be a resident of Bishopstoke and
 - 1.1.1 either unable to, or have extreme difficulty in, using the local bus service and
 - 1.1.2 have limited access to a household / family vehicle

2 Participants in the Scheme

- 2.1 Taxis must be licensed by Eastleigh Borough Council in order to participate. Those currently involved are:
 - 2.1.1 Kays Group Taxis Hackney Vehicle
 - 2.1.2 Eastleigh Cabs Private Hire
 - 2.1.3 Fair Oak Cars Private Hire
- 2.2 Other groups may participate with the agreement of the Travel Token Working Group. Those currently involved are:
 - 2.2.1 Bishopstoke and Fair Oak Good Neighbours Scheme
 - 2.2.2 One Community Dial-a-ride service
- 2.3 Periodically, other groups / taxi firms may be contacted to see if they wish to join the scheme, and existing providers will be asked if they are still willing to take part.
- 2.4 Each year, a list of current participants will be sent out to residents who successfully apply to be part of the scheme.

3 Administration

- 3.1 ~~At the annual meeting the Travel Token Working Group will determine the full amount of tokens available per applicant for the following financial year. Also agreed at that meeting will be the amount of extra tokens received should a travelling companion be required, the reduction in tokens for those already participating in other schemes and any changes to the scheme that the Group wish to recommend to the November Full Council meeting.~~

The level of travel tokens per applicant, including the extra tokens provided if travel is only possible with a companion, will be part of the budget discussions each year.

- 3.2 Applications to join the scheme can be made by completing a form, or online.
- 3.3 Existing users of the scheme will be contacted by the end of February to invite them to reapply for the following year. Each participant will be expected to confirm in writing, or online, that they are still eligible.

- 3.4 Tokens will be sent out to successful applicants as soon after April 1st as is practical.
- 3.5 New applicants will be visited by 2 ~~members of the Working Group~~. For safeguarding reasons the two ~~Working Groups members~~ should not be related to each other or to the applicant. Additionally, if the applicant is single or is a same gender couple then, where possible, at least one of the Cllrs will be the same gender as the applicant. At this visit, the ~~Working Group members~~ will satisfy themselves as to the eligibility of the applicant and, following the completion of the application form **confirmation that an application form has been properly completed**, will provide the applicant with their allocated Travel Tokens.
- 3.6 Applications made during the year will receive tokens at a pro rata rate from the date of the application.
- 3.7 Each token will have a face value of £1.
- 3.8 The appointed Officer will monitor all bus services in the Parish for changes. ~~This includes the Bishopstoke Park bus.~~
- 3.9 The appointed Officer will keep all necessary records

4 Application Process

- 4.1 The application process will be confidential.
- 4.2 Applicants must complete the application form.
- 4.3 Applicants will be visited by two ~~members of the Working Group~~ to determine eligibility and, if necessary, help with filling out the form.
- 4.4 Completed forms must be returned to the appointed Officer either by the applicant or by those ~~Working Group members~~ that undertook the home visit.
- 4.5 Each application will be treated on its merits.
- 4.6 All questions regarding eligibility will first be taken up with the applicant to gather further information.
- 4.7 Any applicant deemed ineligible will have the right to appeal. This appeal will be heard by a panel of three Councillors ~~NOT on the Travel Token Working Group~~.
- ~~4.8 Applications received after 1st April will receive a pro rata rate of tokens.~~
- ~~4.9 Applications must be renewed each year. The appointed Officer will send out the necessary forms by the end of February.~~

5 Use of Travel Tokens

- 5.1 Tokens are to be handed to the driver as whole or part payment for the taxi service. No change will be given.

- 5.2** Participating companies must bring any tokens they wish to redeem to the appointed Officer at the Parish Office, **or other designated address**, where the amount to be redeemed will be verified. **BACS** payment details (~~preferably BACS~~) must also be provided **or confirmed**.
- 5.3** Currently tokens are not dated, meaning that they can be reissued in subsequent years.
- 5.4** Participants leaving the scheme should return unused tokens to the Office.
- 5.5** No cash is to be given, at any time, by anyone, for tokens that are no longer required.

Full Council – 9th September 2025

Item 09 – CCTV

With several new buildings and sites being opened by the Council this year and in the future, Council are asked to consider the installation of CCTV cameras at certain locations. In preparation for this discussion, the Finance Committee have already discussed how such schemes would be funded and in all cases it is through existing rather than additional money.

The locations being requested are:

Sewall Drive allotment building / parish office

This is a new building which has previously been the target of vandalism and theft, hence the metal fence that surrounds it. The Council intend to use it as an office at least until the construction of the new community building at Glebe Meadow and there will be expensive equipment and irreplaceable files stored on site. Therefore it is requested that CCTV be included in the alarm system to be installed for the building. Funding approved from the commuted maintenance sum associated with the site.

Underwood Road allotment building

This is a new building which will house not only the Council allotment machinery but also items to be sold to plot holders via the Allotment Association. As such it could be a target for theft. It is requested that CCTV be installed similar to that at Sewall Drive. Funding to be covered from existing funding allocated by EBC.

Glebe Meadow Community Building

This is expected to cost at least £2 million to build and will potentially have valuable equipment, files and memorabilia in it. It is assumed that CCTV will be required for this building by any insurer and so it is requested that the Council approve that now. Funding to come from the Glebe Meadow funding pot.

Recommendation: That Council approve the installation of CCTV at the three listed sites.



Full Council – 9th September 2025

Item 10 – Christmas

This year's budget includes £2,000 for Christmas decorations. Council is requested to discuss where decorations should be deployed and what form they should take.

Any outdoor decorations will require professional installation, insurance and potentially agreement from any shops or residences it impacts. The Council is planning to hold both a Christmas Fayre and a Christmas lunch this year and Councillors may feel it is wise to focus on purchasing sufficient decorations, including a tree, to ensure these occasions are appropriately festive.



Full Council – 9th September 2025

Item 11 – Youth services

Bishopstoke Parish Council has a long history of supporting youth work in the Bishopstoke area. Initially this was by supporting the work of Hampshire County Council and then Eastleigh Borough Council in providing youth clubs and some outreach from the Y Zone, and then from 2021 by helping to fund Youth Options in providing similar services from the same base.

The Youth Options contract expires on 31st March 2026 and the Council is being asked to consider the future of youth services in Bishopstoke.

Working in partnership has always enabled a more viable, cost-effective service to be provided, and the Y Zone is an ideal location for the services to be based as it is central to the Bishopstoke, Fair Oak & Horton Heath (BIFOHH) area. Whether Bishopstoke Parish Council takes over the running of the Y Zone or not, it is recommended that it remain the hub for our area-based youth services, and that they continue to be jointly funded. Eastleigh Borough Council will exist for a further 2 years (ending on 31st March 2028) and so could remain in partnership with the two parish councils for that time.

There are three options to be considered. Firstly the existing contract with Youth Options could be rolled on for a further year or more; secondly we could switch to a different provider and finally the Council could choose to discontinue youth service funding.

In discussion with colleagues across BIFOHH concerns have been raised about the current situation. Despite a commitment to provide a quarterly report on the work being undertaken in the area including the number of people seen each month and the kind of work that is being done, these reports have been less frequent than they should be and provide very little information. The information that is being provided, as well as evidence obtained by visiting the Y Zone on youth club evenings, is that the number of children and young people attending the youth clubs has rapidly diminished over the past 12-18 months to the point where often only 5 people are attending each evening.

Local outreach has also shifted to attending local hotspots where young people are likely to gather (such as shops) and engaging with them there. There is reportedly almost no collaboration with the local schools and as a consequence there seems to be very little recognition of Youth Options amongst the target group. The Clerk is unable to recommend continue with Youth Options for another year given the reduced service and reduced reach & influence that they appear to have.

This leaves opting out of youth services altogether or trying to find a new provider. Whilst opting out would lead to a saving of £16,000 per annum in the Council's spending, and therefore may be tempting, the need for youth services appears to be greater than ever and would not fit with the Council's Mission and Aims. It is therefore not recommended.

At a meeting of council officers recently, the timeline for potentially appointing a new youth service provider was discussed, as was the funding of any contract. Despite the Borough Council having only a limited time left to be involved it was thought that they would be ideally placed to manage any tender process. It was also thought that it would be useful for the Borough Council to continue in part to fund the contract for the remainder of their time. This would give Bishopstoke and Fair Oak & Horton Heath time to prepare for taking on a greater share of the contract once the Borough drops out. It was also thought desirable to have any initial contract run for a period of two years so that it gives all councils a break point at the time that the new unitary authority comes into being.

Finally, a key part of the discussion was that it is essential for any appointed provider to have a strong relationship with local schools. To that end it was thought that having a break in service between providers would allow the new provider to start at the beginning of the school year in September with a good presence in schools, advertising what they can provide and ensuring good awareness of the youth clubs. It may be wise to have the contract start prior to September to allow time for the new provider to engage with local schools and other stakeholders to create good links with them and have a coordinated plan for engaging with them.

It is recommended that the Council RESOLVE:

- Not to renew the Youth Options contract;
- To work with Eastleigh Borough Council and Fair Oak & Horton Heath Parish Council to engage a new provider through a tender process;
- That the new provider be required to forge a close working relationship with local schools and other stakeholders;
- That the new service be set to begin engaging with children and young people from September 2026.



Full Council – 9th September 2025

Item 13 – Christmas Fayre

The Christmas Fayre this year is anticipated to bring in a small amount of income to the Parish Council. As part of a wider shift towards raising funds for the Glebe Meadow project Officers are recommending that any income be placed directly into the Glebe Meadow funding pot. It is also recommended that the Council consider whether any other current events could be treated the same way, and what future events could be held to help raise funding for the project.

An alternative to consider would be to limit any transfer of funds to the Glebe Meadow pot to income over and above the original costs of a particular event.

Item 14 – Councillor representatives

Following the conclusion of activities related to Carnival 2025 the Council is still without a liaison for the Carnival team. No volunteers have come forward since the request was made at the last Full Council meeting. The role is not anticipated to be onerous unless the person involved wishes it to be. At its core, it entails attending carnival meetings and reporting back to Council. If the Councillor concerned wishes to also volunteer to help run a particular aspect of carnival that would be welcome but it is not a requirement. If the Council has no liaison with carnival it may have to consider whether Carnival is sustainable as it currently stands.

Council may wish to consider exploring options for helping the carnival team become independent, but with funding from the Parish Council.

The Greening Campaign has now had its year and no longer qualifies for the specific grant pot from the Borough Council. However, Greening Bishopstoke intend to continue as a group, organising events and promoting awareness across Bishopstoke. The Council may wish to consider appointing a representative to be part of the group to help liaise with them, promote what they are doing, and potentially consider grant requests for the future.

Full Council – 9th September 2025

Item 15 – Online Payments

The Carnival group have asked Council to consider allowing them to use an online payment method to assist in producing invoices and taking payments. This would make it easier for anyone needing to pay for a stall or pitch at future carnivals but would also come at a cost, usually in the form of a percentage of each transaction.

This facility is also available as an addition from our current web host.

Currently the Council accepts payments by cheque or via BACS. The use of an online payment system would allow payment by card, and potentially through other methods such as Paypal, Apple Pay and Google Pay. The Council could potentially offer this service in areas other than carnival, such as payment for allotments, or even for cemetery invoices.

Finally, use of such a system may make it easier for the Council to fund raise for the Glebe Meadow project and other future projects.

Council is requested to authorise research into the various providers in the market and delegate the decision on whether to introduce such a system, and if so which system, to the Finance Committee.



Bishopstoke Parish Council

Full Council – 9th September 2025

Item 16 – Stoke Common Cemetery car park

Previously the Council has approved the use, in principle, of the Stoke Common cemetery car park by Hampshire Search and Rescue Dogs. Unlike the Sewall Drive allotments the Council does not have a licence to manage the site yet therefore still cannot give formal permission for the use of the car park. Council is asked to consider approving requesting permission from the Borough on behalf of the HSARD.