Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Bishopstoke Parish Council held at Bishopstoke Methodist Church commencing at 7.15pm on 17th November 2026

Present:
Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Andrew Daly
Councillor Sarah Duggan
Councillor Louise Hillier-Wheal
Councillor Mark Kirby
Councillor Stewart MacLachlan (from para 49)
Councillor Andy Moore
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 (Greening Bishopstoke) were present.

The Chair welcomed the members of the public to the meeting and asked whether they wished to raise anything with the Council. The members of the public were members of Greening Bishopstoke and had an interest in agenda item 5.

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45 Apologies for Absence

45.1 Apologies had been received and were noted from Cllrs Burcombe-Filer and Thornton. Cllrs Brown, Chaffey, Dajani and Mignot were absent.

46 To adopt as a true record, and sign, the minutes of the Full Council meeting held on 8th September 2026

46.1 The minutes of the above meeting were included with the supporting papers for this meeting.

46.2 Proposed Cllr Moore, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Full Council meeting held on 8th September 2026 be adopted as a true record.

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

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47 Declarations of Interest and Requests for Dispensations

47.1 Cllr Hillier-Wheal declared an interest in agenda item 6 as she is an allotment holder.

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 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to adopt the Financial Risk Assessment for 2026-27

48.3 Proposed Cllr Toher, Seconded Cllr Winstanley **RESOLVED** unanimously to remove the objectives from the Council Aims and for Parish Officers to investigate the draft Neighbourhood Plan to help produce one or two sentences to support the Aims.

Action: Parish Officers – to investigate the draft Neighbourhood Plan and produce a first draft of one or two sentences to support each Aim.

48.4 A copy of the Clerks report had been included with the supporting papers for this meeting and was noted.

48.5 Hampshire County Council (HCC) does not have a key for the basement of the Community Centre; Cllr Harris is checking whether he has one. HCC has assured the pre-school that it can remain at the Community Centre until the end of the school year. HCC has found that two dormer windows need replacing, and is proceeding with plans to replace them.

48.6 Community building at Glebe Meadow. The Clerk stated that the meetings with TKLS and the Glebe Meadow Working Group were productive and progress on the design had been made. It is hoped that the latest designs would be available for the Cllrs to look at later this month and available for a public consultation in the early part of 2027.

49 To discuss Bow Lake Gardens and make any necessary decisions

49.1 A memo outlining the current situation and proposed options had been included with the supporting papers for this meeting. The Clerk noted that the small, local group who wanted allotments at the Bow Lake site had been invited to Parish Council meetings and to meet with the Clerk and Chair of the Parish Council privately but had declined all offers and no representatives were present at the meeting. The Clerk also stated that the small number of people left on the waiting list for allotments at Bow Lake had all been offered allotments at alternative sites in Bishopstoke but had declined the offers.

49.2 Councillors discussed reasons for and against proceeding with the transfer, balancing a desire to ensure the land is protected as well as possible against the ongoing drain accepting the site would have on Council funds and officer time. Of particular concern to councillors was the desire to ensure that the new community building on Glebe Meadow is delivered as soon as possible, and that it has all the funding it needs

Cllr MacLachlan arrived during this discussion

49.3 A member of the public from Greening Bishopstoke thank the Parish Council, and the Clerk in particular, for their support and time trying to find potential sites for a Community Garden in Bishopstoke. The Clerk noted that Eastleigh Borough Council had previously been supportive of the idea of the Community Garden and that, if they are willing, they would be able to apply to the Secretary of State for change of use of the land far more quickly than the Parish Council could. The Chair thanked both members of Greening Bishopstoke for attending the meeting and their willingness to engage with the Parish Council.

49.4 Proposed Cllr Moore, Seconded Cllr Hillier-Wheal **RESOLVED** with 2 against to decline the transfer of the Bow Lake site.

Action: Clerk – to inform Eastleigh Borough Council of the Parish Council's decision to decline the transfer of the Bow Lake site.

50 To discuss, amend and approve a new allotment concession scheme

50.1 A memo outlining the proposed new allotment concession scheme had been included with the supporting papers for this meeting.

50.2 Cllr Duggan said she supported the inclusion of people on benefits in the concession scheme but thought that allotment holders over 70 years old should be included in the scheme regardless of whether or not they are on benefits, possibly at a slightly smaller discount.

50.3 Cllr MacLachlan asked if there was any data available that would show how many people would be eligible. The Clerk said that he had no current data but that the expectation was that the switch would make the cost to the Parish Council approximately the same.

50.4 Proposed Cllr Duggan, Seconded Cllr Kirby **RESOLVED** with 3 against and 1 abstaining to include all allotment holders over 70 years in the new allotment concession scheme with a reduced discount of 10% if they do not receive any benefits.

50.5 Proposed Cllr Moore, Seconded Cllr Harris **RESOLVED** with 1 abstaining to approve the new allotment concession scheme with the amendment agreed above.

Action: Clerk – to amend the new allotment concession scheme and publish

51 To discuss and decide upon potential sources of crowdfunding

51.1 A memo showing potential sources of crowdfunding had been included with the supporting papers for this meeting.

51.2 Cllr Winstanley said that she was not in favour of the Parish Council using crowdfunding to finance all projects. The Clerk stated that the crowdfunding would be for specific projects and never to fund the day-to-day running of the Parish Council. Grants and crowdfunding are widely used by Parish Councils to fund new capital projects.

51.3 Cllr MacLachlan said that if the Parish Council proceeded with crowdfunding it would need to be made clear to the public, using all communications channels, what the crowdfunding is for and why the Parish Council is doing it.

51.4 Cllr Harris asked if all donations and bequests were visible in the Parish financial documents. The Clerk stated that they would be included in the Reserves section of the budget. Cllr Winstanley also asked if the donation/bequest sum stayed the same or if the interest was included. The Clerk will investigate and add a discussion of donations and bequests to the agenda for the next Finance Committee meeting.

Action: Clerk – to include discussion of donations and bequests to the agenda for the next Finance Committee meeting in December

51.5 Proposed Cllr Moore, Seconded Cllr Winstanley **RESOLVED** unanimously to use Crowdfunder.co.uk for crowdfunding when appropriate for Parish Council projects.

Action: Clerk – to investigate using Crowdfunder.co.uk when appropriate for Parish Council projects

52 To approve changes to Council appointments

52.1 A memo outlining the changes to Council appointments had been included with the supporting papers for this meeting.

52.2 Proposed Cllr Toher, seconded Cllr Harris **RESOLVED** unanimously to approve the changes to Council appointments

Action: Clerk – to add Cllr Hillier-Wheal to the Planning Committee

53 To approve and adopt the audited annual return for the year to 31 March 2026

53.1 A copy of the audited annual return for the year to 31 March 2026 had been included with the supporting papers for this meeting.

53.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to adopt the audited annual return for the year to 31 March 2026.

Action: Clerk – to publish the audited annual return for the year to 31 March 2026

54 To approve Parish Council insurance arrangements

54.1 A memo outlining the renewal quote from Clear Council had been included with the supporting papers for this meeting.

54.2 Proposed Cllr Toher, Seconded Cllr Moore **RESOLVED** unanimously to accept the insurance renewal quote from Clear Council

Action: Clerk – to contact Clear Council and arrange the renewal of the Parish Council insurance for the next 12 months

55 To discuss the government Be Ready campaign and the Council's response

55.1 A memo summarising the government Be Ready campaign had been included with the supporting papers for this meeting.

55.2 Cllrs Toher, Harris, Duggan, Hillier-Wheal, Kirby and Moore volunteered to be on the Working Group to discuss potential preparations in response to the Be Ready campaign and update the Emergency Plan.

56 To approve membership of and contributions to external bodies

56.1 A list of the memberships and contributions to external bodied had been included with the supporting papers for this meeting.

56.2 Proposed Cllr Winstanley, Seconded Cllr Hillier-Wheal **RESOLVED** unanimously to approve the continued membership of all external bodies on the list.

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

57.1 After a short discussion, it was agreed to include Remembrance and Armistice Services, Bow Lake, Halloween Crafts, Christmas Craft and Gift Fayre, Christmas decorations in Bishopstoke

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 of the next meeting

58.1 The next meeting will take place on Tuesday 12th January at 7.15pm in Bishopstoke Methodist Church. The Clerk will contact the Methodist Church and ask if it is possible to use the audio equipment for future meetings. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 5th January 2026.

The Clerk advised Cllrs that the fortnightly meetings of the Glebe Meadow Working Group to discuss the new Community Building would be changed to start immediately after the meeting with TKLS. The Clerk will contact members of the Working Group to advise them of the new dates and times of future meetings.

There being no further business, the Chair closed the meeting at 8.17pm.

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Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____