

**Minutes of a Meeting of the Bishopstoke Parish Council  
held at Bishopstoke Methodist Church  
commencing at 7.30pm on 11<sup>th</sup> March 2025**

**Present:** Councillor Geoff Harris (Vice-Chair)  
Councillor Ben Burcombe-Filer  
Councillor Andrew Daly  
Councillor Mark Kirby  
Councillor Stewart MacLachlan  
Councillor Trevor Mignot  
Councillor Des Scott  
Councillor Mike Thornton  
Councillor Sue Toher  
Councillor Anne Winstanley

**In Attendance:** Mr David Wheat (Clerk to Bishopstoke Parish Council)  
Mrs Emma Earl (Admin Officer to Bishopstoke Parish Council)

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

**FULL\_2425\_M06/**

**78 Apologies for Absence**

78.1 Apologies had been received and were noted from Cllrs Hillier-Wheat, Brown, Chaffey, Dajani and Moore.

**79 To adopt and sign Minutes of the Parish Council meeting held on 21<sup>st</sup> January 2025**

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

60.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 21<sup>st</sup> January 2025 be adopted and signed.

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

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

80.1 No declarations or requests were made.

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

**81 To consider appointing a member of Bishopstoke Players as a temporary member of the Glebe Meadow working group**

81.1 It was agreed to move this item up the agenda as a member of the Bishopstoke Players had come along to the meeting.

81.2 A memo with the recommendation had been included with the supporting papers for this meeting.

81.3 Cllr Toher stated that this would show favour to the Bishopstoke Players if other groups who previously used the Memorial Hall were not given the opportunity to be included in the working group. Cllr Toher proposed that the Parish Council contact the other groups who had previously used the hall and ask if they would like to be included in the working group as in an advisory capacity. Any new groups expressing an interest in using the hall should also be included.

*Cllr Burcombe-Filer arrived at this point.*

81.4 Cllr Harris asked if we had the dimensions and basic specifications for the new building yet. The Clerk said there were no definite plans for the new building as yet. Cllr Harris also suggested that we get the basic specifications and finances confirmed first. Cllr Winstanley said that the representatives from user groups could advise and make suggestions but the final decisions would be made by the Parish Council.

81.5 Proposed Cllr Toher, Seconded Cllr Kirby, **RESOLVED** unanimously that the Parish Council will contact other previous users of the Memorial Hall and invite them to be included in the Glebe Meadow working group in an advisory capacity before appointing a member of the Bishopstoke Players to the Glebe Meadow working group in an advisory capacity. Parish Officers would also invite groups who may be interested in hiring the new community building to contact the Parish Council with a view to determining if there are other specific needs that may impact the design of the building.

***Action: Clerk and Admin Officer – to contact previous users of the Memorial Hall and ask if they would like to be involved in the Glebe Meadow working group in an advisory capacity.***

***Action: Clerk and Admin Officer – to invite groups who may be interested in hiring the new community building to contact the Parish Council to determine if there are other specific needs that may impact the design of the building.***

**82 Reports from Committees, Working Groups, Officers and Councillors including:  
Recommendations to adopt Financial Regulations**

82.1 The report on resolutions made by Committees since the previous Council meeting had been included with the supporting papers for this meeting and was noted.

82.2 The recommendations on the report have all been included on the Agenda of the meeting as separate items.

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82.3 The Clerk explained that the amendment to financial regulations 5.17 was

5.17. No expenditure may be authorised that will exceed the budget by more than £100, or 10% of the budget (whichever is greater) for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.

82.4 Proposed Cllr Winstnaley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to adopt the amended Financial Regulations.

**Action: Clerk – to publish the amended copy of the Financial Regulations**

82.5 The Clerk's report had been included in the supporting papers for this meeting. The Clerk noted some updates.

**FULL\_2425\_M05/Item 72.4** Regarding the Bow Lake task and finish group  
Cllr Harris has suggested combining the Bow Lake task and finished group with the Glebe Meadow working group as a lot of the same Cllrs are involved in both groups.

**Action: Clerk – to contact members of both groups and confirm that all members are happy to combine the groups**

**FULL\_2425\_M05/Item 70.5** Regarding Sewall Drive  
The Clerk stated that the allotment building at the Sewall Drive site was not currently suitable for use by allotment holders as the toilets would only be accessible during Parish Council office hours. Officers are currently investigating whether we can put in an external door to the toilet or put in an outside toilet.

**Action: Assets and Allotments Officer – contact contractors and obtain quotes for putting in an external door to the current toilet and also for installing a separate outside toilet.**

### **83 To consider backing the Safety of Lithium-Ion Batteries campaign**

83.1 A memo explaining the campaign had been included with the supporting papers for this meeting.

83.2 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously to back the Safety of Lithium-Ion batteries campaign

**Action: Clerk – to contact the campaign and confirm that Bishopstoke Parish Council will be backing the Safety of Lithium-Ion batteries campaign.**

### **84 To receive an update on the Greening Campaign**

84.1 A memo with the update from Greening Bishopstoke had been included with the supporting papers for this meeting and an additional document had been sent out via email.

84.2 The Clerk advised that a revised Risk Assessment for the Community Orchard had been received and was acceptable but there is still no safe community access.

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84.3 With the Community Orchard being unable to progress at this time, 2 new projects for Greening Bishopstoke at the Bow Lake site have been suggested. The first project is a Community Garden at the top of the site, next to the raised beds. After discussion, the Councillors agreed that a Community Garden could be considered but the Parish Council would make the final decision when there was more information available. The second project is a hedgerow along the bottom fence line of the proposed Orchard site, next to the farmer's field. Greening Bishopstoke said that they have permission from the farmer. After discussion, the Councillors agreed that they would need to see a copy of written permission and have more information before a final decision was made.

84.4 Proposed Cllr Kirby, Seconded Cllr Toher, **RESOLVED** unanimously that a decision would be deferred until they had more detailed plans and information on the 2 projects.

## **85 To decide whether and how to mark VE Day 80**

85.1 The information and costings for potential VE Day celebration events had been included with the supporting papers for this meeting.

85.2 The Councillors agreed that VE Day 80 should be celebrated in the village. Cllr Toher offered to contact the Royal British Legion and ask for any help or advice they could offer to the Parish Council. Cllr Toher also mentioned that there are 5 War Graves in the Cemetery at St Mary's.

**Action: Cllr Toher – to contact the Royal British Legion for any help and advice they can offer for the E Day 80 celebrations**

85.3 Cllr Thornton said that VJ Day should also be commemorated this year as well. Cllr MacLachlan suggested contacting the Bishopstoke History Society to see if they had anything planned or could do a presentation for VE and/or VJ Day.

**Action: Admin Officer – to find out if there are planned events for VJ Day this year and suggest possible options.**

**Action: Admin Officer – to contact the BHS to see if they had any events planned for VE and/or VJ Day and asked if they would like to collaborate.**

85.4 Proposed Cllr Burcombe-Filer, Seconded Cllr Toher, **RESOLVED**, unanimously to move forward with Option 3 and add any other events that were possible.

**Action: Admin Officer – to contact the WI and Richard Wise to start planning for VE Day events. To also look at any other events that could be included in the plans for the day.**

## **86 To adopt the Statement of Internal Control**

67.1 A copy of the Statement of Internal Control had been included with the supporting papers for this meeting.

67.3 Proposed Cllr Winstanley, Seconded Cllr Scott, **RESOLVED** unanimously to adopt the Statement of Internal Control.

**Action: Clerk – To publish the Statement of Internal Control for year ending March 2025.**

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

**87 To adopt the amended Standing Orders**

87.1 A memo explaining that there were no recommended changes to the Standing Orders had been included with the supporting papers for this meeting.

87.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to adopt the Standing Orders.

**88 To note the scheduled meeting dates for 2025-26**

88.1 A copy of the scheduled meeting dates had been included with the supporting papers for this meeting and was noted.

**89 To amend if necessary and adopt all terms of reference**

89.1 A copy of the amended Terms of Reference for the Assets, Finance, People and Planning Committee had been included with the supporting papers for this meeting.

89.2 The Clerk explained that Sections 1, 2, 4, 5 and 7 had been changed in the Terms of Reference for the Assets, Finance, People and Planning Committees.

70.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to adopt the amended Terms of Reference for the Assets, Finance, People and Planning Committee.

**Action: Clerk – to amend and then publish the Terms of Reference for the Assets, Finance, People and Planning Committees**

**90 To consider content for the next press release**

90.1 After a short discussion, it was agreed to include an update on the Memorial Hall, VE Day, the Greening Campaign and the Safety of Lithium-Ion Batteries campaign in the next press release.

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

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

91.1 The next meeting will take place on Tuesday 29<sup>th</sup> April 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 22<sup>nd</sup> April 2025.

**92 Motion for Confidential Business**

92.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to employees' remuneration it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

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

**93 To agree recommendations from the People Committee regarding staff salaries**

93.1 The recommendations for the Clerk's and Officers' salaries were discussed.

93.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** with 2 abstaining that the officers' salary recommendations be accepted.

*There being no further business, the Chair closed the meeting at 8.38pm.*

DRAFT

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

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