Bishopstoke Parish Council

Listening to you

To find out how to attend or have a statement read out
Email: clerk@bishopstokepc.org; Call: 07368 487464;
Or visit www.bishopstokepc.org

Members of the Parish Council are summoned to attend a meeting on Tuesday 17th November 2026 at 7.15pm at Bishopstoke Methodist Church. This meeting is open to the public.

AGENDA

PUBLIC SESSION

1. Apologies for absence

2. To adopt and sign Minutes of the Parish Council meetings held on 8th September 2026

3. Declarations of Interest and Requests for Dispensations

4. Reports from Working Groups, Officers and Councillors

5. To discuss Bow Lake Gardens and make any necessary decisions

6. To discuss, amend and approve a new allotment concession scheme

7. To discuss and decide upon potential sources of crowd-funding

8. To approve changes to Council appointments

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

10. To approve Parish Council insurance arrangements

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

12. To approve membership of and contributions to external bodies

13. To consider content for the next media release and email update

14. To agree the date, time and place for the next meetings

D L Wheal

D L Wheal
Clerk to Bishopstoke Parish Council
11th November 2026

Members: Cllrs Toher (Chair), Harris (Vice Chair), Brown, Burcombe-Filer, Chaffey, Dajani, Daly, Duggan, Hillier-Wheal, Kirby, MacLachlan, Mignot, Moore, Thornton and Winstanley
FULL_2627_A05

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 8th September 2026

Present:
Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer (from para 4)
Councillor Sid Dajani
Councillor Sarah Duggan
Councillor Louise Hillier-Wheal
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Mike Thornton
Councillor Anne Winstanley

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

Public Session
4 members of the public 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 come to comment on agenda item 5.

FULL_2627_M04/

36 Apologies for Absence

36.1 Apologies had been received and were noted from Cllrs Chaffey, Kirby and MacLachlan. Cllrs Brown and Daly were absent.

37 To adopt as a true record, and sign, the minutes of the Full Council meeting held on 14th July 2026

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

37.2 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Full Council meeting held on 14th July 2026 be adopted as a true record.

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

DRAFT

38 Declarations of Interest and Requests for Dispensations

38.1 Cllrs Harris, Hillier-Wheal and Winstanley declared an interest in agenda item 6. Cllrs Harris and Winstanley are members of the BCA charity who manage the building and Cllr Hillier-Wheal is a member of a group who hires a room at the BCA.

Cllr Burcombe-Filer arrived

39 Reports from Committees, Working Groups, Officers and Councillors

39.1 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting and was noted. Cllr Harris asked if having to cancel planning meetings due to not being quorate had meant that the Parish Council had missed opportunities to comment on planning applications. The Clerk confirmed that yes that was the case.

39.2 The Clerks report had been included with the supporting papers for this meeting and was noted.

39.3 Cllr Winstanley confirmed that a new Clerk had been found for the Twynams Charities. The new Clerk started on 1st September, and the handover process was underway.

40 To discuss and decide upon a request for a Community Garden at Bow Lake Gardens

40.1 A memo outlining the reasons for this discussion along with a presentation from Greening Bishopstoke had been included with the supporting papers for this meeting. The Clerk pointed out that there was an error in the wording of the presentation from Greening Bishopstoke. At the last Assets Committee meeting the Parish Council had not promised to pay for the water and electricity if the Community Garden was at Bow Lake Gardens but had said that they would consider it as an option.

40.2 After discussion the Councillors agreed that nothing should be confirmed until the change of use had been granted by the Secretary of State and all of the required permissions, conditions and terms of use were in place. The application to the Secretary of State and the drafting of an agreement between Bishopstoke Parish Council and Greening Bishopstoke could be done at the same time.

40.3 Proposed Cllr Winstanley, Seconded Cllr Mignot **RESOLVED** with 3 abstaining to ask Parish Officers to draft an agreement with the Bishopstoke Greening Campaign laying out proposals for which entity would be responsible for various areas such as the storage building, maintenance of raised beds, any landscaping or fencing works that are required and any other matters considered relevant to be brought before the next Assets Committee or Full Council meeting. Bishopstoke Parish Council will apply to the Secretary of State for permission to use the site as a Community Garden in tandem with drafting the proposals.

Action: Clerk – to apply to the Secretary of State for permission to use the Bow Lake site as a Community Garden

Action: Clerk, Allotments Officer and Assets Officer – to draft an agreement with the Bishopstoke Greening Campaign laying out proposals for which entity would be responsible for various areas.

41 To discuss the Bishopstoke Community Centre and agree next steps

41.1 A memo outlining the options available to the Parish Council regarding Bishopstoke Community Centre had been included with the supporting papers for this meeting.

41.2 Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** with 3 abstaining to commission a building survey potentially funded from either the Neighbourhood Plan fund or the Asset Transfer fund and to contact Hampshire County Council to request copies of any surveys they have done and obtain full details of the work that has been completed or planned and its costs.

Action: Clerk – to investigate the possibility of the building survey being funded by either the Neighbourhood Plan fund or the Asset Transfer fund.
Action: Clerk – Commission a building survey of Bishopstoke Community Centre
Action: Clerk – contact HCC to request copies of any surveys they have done and obtain full details of the work that has been completed or planned, and its costs.

41.3 After discussion the Cllrs agreed to contact all current hirers of Bishopstoke Community Centre and ask if they would be interested in leasing the Centre from the Parish Council.

41.4 Proposed Cllr Thornton, Seconded Cllr Duggan **RESOLVED** with 3 abstaining to inform all current hirers of Bishopstoke Community Centre that the Centre may be transferred to Bishopstoke Parish Council and invite them to contact the Parish Council if they would be interested in leasing the Centre from the Parish Council.

Action: Clerk – to obtain the contact details of all current Bishopstoke Community Centre hirers and invite them by email to express an interest in leasing the Centre from the Parish Council.

42 To discuss the location of future meetings

42.1 A memo outlining considerations for the location of future meetings had been included with the supporting papers for this meeting.

42.2 After discussions about the accessibility of the Parish Office at Sewall Drive the Cllrs agreed to continue looking at the option to tarmac the path from the car park to the office and possibly extend the path to the hedge line to allow a pedestrian access gate. Cllr Burcombe-Filer also said that a handrail next to the path from the car park to the office would be helpful to people with mobility issues. Cllr Winstanley also asked about external lighting for meetings that take place in the evening.

42.3 Proposed Cllr Harris, Seconded Cllr Moore **RESOLVED** unanimously to continue improving the accessibility of the Parish Office on Sewall Drive and that locations of future meetings would be decided based on the time of year, weather conditions and the suitability of the location.

Action: Allotments Officer and Assets Officer – to look at different ways to improve access for all to the Parish Office including tarmacking the path to the Parish Office, a pedestrian gate and a handrail next to the path.
Action: Clerk – to decide the location of each Parish Council meeting based on the time of year, weather conditions and the suitability of the location.

DRAFT

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

43.1 After a short discussion, it was agreed to include Summer Messy Play sessions, Wheels Park completion, River Dipping, Heritage Open Days, Meet and Greet (Glebe Meadow) session and the ongoing works to improve accessibility to the Parish Office

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

44.1 The next meeting will take place on Tuesday 10th November at 7.15pm 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 3rd November 2026.

There being no further business, the Chair closed the meeting at 8.06pm.

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Parish Council

Listening to you

Full Council – 8th September 2026
Resolutions and Recommendations

Committee Resolutions – to note

Assets

22nd September – ASSETS_2627_M03

Item 23.2 That the minutes of the Assets Committee meeting held on 28th July 2026 be adopted as a true record.

Item 25.2 That burial board fees remain at current levels for the 2027-28 financial year.

Finance

13th October – FIN_2627_M03

Item 13.2 That the minutes of the Finance Committee meeting held on 11th August 2026 be adopted as a true record.

Item 16.4 To receive and approve the various financial reports.

Item 17.2 To approve the direct debit payee list.

Item 19.3 To vire £10,000 from the Allotments Site works line to Buildings; to vire £4,000 from the Neighbourhood Plan to recover the cost of a building survey for the Bishopstoke Community Centre; to vire £2,000 from the Neighbourhood Plan to cover room and storage hire costs; to vire £2,000 from the Neighbourhood Plan to Buildings; to vire £2,000 to cover necessary maintenance work to Shears Mill and room hire.

People

20th October – FIN_2627_M03

Item 6.3 To re-adopt the Dignity at Work policy.

Planning

8th September – Cancelled

22nd September – PLAN_2627_M07

Item 27.2 That the minutes of the Planning Committee meetings held on 14th July, 28th July and 11th August 2026 be adopted as a true record.

Item 29.6 To submit the comments of the Committee to the Borough Council.

13th October – PLAN_2627_M08

Item 35.2 That the minutes of the Planning Committee meeting held on 22nd September 2026 be adopted as a true record.

Item 37.4 To submit the comments of the Committee to the Borough Council.

20th October – Cancelled due to lack of business

Committee Recommendations – to vote upon

Assets

22nd September – ASSETS_2627_M03

No recommendations.

Finance

13th October – FIN_2627_M03

Item 18.2 To adopt the Financial Risk Assessment for 2026-27.

People

20th October – FIN_2627_M03

Item 4.3 To remove the objectives from the Councils Aims and for Parish Officers to investigate the draft Neighbourhood Plan to help produce one or two sentences to support the Aims.

Planning

8th September – Cancelled

22nd September – PLAN_2627_M07

No recommendations.

13th October – PLAN_2627_M08

No recommendations.

20th October – Cancelled due to lack of business

Bishopstoke Parish Council

Listening to you

Full Council - Clerk's report
17th November 2026

Actions from previous meetings

FULL_2627_M04/Item 37.2 Regarding Full Council minutes
The minutes were signed and published.

FULL_2627_M04/Item 40.3 Regarding a Community Garden at Bow Lake Gardens
The process for applying for change of use was started but had to be paused as only the owner of the land can apply to the Secretary of State for change of use. Discussions have started with the community group regarding responsibilities.

FULL_2627_M04/Item 41.2 Regarding Bishopstoke Community Centre
The Assets Officer is commissioning a building survey. Conversations with Hampshire County Council are ongoing. They are unwilling to share their survey but have provided details of work completed and still to come.

FULL_2627_M04/Item 41.4 Regarding Bishopstoke Community Centre
Some hirers have been contacted, others are still waiting.

FULL_2627_M04/Item 42.3 Regarding meetings at Sewall Drive and elsewhere
Quotes have been obtained for the work to provide a path, pedestrian gate and handrail for Sewall Drive.

Working Groups / Task & Finish Groups

Glebe Meadow / Asset Transfers
Regular meetings are taking place both as a group and with TKLS. The external look and internal layout are almost finalised. Work on the mechanical, engineering, drainage, party wall and cost elements of the building is now proceeding. It is anticipated that there will be a short public consultation early in the new year and the hope is to go for planning permission perhaps in February 2027.

Communications
The latest newsletter and clubs list have gone to the printer and will be going through letterboxes soon.

Clerk Update

In the recent budget it was confirmed that the standard mileage rate has been increased to 55 pence per mile, backdated to April 2026. This will be applied in the next payroll at the end of November.

Bishopstoke Parish Council

Listening to you

Full Council – 17th November 2026

Item 05 – Bow Lake Gardens

Bow Lake Gardens as a site includes land designated for allotments, a community orchard and a woodland area. The nearby play area is being dealt with separately.

The suitability of the site for allotments has been the subject of frequent discussions with the Borough Council, both in terms of the quality of the land itself, and also the state the site was left in by the developers. Although there were grave doubts about the use of the land for allotments, the Parish Council considered that accepting the transfer of the land at Bow Lake Gardens would still be worthwhile as it would enable the Council to ensure that the land was not released for the development of housing.

Earlier this year the Council completed an assessment of the cost of setting up and maintaining an allotment site at Bow Lake Gardens. An assessment of the demand for allotment plots compared to the supply available was also conducted. The Council concluded that there was not sufficient demand to justify having a fourth allotment site in Bishopstoke. It also concluded that even if the set up costs could be partially covered by the Borough Council, the maintenance costs year on year would be prohibitive. Therefore, the Council decided that they would not provide an allotment site at Bow Lake Gardens. However, they also committed to do no work on the site that would prevent the land being used for allotments in future, should the issues of demand and cost be solved.

The Council was approached by the local Bishopstoke Greening group over the summer with a view to using part of the site for a community garden. Their existing site at St Paul's Church would no longer be available after October and they were hoping to use a section of Bow Lake Gardens as a replacement. The Council considered this at its September meeting and agreed that it would be a good way to use the identified section of the site. It would still be used for growing fruit and vegetables and the maintenance costs would be borne by the group, not the Council. However, before this could proceed there would have to

be approval from the Secretary of State for change of use of the land away from allotments. This process has been started but has had to be paused until the Parish Council actually owns the land.

Throughout this time a small but vocal local group has continued to insist that allotments should be provided at Bow Lake Gardens as the developer told them would happen. A petition was started which now contains over 1,000 signatures, but those signatures come from far and wide and the organisers have been unwilling to share any location data with the Council. The organiser has also declined an offer to meet with the Clerk and Chair to discuss the situation.

In October the Clerk was contacted by the National Allotment Society, of which the Council is a member. A legal advisor from the Society wished to discuss the plans for Bow Lake Gardens despite having no previous involvement with the Council or the site. The Society had been contacted by a couple of local residents to ask for their help in ensuring the allotments were provided. The NAS advisor appeared not to have been provided complete information about allotments in Bishopstoke, and had not visited the Council's website. His main concerns centred on the number of allotments provided per 1,000 households and the distance residents may have to travel from Bow Lake to get to an alternate site. Bishopstoke currently has around 45 allotment plots per 1,000 households. At the last survey the national average was 15 and the advisor suggested a figure of 20 is their target. Jockey Lane is under 400m from Bow Lake Gardens, Sewall Drive is under 700m and Underwood Road is under 1500m. There is also car parking available at both Sewall Drive and Underwood Road. Finally Sewall Drive has four raised beds suitable for less able residents.

The Council has several options for how it proceeds now. In considering these options Councillors should bear the following in mind: even without allotments on site, Bow Lake Gardens will still have to be maintained, at a cost to the Council, as will the orchard and woodland areas; the likelihood is that the local group who wish to see allotments provided will continue to challenge the Council's decisions, including possibly with legal action; if the Council declines the transfer of the land there is a risk that it may, in future, be used for development although to do so the owner would still have to petition the Secretary of State for permission to change the use of the land.

Option 1

Continue as previously decided – accept the transfer of the land, apply for change of use for a community garden, hold the land in a state that it can become allotments in future if both cost and demand can be solved. Bishopstoke Parish Council would be responsible for the maintenance of the woodlands, orchard area, and portion of the allotments not being used for the community garden. The local residents' group would presumably still campaign for Bishopstoke Parish Council to provide allotments on site.

Option 2

Decline the transfer of the site as a whole. The Council would no longer have to pay for the maintenance of the site. The land would still remain designated as allotment land and any change of use would have to be approved by the Secretary of State but this would represent an increase in risk that the land could eventually be used for housing.

Option 3

Accept the transfer of the land and apply for change of use for the community garden section. Lease the remaining land to an allotment association. The allotment association would be responsible for all site maintenance and bills, freeing the Council from these costs. However, should an association not come forward, or should their stewardship of the site fail, then the Council would be in the same position as that outlined in Option 1.

Bishopstoke Parish Council

Listening to you

Full Council – 17th November 2026

Item 06 – Allotment Concessions

Bishopstoke Parish Council currently offers a discount to any allotment holder over the age of 70 amounting to approximately one third off the cost of their allotment.

The Council would like to offer assistance to other residents who may be less well off to enable them to have an allotment. This has a number of benefits including exercise, fresh air and the ability to produce free produce for their family.

Eastleigh Town Council runs such a scheme and would suit the needs of Bishopstoke Parish Council too.

The scheme reduces the discount to 20%, but increases eligibility to the following four groups:

- Pensioners receiving a means tested benefit (Pensioner Credit)
- Individuals receiving Universal Credit or any legacy benefits
- Individuals with a disability receiving Universal Credit, PIP (Personal Independence Payment), ESA (Employment and Support Allowance), or legacy benefits
- Individuals receiving Carers Allowance

Councillors are asked to consider introducing this scheme in place of the current, age-related scheme. This could be phased in over two years with the new scheme being introduced in October 2027, and the age-related discount being reduced to 20% at the same time and then phased out in the following year.

Bishopstoke Parish Council

Listening to you

Full Council – 17th November 2026

Item 07 – Crowdfunding

In order for the Council to source additional funding for projects such as the new Community Building it would be sensible to use a number of different methods. It is recommended the Council include an online platform, individual donations through PayPal, bequests, event fund-raising and specific schemes such as “buy a brick”, “sponsor a chair” etc.

Council has already decided to include Paypal as an option for payments on its website, although this is yet to be implemented.

Online platforms such as GoFundMe, Kickstarter and so on have various pros and cons. However, Crowdfunder.co.uk is a platform that already has a setup to work with Local Authorities and has the advantage of having a list of current funding providers to help unlock match funding for any project.

Council events could be used to raise funds for projects, whether by having donation tins, or by applying any fees raised to the project rather than to general income.

Bequests are a more sensitive area, but the Council has previously received such a donation and there could be a section of the website explaining how to go about leaving money to a council project.

It is recommended that the Council approve using Crowdfunder.co.uk for its online platform, that a bequest information section is added to the website, that donation tins be included at future Council events and that the Communications Group be asked to consider further ideas for sponsorship opportunities with these ideas going to the finance committee for approval.

Bishopstoke Parish Council

Listening to you

Full Council – 17th November 2026

Item 08 – Council Appointments

The current committee / working group membership is as follows:

Finance Committee	5 members out of a maximum of 7
Assets Committee	7 members out of a maximum of 7
Planning Committee	4 members out of a maximum of 7

(Each of these needs three members present to be quorate)

Cllr Duggan has stepped down from Planning, bringing it to 4 members. Cllr Hillier-Wheal has offered to join the Committee.

Ideally each committee would have at least 6 members.

Communications Group	4 members
Glebe Meadow / Asset Transfers	6 members

These two groups have sufficient members

The Council still does not have a representative for the Carnival Group

Bishopstoke Parish Council

Listening to you

Full Council – 17th September 2026
Item 09 – Audit

BDO have completed their audit of the Bishopstoke Parish Council finances, and I am pleased to report that they found the accounts had been prepared in accordance with Proper Practices, and no other matters had come to their attention giving cause for concern.

The auditor noted the Council's disclosure regarding non-compliance with one of the governance assertions and was happy with the Council's explanation and planned actions. Additionally there was an error from the internal auditor on the form which was subsequently corrected. Finally, there was a discrepancy of £1 in one of the totals but the underlying, unrounded figures added correctly.

The Council now needs to adopt the annual return for the year ending 31 March 2026 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 2025/26

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 2026, 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 have assured 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.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✔	*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***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:

28/06/2026

and recorded as minute reference:

FULL-2526-M07/100.2

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

Chair

Clerk

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Section 2 – Accounting Statements 2025/26 for

BISHOPSTOKE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	279,830	383,724	*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	384,728	416,690	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	43,127	390,633	*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	121,803	157,706	*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	202,158	398,170	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	383,724	635,172	*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	367,258	603,596	*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	313,992	387,681	*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	
11 Do the figures in the accounting statements above exclude any trust transactions?	✔		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 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.

D h Wheal

Date 16/04/2026

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

28/04/2026

as recorded in minute reference:

FULL_2526_M07/101.2

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

Section 3 – External Auditor's Report and Certificate 2025/26

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 2026 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 2025/26

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:

The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses.

The AGAR was not accurately completed before submission for review. It was returned for amendment and has subsequently been corrected.

The internal auditor answered internal control objective P as 'Not applicable', which contradicts the response provided by the authority to Assertion 9 on the Annual Governance Statement and our work which has determined that the authority is a sole managing trustee. This test should have been covered in the internal audit planned coverage.

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

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 2026

External Auditor Name

BDO LLP Southampton

External Auditor Signature DocuSigned by: BDO LLP 467DFB746A8A428... Date 22 September 2026

Bishopstoke Parish Council

Listening to you

Full Council – 17th September 2026
Item 10 – Insurance

The Council's insurance is due to be renewed on November 22nd 2026. The Council has received the renewal invitation from the current insurers which puts the premium for 2026-27 at a total of £2,847.75 (this includes a £55.00 arrangement fee). This is an increase of £345.66 over the previous year but in addition to an expected annual increase this also includes insurance for the Wheels Park. For reference, the cost to add the Park to the final two months of last year's policy was £51.53.

The Clerk had been expecting to investigate other providers over the summer but unfortunately this proved not to be possible. This will be a priority for next summer.

Recommendation: That the Council accept the renewal quote from Clear Council

Bishopstoke Parish Council

Listening to you

Full Council – 17th September 2026
Item 11 – Be Ready

The Government has suggested that everyone make preparations for disruptions to power, water and food supplies in the coming months and years, due to the increase in cyber attacks and possible escalations. Whilst the Council obviously cannot lay in supplies for every resident in Bishopstoke it may be wise to consider preparations to enable the Council to keep running in the event of disruptions.

The Council does have an old Emergency Plan that is not fit for purpose and it would be wise to consider what the Council could do in an emergency such as a flood or plane crash, and update the plan accordingly.

The Council is invited to create a Working Group to both discuss potential preparations in response to the Be Ready campaign and also to update the Emergency Plan. This group would work with officers to ensure the Council is as reasonably prepared as it can be and also to ensure that the Council's role in an emergency is clear, and planned in advance, rather than scrambling to do what it can at short notice.

Bishopstoke Parish Council

Listening to you

Full Council – 17th September 2026
Item 12 – Membership of External Bodies

Current list

The Council is currently a member of and / or pays subscription fees to the following external bodies:

NALC (National Association of Local Councils)
2026-27 £675.00

HALC (Hampshire Association of Local Councils)
2026-27 £1,400.00

LCPD Membership
2026-27 £180.00 + VAT

SLCC (Society of Local Council Clerks)
2026-27 £442.00

ICCM (Institute of Cemetery and Crematoria Management)
2026-27 £110.00

National Allotment Society
2026-27 £70.00 + VAT

ICO Data Protection Registration
2026-27 £47.00

It is recommended that the Council approves the continued membership of all bodies on the list.