

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 28th April 2026**

Present: Councillor Louise Hillier-Wheat (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer
Councillor Andrew Daly
Councillor Mark Kirby
Councillor Stewart MacLachlan
Councillor Trevor Mignot
Councillor Andy Moore
Councillor Mike Thornton
Councillor Anne Winstanley (from para 94)

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_2526_M07/

91 Apologies for Absence

91.1 Apologies had been received and were noted from Cllrs Toher and Chaffey. Cllrs Brown and Dajani were absent.

92 To adopt and sign Minutes of the Parish Council meeting held on 10th March 2026

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

92.2 Proposed Cllr MacLachlan, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 10th March 2026 be adopted and signed.

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

93 Declarations of Interest and Requests for Dispensations

93.1 No Declarations of Interest or Requests for Dispensation were made.

Initial: _____ Date: _____

94 To consider the co-option of a new member of Bishopstoke Parish Council

94.1 The Council was considering an application from Sarah Duggan. Ms Sarah Duggan was present to speak to the Council regarding her application. The Chair explained that the process would be that Ms Duggan would be given time to speak to the Council and answer any questions they might have.

94.2 Ms Duggan spoke briefly about her reasons for wanting to be a Bishopstoke Parish Councillor. This was followed by some questions from the Cllrs.

Sarah Duggan left the meeting

94.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

94.4 The Cllrs discussed Ms Duggan's application.

Sarah Duggan rejoined the meeting

94.5 Proposed Cllr Kirby, Seconded Cllr Moore, **RESOLVED** with 1 abstaining to accept Miss Duggan's suitability to become a Parish Councillor and co-opt her as a new member of Bishopstoke Parish Council.

94.6 The Chair welcomed newly appointed Cllr Duggan and the informed her that the Clerk would be in touch with her to arrange all the necessary forms.

Action: Clerk – to contact Sarah Duggan and send her all of the necessary forms

95 Reports from Committees, Working Groups, Officers and Councillors

95.1 The Clerk's report had been included with the supporting papers for this meeting and was noted. The Clerk added that there had been 3 bids received from architects for the community building at Glebe Meadow. The Glebe Meadow Working Group had reviewed them and interviews with all 3 architects would take place over the next two weeks.

95.2 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting.

95.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the amended Employer Discretions Policy for Local Government Pensions Scheme.

95.4 Cllr Harris also gave a brief verbal report on Carnival. This year's Carnival is only 2 months away, so the volunteers are working hard on all of the last-minute details. The parade is bigger this year and includes more vehicles and a samba band. Groups of children will be near the front of the parade, and most vehicles will be at the rear.

Initial: _____ Date: _____

96 To adopt and sign Minutes from the People Committee meeting of 24th February, the Assets Committee meeting of 24th March, the Finance Committee meeting of 14th April and the Planning Committee meeting of 28th April (if available).

96.1 A copy of the minutes from the People Committee meeting of 24th February, the Assets Committee meeting of 24th March and the Finance Committee meeting of 14th April were included with the supporting papers for this meeting. The minutes from the Planning Committee meeting of 28th April were shown on the projector screen for the Councillors to approve.

96.2 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the People Committee meeting held on 24th February 2026 be adopted and signed.

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

96.3 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the minutes of the Assets Committee meeting held on 24th March be adopted and signed.

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

96.4 Cllr Thornton commented that he had abstained from the vote on the Parish Grant request from the AWCA (FIN_2526_M06/56.2) and asked for the minutes to be amended.

96.5 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously to amend the minutes of the Finance Committee meeting held on 14th April to show 1 abstaining from the vote on the Parish Grant application from the AWCA.

Action: Clerk – to amend the minutes of the Finance Committee meeting held on 14th April to show 1 abstaining from the vote on the Parish Grant application from the AWCA

96.6 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously that the amended minutes of the Finance Committee meeting held on 14th April be adopted and signed.

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

96.7 Proposed Cllr Mignot, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 28th April be adopted and signed.

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

97 To approve the statement of reserves as at 31st March 2026

97.1 The statement of reserves had been included with the supporting papers for this meeting and was noted.

97.2 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to approve the statement of reserves as at 31st March 2026.

Initial: _____ Date: _____

98 To confirm there are no conflicts of interest between the Parish Council and BDO LLP

98.1 A memo explaining the reasons for this process was included with the supporting papers for this meeting.

98.2 Proposed Cllr Winstanley, Seconded Cllr MacLachlan, **RESOLVED**, unanimously that the Clerk complete the BDO form confirming that there is no conflict of interest between Bishopstoke Parish Council and BDO.

Action: Clerk – to complete the BDO form confirming that there is no conflict of interest between Bishopstoke Parish Council and BDO.

99 To note the report from the internal auditor and approve the Council's response

99.1 A copy of the report from the internal auditor had been included with the supporting papers for this meeting and was noted.

99.2 Proposed Cllr Moore, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the Council's response to the report from the internal auditor.

Action: Clerk – to send the Council's approved response to the internal auditor

100 To adopt the Annual Governance Statements for the year ended 31st March 2026

100.1 A memo showing the 9 statements that the Council will be asked to agree to had been included with the supporting papers for this meeting.

100.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously to adopt the Annual Governance Statements for the year ended 31st March 2026.

101 To approve the Accounting Statements for the year ended 31st March 2026

101.1 A copy of the Accounting Statements for the year ended 31st March 2026 had been included with the supporting papers for this meeting.

101.2 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to approve the Accounting Statements for the year ended 31st March 2026

102 To approve changes to earmarked reserves

102.1 A memo outlining the changes to earmarked reserves had been included with the supporting papers for this meeting.

102.2 Cllr Hillier-Wheal asked if there was a Working Group to discuss the new provision of Youth Services in the local area? The Clerk said that when there was a proposal the Parish Council could decide if they wanted to assign a Working Group or Committee to discuss and comment on the proposal.

102.3 Proposed Cllr Thornton, Seconded Cllr Winstanley **RESOLVED** unanimously to create a Youth Services earmarked reserve with an initial sum of £10,000.

Action: Clerk – to create an earmarked reserve with an initial sum of £10,000 for Youth Services

Initial: _____ Date: _____

103 To adopt the Financial Regulations

103.1 A memo showing the Finance Committee’s recommendation that no changes are currently needed to the Financial Regulations had been included with the supporting papers for this meeting.

103.2 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that the Financial Regulations be re-adopted unchanged.

104 To approve the installation of CCTV at the office on Sewall Drive

104.1 A copy of the quote for the installation of an intruder alarm, fire alarm and CCTV at the office on Sewall Drive had been emailed to the Parish Councillors prior to the meeting.

104.2 The Clerk confirmed there would be 3 CCTV cameras pointing at the front door, the rear storage area and the car park. Cllr MacLachlan asked the Clerk if he could confirm that none of the cameras would be pointing at the allotments. The Clerk confirmed that no cameras would be pointing at the allotment plots and signs would be put up as soon as the cameras were operational.

104.3 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously to approve the installation of CCTV at the office on Sewall Drive.

105 To consider content for the next press release

105.1 After a short discussion, it was agreed to include Carnival, Spring Crafts, Parish Assembly (including the Bishopstoke Champions), Co-option of a new Parish Councillor, the new Parish Office, a reminder for people to not leave waste bins blocking pavements and how to report any issues at Play Areas after the vandalism at Sayers Road.

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

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

106.1 The next meeting will take place on Tuesday 12th May 2026, at 7.15pm at Bishopstoke Methodist Church. There will be no Planning Committee meeting on 12th May. Instead, the Clerk will be holding a voluntary, short Code of Conduct refresher session before the meeting, starting at 7.00pm. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 5th May 2026.

There being no further business, the Chair closed the meeting at 8.09pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____