



Bishopstoke Parish Council

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Email: clerk@bishopstokepc.org; Call: 07368 487464;

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 11th November 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 9th September 2025
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To discuss the 2026-27 budget
6. To approve the continued membership of and contributions to specific external bodies
7. To approve Parish Council insurance arrangements
8. To consider amendments to all Committee Terms of Reference relating to meeting dates
9. To approve the amended Emergency Delegations Policy
10. To approve the amended Delegations Policy
11. To consider provision of youth services within Bishopstoke
12. To agree opening hours for the Sewall Drive parish office
13. To consider content for the next media release and email update
14. To agree the date, time and place for the next meetings
15. **Confidential Business**
16. To approve Councillor apologies
17. To consider the community building design brief
18. To approve changes to officer contracted hours

D L Wheal
Clerk to Bishopstoke Parish Council
5th November 2025

Members: Cllrs Hillier-Wheal (Chair), Harris (Vice Chair), Brown, Burcombe-Filer, Chaffey, Dajani, Daly, Kirby, MacLachlan, Mignot, Moore, Scott, Thornton, Toher and Winstanley
FULL_2526_A04

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 9th September 2025**

Present: Councillor Geoff Harris (Vice-Chair)
Councillor Peter Brown
Councillor Ben Burcombe-Filer
Councillor Sid Dajani
Councillor Andrew Daly
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)
Vickie Fear (Eastleigh Borough Council)

Public Session 1 member of the public was present.

The member of the public was from the Bishopstoke Community Fund. They thanked the Parish Council and local residents for everything they did to help clean the War Memorial after it was vandalised. The BCF had a query about funding for the maintenance of the defibrillators. They had been under the impression that the Parish Council had put money aside to give to the BCF for the maintenance but the Parish Councillors had then voted to not support them. The member of the public agreed to send over the documentation they had for the Clerk to look at. The Clerk explained that money had been allocated in the budget during the first year for maintenance of the defibrillators but no requests for funds had been made by the BCF. At the end of the financial year, as often happens in cases where there are unused funds, the Parish Councillors voted to move the money back into general funds. The Clerk then advised the BCF that if any money was needed by the BCF for maintenance of the defibrillators they could apply for a Parish Grant. The Clerk and the Admin Officer have since repeated this offer to the BCF on several occasions and offered help with the process if needed. The only condition attached to the grant is that it is spent within 12 months of receiving it.

FULL_2526_M03/

30 Apologies for Absence

30.1 Apologies had been received and were noted from Cllrs Hillier-Wheal, Chaffey, Kirby, MacLachlan, Moore and Scott and Thornton. Cllr Mignot was absent.

31 To adopt and sign Minutes of the Parish Council meeting held on 8th July 2025

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

Initial: _____ Date: _____

31.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 8th July 2025 be adopted and signed.

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

32 Declarations of Interest and Requests for Dispensations

32.1 Cllr Brown declared an interest in agenda item 10 as he works with a charity who are involved with Youth Options.

33 To receive an introduction to the Tree and Bee Public Art Project (Vickie Fear, EBC)

33.1 Vickie Fear gave a presentation on the Tree and Bee Public Art Project for Bishopstoke, Fair Oak and Horton Heath.

33.2 Cllr Daly asked about the maintenance of the Artwork. Vickie explained that the budget for maintenance would be transferred to the Parish Council once the project was completed and local residents would be asked to volunteer to help with the maintenance. Cllr Harris asked about long term maintenance of the Artwork and the costs involved. Vickie said that maintenance of the Artwork would be included in discussions with the artists to make them as low maintenance as possible and maintenance costs would be covered by the ring-fenced budget transferred to the Parish Council which is a specified amount and not for a certain time period.

Vickie Fear left the meeting

34 Reports from Committees, Working Groups, Officers and Councillors

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

34.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to increase the maximum Council spend from the Glebe Meadow fund to £150,000.

Action: Clerk – to increase the budget for the Wheels Park to £150,000.

Action: Assets Officer – to contact the potential Wheels Park contractors with the new budget figure and look at next steps.

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

34.4 Glebe Meadow Plus Working Group. The Group had put together a list of EBC assets that the Parish Council would like to express an interest in. Cllr Harris expressed concern that the Guide Hut currently had no lease. The Clerk said that the Parish Council could make it a condition that the Guide Hut have a lease before they are willing to accept the transfer from EBC. After discussion, it was agreed that the Clerk will contact EBC to investigate the options.

Action: Clerk – to contact EBC and investigate the options regarding the Guide Hut and land attached.

34.5 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously to express an interest to EBC for the recommended sites and to delegate power to express an interest in such sites to the Clerk, following discussions with the Glebe Meadow Plus working group.

Initial: _____ Date: _____

34.6 Insurance. Cllr Brown suggested asking other Parish Councils about the company they use for insurance to see if there were any we hadn't contacted.

Action: Clerk – to contact other local Parish Councils to enquire about their insurance companies.

34.7 Meet and Greet. The Clerk asked any Councillors who are available to attend the Meet and Greet session on Tuesday 16th September to contact the Admin and Events Officer. Cllr Daly volunteered to attend.

34.8 VJ Day. Cllr Toher passed on thanks from the Royal British Legion for the amazing effort by the community in cleaning up the War Memorial ready for the rededication and VJ Day service. They had been really impressed by the community spirit.

34.9 Bishy Bech. Wessex Rivers Trust have agreed to hold the funds and help run the project. Cllr Harris asked the Admin Officer to investigate if the Wessex Rivers Trust could offer any help with Carnival.

Action: Admin Officer – to research the work that Wessex Rivers Trust do and make contact if appropriate.

34.10 Children in Need Ramble. The Clerk advised the Cllrs that a Just Giving page would be set up by the Admin Officer to accept donations before and after the Ramble.

34.11 The Clerk noted that the next People Committee meeting date had been changed to Tuesday 4th November and he would be asking the Planning Committee to change the date of their meeting to coincide with it.

35 To approve and adopt the audited annual return for the year to 31st March 2025

35.1 A memo explaining the completed audit was included with the supporting papers for this meeting.

35.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve and adopt the audited annual return for the year to 31st March 2025.

Action: Clerk – to publish the audited annual return for the year to 31st March 2025.

36 To review Travel Token procedures and approve the 2025-26 budget for Travel Tokens

36.1 A memo outlining the 2025-26 budget for travel tokens and the proposed changes to the Procedure along with a copy of the Travel Tokens Procedure had been included with the supporting papers for this meeting.

36.2 Cllr Burcombe-Filer suggested advertising the scheme more widely. The Clerk explained that it was advertised in the Parish Council Newsletter, on the Parish Council website and in News Releases. He said we could also put the work out on Facebook. Cllr Dajani suggested posters and/or leaflets for the local pharmacies, doctor's surgeries and the Working Men's Club.

Action: Admin Officer – to create posters and leaflets for the local pharmacies, doctor's surgeries and Working Men's Club and distribute.

Initial: _____ Date: _____

36.3 Cllr Winstanley proposed that all Parish Councillors and Officers should be allowed to do the Travel Token visits. Cllr Burcombe-Filer agreed that people shouldn't have to reapply every year.

36.4 Cllr Harris suggested amending the end of section 4.7 to read "Councillors not involved in the original decision".

36.5 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the 2025-26 budget for Travel Tokens and to make the recommended and agreed amendments to the Travel Tokens Procedure.

Action: Clerk – to update the Travel Tokens Procedure with the recommended and agreed amendments.

37 To approve the installation of CCTV cameras at Sewall Drive allotments, Underwood Road allotments and the new Community Building on Glebe Meadow

37.1 A memo outlining the CCTV requirements for the sites was included with the supporting papers for this meeting.

37.2 Cllr Harris asked if it would be a stand-alone system. The Clerk explained that the CCTV would be accessible on site at Sewall Drive. Cllr Harris also asked if it would have UPS protection, would it be stored remotely or to the Cloud and would these options be included in the cost? The Clerk agreed to investigate and report back.

Action: Clerk – to investigate the options for CCTV storage, the costs involved and report back to the Parish Council.

37.3 Cllr Brown asked if there would be appropriate signage saying that the CCTV was operating and the area it covered. The Clerk said that there would be clear signage stating that the CCTV would be focussed on the building and not the surrounding area. Cllr Brown also asked how often the CCTV would be monitored. The Clerk said it would be looked at if an incident occurred but there are options for full-time monitoring if required.

37.4 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the installation of CCTV cameras at Sewall Drive allotments, Underwood Road allotments and the new Community Building at Glebe Meadow.

Action: Assets Officer – to contact contractors and obtain quotes to install CCTV at the Sewall Drive allotment building.

Cllr Daly left the meeting

38 To discuss decorations for Christmas 2025

38.1 A memo outlining the requirements was included with the supporting papers for this meeting

38.2 Cllr Winstanley stated that any decorations should be at Riverside and Whalesmead shops. Cllr Brown asked Cllr Dajani for his thoughts as a local business owner. Cllr Dajani said that he thought it was a great idea, a great way to bring the community together and could increase the footfall for all the businesses. Cllr Winstanley suggested contacting other local Parish Councils for ideas.

Initial: _____ Date: _____

Cllr Daly rejoined the meeting

38.3 After further discussion, it was agreed to set up a Working Group to discuss the options. Cllrs Harris, Toher and Winstanley volunteered to be in the Group along with Rob White from the BCF. The Clerk would contact the Cllrs not present at the meeting to ask if they would like to be involved in the Working Group.

38.4 Proposed Cllr Harris, Seconded Cllr Dajani, **RESOLVED** unanimously to set up a Working Group to discuss the options for 2025 Christmas decorations.

Action: Clerk – to contact the Cllrs not present at the meeting and ask if they would like to be involved in the Christmas Working Group. Arrange the date for the first meeting.

39 To consider the future of youth services provision in Bishopstoke and make decisions

39.1 A memo explaining the current youth services provision and future options had been included with the supporting papers for this meeting.

39.2 After discussion about the current provision and whether the current model is still relevant it was agreed to not renew the Youth Options contract and to discuss with Eastleigh Borough Council and Fair Oak and Horton Heath Parish Council if they will be continuing to collaborate with Bishopstoke Parish Council to provide youth services in the local area.

39.3 Proposed Cllr Burcombe-Filer, Seconded Cllr Harris, **RESOLVED** unanimously to not renew the Youth Options contract and enter discussions with EBC and FOHH Parish Council regarding collaborating with Bishopstoke Parish Council to provide youth services in the local area.

Action: Clerk – to arrange a meeting with Eastleigh Borough Council and Fair Oak and Horton Heath Parish Council to discuss the future of youth services in the local area.

40 To agree placing any income from the Christmas Fayre into the Glebe Meadow fund

40.1 A memo outlining the recommendations was included with the supporting papers for this meeting.

40.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to place any income from the Christmas Fayre into the Glebe Meadow fund.

41 To appoint Parish Council representatives

41.1 A memo outlining the available positions was included with the supporting papers for this meeting.

41.2 There were no volunteers from the Cllrs present so the Clerk will contact the Cllrs not present at the meeting and ask if any of them would like to be involved in the Carnival Group or the Greening Campaign. Cllr Winstanley asked for some details on the Greening Campaign to see if she would be able to volunteer.

Action: Admin Officer – to provide information to Cllr Winstanley on the meetings and activities of the Greening Campaign over the last 12 months.

Initial: _____ Date: _____

42 To discuss adding online payment facilities to the Council website

42.1 A memo outlining the online payment options was included with the supporting papers for this meeting.

42.2 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to have the Clerk investigate further the options for adding online payment facilities to the Council website and delegate the decision to the Finance Committee.

Action: Clerk – investigate all of the options for online payments to add to the Council website and report back to the next Finance Committee meeting.

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

43.1 After a short discussion, it was agreed to include Christmas decorations, VJ Day and War Memorial, Audit, Travel Tokens and Sewall Drive allotments

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 for the next meeting

44.1 The next meeting will take place on Tuesday 11th November 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 4th November 2025.

There being no further business, the Chair closed the meeting at 9.25pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council - Clerk's report 11th November 2025

Actions from previous meetings

- FULL_2526_M03/Item 31.2** Regarding Full Council minutes
The minutes were signed and published.
- FULL_2526_M03/Item 34.2** Regarding the Wheels Park project
The budget has been increased, the user questionnaire completed with over 100 responses and a drop in session for feedback on design ideas arranged for December.
- FULL_2526_M03/Item 34.4** Regarding the Guide Hut
No information has yet been received from the Borough Council.
- FULL_2526_M03/Item 34.6** Regarding insurance
No new companies have come to light.
- FULL_2526_M03/Item 34.9** Regarding Wessex Rivers Trust
This is ongoing.
- FULL_2526_M03/Item 35.2** Regarding the external audit
This has been published.
- FULL_2526_M03/Item 36.2** Regarding Travel Token posters
This is ongoing.
- FULL_2526_M03/Item 36.5** Regarding Travel Token procedures
The travel token procedures have been updated.
- FULL_2526_M03/Item 37.2** Regarding CCTV storage
This is ongoing.
- FULL_2526_M03/Item 37.4** Regarding CCTV at Underwood Road
This is ongoing.
- FULL_2526_M03/Item 38.4** Regarding a Christmas working group
Cllrs were contacted and the group has had its first meeting.
- FULL_2526_M03/Item 39.3** Regarding youth services
See agenda item 11 for the 11th November Full Council meeting.
- FULL_2526_M03/Item 41.2** Regarding the Greening campaign
A summary of the Greening Campaign's year is being prepared this week and will be sent to Cllr Winstanley.
- FULL_2526_M03/Item 42.2** Regarding online payments
This was discussed at the Finance Committee meeting on October 14th.

Working Groups / Task & Finish Groups

Glebe Meadow Plus

There have been no meetings of the working group since the last Full Council meeting.

Christmas Decorations

The Christmas working group met on October 10th to discuss what could be done this year with the relatively small budget. It was agreed that there would be a competition to find the best looking Christmas shop window. As an enticement to enter, and to help with expenses, each shop entering the competition would be allowed to claim up to £100 from the Council towards the costs. A small additional amount would be available to purchase a trophy for the winner.

With the remaining funding, the group wished to explore whether decorations could be placed on some of the lampposts in the area.

It was also agreed that decorations bought for the Christmas Fayre would be reused to decorate Shears Mill.

Communications

The Communications group oversaw the latest subscriber email and newsletter.

Full Council – 11th November 2025

Resolutions and Recommendations

Committee Resolutions – to note

Assets

23rd September – ASSETS_2526_M03

- Item 24.3 That the Minutes of the Assets Committee meeting held on 29th July 2025, as amended in minute 24.2, be adopted as a true record.
- Item 27.1 To maintain Burial Board fees at the current levels for the year 2026 – 2027.
- Item 29.2 To request the Borough Council give permission to Hampshire Search and Rescue Dogs to use the Stoke Common Cemetery car park.
- Item 30.3 To approve the Memorial Seating Policy as amended in 30.2.
- Item 31.2 To approve using the whole building at Sewall Drive allotments as the temporary office space.
- Item 32.3 To allow persons aged 16 or over to apply for an allotment subject to the conditions listed in 32.2.

Finance

14th October – FIN_2526_M03

- Item 22.2 That the minutes of the Finance Committee meeting held on 12th August 2025 be adopted as a true record
- Item 25.3 to receive and approve the Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves reports.
- Item 26.2 to approve the grant request for £300 for Bishopstoke History Society.
- Item 27.3 To approve the use of Paypal to take online payments on the Parish Council website with the Clerk, Chair and Vice-Chair of the Finance Committee making the final decision once any extra costs were known.
- Item 27.5 To deny the request of the Carnival Group and instead allow the use of the Council's chosen online payment provider to receive Carnival payments.
- Item 28.3 To approve a fee of £30 for memorial plaques.
- Item 29.3 To approve the amended list, with Eon removed, of direct debit payees.

Planning

9th September – PLAN_2526_M07

- Item 44.2 That Cllr Toher be elected Chair for the meeting.
- Item 46.2 That the minutes of the Planning Committee meeting held on 12 August 2025 be adopted as a true record.
- Item 48.3 To that the responses of the Planning Committee be submitted as minuted.
- Item 51.1 Confidential Business

23rd September – PLAN_2526_M08

- Item 54.2 That the minutes of the Planning Committee meeting held on 9 September 2025 be adopted as a true record.
- Item 56.2 That the responses of the Planning Committee be submitted as minuted.
- Item 59.1 Confidential Business

14th October – PLAN_2526_M09

- Item 62.2 That the minutes of the Planning Committee meeting held on 23 September 2025 be adopted as a true record.
- Item 64.3 To that the responses of the Planning Committee be submitted as minuted.
- Item 67.1 Confidential Business

4th November – PLAN_2526_M10

- Item 70.2 That the minutes of the Planning Committee meeting held on 14 October 2025 be adopted as a true record.
- Item 72.6 To that the responses of the Planning Committee be submitted as minuted.
- Item 75.1 Confidential Business

People

4th November – PPL_2526_M02

- Item 3.3 That the amended minutes of the People Committee meeting held on 24 June 2025 be adopted as a true record.
- Item 6.3 To allow Officers to take any TOIL as holiday before the end of the year and then have any TOIL remaining paid as overtime at the end of the current holiday year.
- Item 8.1 Confidential Business

Committee Recommendations – to vote upon

Assets

23rd September – ASSETS_2526_M03

No recommendations

Finance

14th October – FIN_2526_M03

No recommendations

Planning

9th September – PLAN_2526_M07

No recommendations

23rd September – PLAN_2526_M08

No recommendations

14th October – PLAN_2526_M09

No recommendations

4th November – PLAN_2526_M10

No recommendations

People

4th November – PPL_2526_M02

- Item 10.3 Item 18 on the Full Council agenda for 11th November.

Full Council 11th November 2025 – Item 6

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)

2025-26 £658.00

HALC (Hampshire Association of Local Councils)

2025-26 £1,100.00

LCPD Membership

2025-26 £180.00 + VAT

SLCC (Society of Local Council Clerks)

2025-26 £360.00

ICCM (Institute of Cemetery and Crematoria Management)

2025-26 £105.00

National Allotment Society

2025-26 £70.00 + VAT

ICO Data Protection Registration

2025-26 £47.00

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

Full Council – November 11th 2025

Item 7 – Insurance

The Council's current insurance expires on 21st November 2025. The Clerk has previously reported on the difficulty of obtaining quotes from other providers for comparison due to being in a three year deal. This deal is now coming to an end.

The single year renewal quote from Clear Councils (the current insurer) is £2,687.92 which includes insurance tax and an administration fee. This drops to a total of £2,603.81 if the Council enters another three year deal.

For reference, the insurance for 2024-25 cost £2,483.44.

It should be noted that the premium is likely to rise slightly as Sewall Drive will need to be added to the policy and other small amendments may be necessary.

Should the Council enter a three year deal the overall cost will be cheaper than when compared to three individual years with Clear Council. However, entering a one year deal should allow other quotes to be sought during the year which would allow a proper comparison to be made for the 26-27 insurance.

Full Council – November 11th 2025

Item 8 – Meeting Dates

It is recommended that all Committee Terms of Reference be amended to permit the changing of a future meeting date by agreement of the Chair and Vice Chair of the Committee along with the Clerk. This would only apply if there were not an available meeting of either the Committee or Full Council at which the decision could be taken. Such action would only be taken if the Committee Chair and Vice Chair approve of the reasons for the change.

The amendment would add a new clause 4.1.1 to all Committee Terms of Reference which would read

- “4.1.1 If a request to change a Committee meeting date is submitted by a Councillor or Officer and there is no available Full Council or Committee meeting at which to consider the request, the Chair and Vice Chair of the Committee, in conjunction with the Clerk, may consider the request and, if thought appropriate, approve the request. Any such change would then be communicated to all Committee members as soon as possible.”

BISHOPSTOKE PARISH COUNCIL

EMERGENCY DELEGATIONS POLICY

**This Policy was first adopted
by the Parish Council at its meeting on 24 March 2020
and re-adopted at its meeting on dd/mmm/yyyy**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL

EMERGENCY DELEGATIONS POLICY

Amendment Sheet

Amendment No.	Date Added	Subject
1 (para 1.4)	11/11/2025	Replace “Assistant Clerks” with “Other Officers”
2 (para 3.7)	11/11/2025	Updated reference to minutes
3 (para 3.8)	11/11/2025	Clarification that the report will be presented to Full Council

EMERGENCY DELEGATIONS POLICY

1 Introduction

- 1.1** The following pages set out the manner in which Bishopstoke Parish Council delegates its powers in the event that the normal Council timetable of meetings is disrupted and cannot be followed.
- 1.2** There are certain specific duties and obligations which are set in legislation as the responsibility of the Council and cannot be delegated. These duties are set out in Section 2 and can only be altered by legislation. There are other duties and obligations that are already delegated to the Clerk or other Officers, and they are detailed in Bishopstoke Parish Council's Delegations Policy. The remaining duties and obligations are usually either delegated to the various Committees and Working Groups of the Council, or routinely dealt with by the Full Council itself. It is those duties and obligations which are dealt with by this Policy.
- 1.3** The intention of the Emergency Delegations Policy is to enable the Council to continue to act when the normal methods by which certain Council decisions are taken is no longer possible.
- 1.4** Wherever the Clerk is referred to in this document it shall be understood that ~~the Assistant Clerks~~ **other Officers** can deputise for the Clerk both in the absence of the Clerk and to enable the efficient and effective running of the Parish Council. Where the Chair or Vice Chair are referred to, it shall be understood that in the event either is unable to fulfil the duties laid out in this Policy then the Council may nominate another member to take their place.
- 1.5** Where appropriate, Council and Committee members will be asked to contribute to discussions and decisions taken under this policy. Where that is not practical, all decisions taken under this policy will be communicated to Councillors as soon as is practical. The decisions of the Council will continue to be made public in the form of minutes, notes, announcements or whatever method is deemed appropriate.

2 Duties And Obligations Not Covered By This Policy

- 2.1** The following are powers that remain reserved to Full Council unless legislation dictates otherwise AND that occur at certain specific times of year:
 - 2.1.1** Setting the precept and approval of the Council's budget;
 - 2.1.2** Approval of the Annual Accounts;
 - 2.1.3** Completion of the Annual Return including the Governance Statement;
 - 2.1.4** Consideration of an Auditor's report made in the public interest (within one month of receipt);
 - 2.1.5** To order, regulate and generally supervise the Council's finances within the general financial policy of the Council which shall be expressed in the annual budget.
- 2.2** The Council is legally required to hold an Annual Meeting in May, at which the Chair and Vice Chair are elected, unless legislation is brought forward to alter this.

- 2.3** The Council is legally required to hold a Parish Assembly at some point from 1st March to 1st June. This also can only be amended by legislation.
- 2.4** The following are powers that remain reserved to Full Council but are not time limited in any way:
- 2.4.1** The making, amending or revoking of Standing Orders and Financial Regulations;
 - 2.4.2** Adoption or revision of the Council's Code of Conduct;
 - 2.4.3** Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence (once confirmed this is then renewed at the Annual Meeting);
 - 2.4.4** Determination and review of the Bank Mandate;
 - 2.4.5** Matters of principle or policy;
 - 2.4.6** Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings);
 - 2.4.7** Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
 - 2.4.8** The making, amending or revoking of byelaws;
 - 2.4.9** Agreement to write off bad debts;
 - 2.4.10** Approval by resolution, before payment, of any grant or single commitment in excess of £5,000;
 - 2.4.11** Authorisation as to the terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan;
 - 2.4.12** Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g. hire purchase or leasing of tangible assets);
 - 2.4.13** Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000;
 - 2.4.14** Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land);
 - 2.4.15** Approval of the virement of unspent and available amounts to other budget headings or reserves;
 - 2.4.16** Approval of changes in earmarked reserves as part of the budgetary process;
 - 2.4.17** The dismissal of Officers;
 - 2.4.18** The overall review of rents and charges.

3 Emergency Arrangements

- 3.1** The Emergency Delegations Policy will come into effect automatically if the Parish Council is unable to fulfil its regular timetable of meetings for a period of more than one month, or by resolution of the Council.
- 3.2** This Policy covers all Council business not listed in Section 2 and not already delegated to the Clerk and other Officers as detailed in the Delegations Policy.
- 3.3** All decisions covered by this Policy will be delegated to an Emergency Group consisting of the Chair, Vice Chair and Clerk. This group will not be required to meet in public, or in person, but will be permitted to come to decisions via email, phone or other remote communication methods.
- 3.4** The advice of the Clerk will hold the same weight as in ordinary Council meetings. The presence of the Chair and Vice Chair allows alternate decisions to be taken if thought appropriate.
- 3.5** Where a decision would normally be taken at a Council meeting, and where practical, Council members will be asked for their opinions regarding that decision. Those opinions will be taken into account by the deciding group provided that they are received in a timely fashion.
- 3.6** As in 3.5 above, where a decision would normally fall to a particular Committee or Working Group, the members of that Committee or Working Group will be asked for their opinions.
- 3.7** The Clerk will keep a record of the decisions taken by the Emergency Group, which will be circulated to all Councillors as soon as is practical. This record will be kept in the minutes book **minuted** and will be published on the Council website.
- 3.8** Once the Council is able to resume a normal timetable of meetings then the delegations authorised by this Policy will cease. A report on the decisions taken during the operation of this Policy will be presented at the first **Full** Council meeting following the resumption of the normal Parish Council timetable.



Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL DELEGATIONS POLICY

**This Policy was adopted
by the Parish Council at its meeting on 23 October 2018
and re-adopted at its meeting on dd mmm yyyy**

**D Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL

POLICY

on

DELEGATIONS

Amendment Sheet

Amendment No.	Date Amended	Subject
1 (para 1.4)	11/11/2025	Replacing “Assistant Clerks” with “other Officers”
2 (para 4.2.7)	11/11/2025	Updating emergency amount and financial regulation

DELEGATIONS POLICY

1 Introduction

- 1.1 The following pages set out the manner in which Bishopstoke Parish Council has delegated its powers. Understanding of this is essential for anyone who wishes to know who is legally able to give a decision on any matter. This document is one of the major ways in which the Council regulates its affairs along with Standing Orders and Financial Regulations.
- 1.2 The basic principle used has been to delegate to Committees powers to act within their Terms of Reference. This means that on all matters not reserved for consideration by another Committee, or by the full Council, Committees can RESOLVE and thereafter action can normally be taken by officers. However certain matters, such as issuing a precept for a rate, cannot legally be delegated and others, such as deciding major policy, are reserved by the Council to itself. On such matters, committees can only RECOMMEND a course of action and, in these cases, officers cannot normally carry out the instructions of the committees until the recommendation has been approved by the Council.
- 1.3 The intention of the delegation scheme is to enable the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Officers are given power over the day to day administration of the Council; committees decide matters within their Terms of Reference and matters of major policy should be RECOMMENDED to the full Council.
- 1.4 Wherever the Clerk is referred to in this document it shall be understood that ~~the Assistant Clerks~~ other Officers can deputise for the Clerk both in the absence of the Clerk and to enable the efficient and effective running of the Parish Council.
- 1.5 Whilst delegation is necessary for the business-like conduct of the Council's affairs it is worth emphasising that the Council's policy has always been that members, and indeed the press and public, should have the fullest information. Thus, officers report all major decisions taken under delegated powers to the appropriate committee, the agenda of which are sent to all members.
- 1.6 Should members wish to raise any question concerning the exercise of delegated or other powers, then they should contact the appropriate committee chair or the Clerk, and if necessary the matter can be raised subsequently at committee.

2 Legal Background

- 2.1 Local Councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.
- 2.2 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as amended by various subsequent Acts and Statutory Instruments.

2.3 The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The decisions are those:

2.3.1 made under a 'specific express authorisation', or

2.3.2 made under a general authorisation where the effect of the decision is to;

i) grant a permission or licence,

ii) affect the rights of an individual, or

iii) award a contract or incur expenditure which, in either case, significantly affects the financial position of the Parish Council.

3 Policy Scope

3.1 This Policy follows the scope of this provision as detailed in the guidance issued by the Department of Communities & Local Government 'Plain English' guide to the Regulations. The relevant guidance for parish councils is as follows:

'Officers take many administrative and operational decisions on how they go about their day to day work within the council's rules. These decisions will not need to be recorded.

Residents will not be able to inspect some recorded decisions if the whole or part of the records contain confidential information or any other information where publicity would be prejudicial to the public interest.

Examples of decisions that should be recorded could include:

- Decisions about awarding contracts above specified individual/total values (the values will vary according to the relevant parish or town council); and
- Decisions to renew a lease to an allotment association.

Where decisions are already required to be published by other legislation, they do not need to be recorded again provided the record published has the date the decision was taken and the reasons for the decision.

Decisions that do not need to be recorded might include the following examples:

- Routine administrative and organisational decisions such as the purchase of office supplies or repairs;
- A decision to sign an allotment tenancy agreement;
- Decisions to book rooms or sports grounds; and
- Decisions to approve works undertaken by a contractor.

These are a few selected examples and not an exhaustive list. It is for the council to decide what information should be recorded on the basis of the national rules.'

4 The Clerk

4.1 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

4.1.1 Receive declarations of acceptance of office;

4.1.2 Receive and record members' register of interests;

4.1.3 Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting;

4.1.4 Receive and retain plans and documents;

4.1.5 Sign notices or other documents on behalf of the Council;

4.1.6 Receive copies of byelaws made by a primary local authority;

4.1.7 Certify copies of byelaws made by the Council;

4.1.8 Sign summons to attend meetings of the Council;

4.1.9 To institute and appear in any legal proceedings authorised by the Council.

4.2 In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

4.2.1 Day to day administration of services together with routine inspection and control;

4.2.2 Day to day supervision and control of all staff employed by the Council;

4.2.3 Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by Local Agreement;

4.2.4 Authorisation to call any extra-ordinary meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council, and/or the Chair of the appropriate Committee;

4.2.5 Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees;

4.2.6 Authorisation of routine recurring expenditure within the agreed budget according to the Council's financial regulations;

4.2.7 Emergency expenditure up to ~~£2,500~~ **£5,000 (£10,000 in consultation with the Chair)** outside of the agreed budget according to financial regulation ~~4.3~~ **5.18**;

4.2.8 To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000;

4.2.9 Issuing press releases and statements to the press on the Council's known policies, subject to any provisions contained in those policies or in Standing Orders;

- 4.2.10** Updating and managing the Council's online content;
 - 4.2.11** Making arrangements for the maintenance of the office IT system;
 - 4.2.12** Co-ordinating the production of the Council's newsletters;
 - 4.2.13** Disposal of Council records according to legal restrictions and an agreed retention and disposal policy;
 - 4.2.14** In the first instance, acknowledging and handling all complaints regarding the Council (except where the complaint relates to the Clerk);
 - 4.2.15** Making arrangements for the routine maintenance of the Parish Office;
 - 4.2.16** Purchasing necessary office equipment and supplies;
 - 4.2.17** Any other task properly and legally delegated to the Clerk by Council, a Committee, Sub-Committee or Working Group.
- 4.3** Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

5 Responsible Finance Officer (RFO)

- 5.1** The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations.

6 The Council

- 6.1** Certain functions cannot be delegated and are therefore reserved to the Full Council, although an appropriate committee may make recommendations thereon for the Council's consideration:
- 6.1.1** Setting the precept and approval of the Council's budget;
 - 6.1.2** Approval of the Annual Accounts;
 - 6.1.3** Completion of the Annual Return including the Governance Statement;
 - 6.1.4** Consideration of an Auditor's report made in the public interest (within one month of receipt);
 - 6.1.5** The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation;
 - 6.1.6** Adoption or revision of the Council's Code of Conduct;
 - 6.1.7** Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence;

- 6.1.8** Determination and review of the Bank Mandate;
- 6.1.9** Matters of principle or policy;
- 6.1.10** Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings);
- 6.1.11** Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
- 6.1.12** The making, amending or revoking of byelaws
- 6.1.13** Agreement to write off bad debts;
- 6.1.14** Approval by resolution, before payment, of any grant or single commitment in excess of £5,000;
- 6.1.15** Authorisation as to the terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan;
- 6.1.16** Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (e.g. hire purchase or leasing of tangible assets);
- 6.1.17** Approval of purchase, acquisition by other means, sale, lease or disposal of tangible moveable property over £1,000;
- 6.1.18** Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land);
- 6.1.19** Approval of the virement of unspent and available amounts to other budget headings or reserves;
- 6.1.20** Approval of changes in earmarked reserves as part of the budgetary process;
- 6.1.21** The dismissal of Officers;
- 6.1.22** The overall review of rents and charges;
- 6.1.23** To order, regulate and generally supervise the Council's finances within the general financial policy of the Council which shall be expressed in the annual budget.

7 Committees

- 7.1** All Committees are authorised to:
 - 7.1.1** Elect a chair from within the membership of that Committee;
 - 7.1.2** Approve the Minutes of the last meeting of the Committee;
 - 7.1.3** Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve;
 - 7.1.4** Make recommendations on the budget requirement for the Committee for the coming Financial Year;

- 7.1.5** Delegate any of their functions to a Sub Committee or officer of the Council.
- 7.2** Additionally, all Committees are authorised to carry out any duties or actions legally and properly delegated to them in their approved Terms of Reference subject to:
- 7.2.1** The provisions of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council;
- 7.2.2** Prior Council approval of annual capita and revenue estimates;
- 7.2.3** Any scheme requiring application for consent to borrow having first been approved by Council, and loan sanction secured;
- 7.2.4** Where matters of policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees, Sub-Committees and Working Groups may consider the matter and make recommendations to the Council;
- 7.2.5** Prior Council approval to recommendations for the allocation of duties, powers and guidelines to committees.
- 7.3** The exercise by committees of the above powers shall be without derogation to the powers of the Council to call for a report on any committee decision.
- 7.4** Every committee shall have power to authorise an officer, after consultation with the Chair of the Committee, to take decisions on specific, urgent matters falling within its own Terms of Reference as it sees fit.
- 7.5** Notwithstanding the powers delegated to Committees, the Council retains the right to exercise such powers when necessary.



Full Council – 11th November 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.

At a recent meeting the Borough Council indicated it was looking to move away from a provision role into an advice and support role. This change would also mean a reduction in available funding from the Borough Council.

Bishopstoke Parish Council currently has £16,000 in the draft budget for 2026-27. This is a continuation of the funding levels needed for the youth options contract.

At the recent meeting two other local parish / town councils showcased the work they have been doing on youth services – in one case a long standing service involving one full time and several part time youth workers providing a youth club and day trips for local children; in the other case the results of 6-9 months of planning and research to determine what services would be most effective in their area to help young people. The Borough also indicated that there is now not enough time for them to be involved in a tender process for any new service to be in place for 1st April 2026.

A meeting has been arranged between the Clerk and the new Clerk at Fair Oak & Horton Heath Parish Council for Friday 7th November to discuss working in partnership to establish what can be done in the short term and to begin planning for the longer term provision for youth services.

It should be noted that even combining funding from the two parishes will not be sufficient to provide a like for like option. I am anticipating that a strategy of employing a youth worker with an assistant to cover the twin bases of small scale youth club provision and researching schemes and grants for the longer term will serve the Council's needs best and believe this may be achievable with combined funding from the two parishes and a (probably reduced) contribution from the Borough Council.

Longer term, additional funding will likely be needed – firstly to cover the shortfall as Eastleigh ceases to exist and secondly as any additional or expanded schemes will all require funding.

Full Council – November 11th 2025

Item 12 – Office Opening Hours

In July 2025, Full Council voted to have the temporary Parish Office at Sewall Drive open to residents from 9:30am to Noon for three days a week (likely Mondays, Wednesdays and Fridays, and from Noon to 2:30pm for two days a week (Tuesdays and Thursdays).

During discussions at the People Committee meeting on 4th November concerns were raised around lone working at the Sewall Drive office. It is towards the edge of Bishopstoke rather than the centre and by being embedded in a rural allotment site it will experience far less passing footfall than the original office placed between a pub and a community building near one of the centres of Bishopstoke did.

Council is asked to approve requiring two officers at the building for it to be open. This could be achieved with current staff and hours worked on all weekdays except Fridays. Increasing the hours of some staff may permit this to include Fridays as well. Alternatively there is an opportunity for discussion with current staff to determine if any are willing to amend their working days to facilitate the Council's desired opening times.

The Lone Working Policy is being discussed at the next People Committee meeting in February and there will be a discussion about the risks of lone working at the Sewall Drive site and elsewhere.

The easiest solution to implement is to limit office opening to four days per week instead of five. To offset the loss of the Friday hours the opening times for the remaining four days could increase from 2.5 hours to 3 hours per day. This arrangement could be revisited in March if increased officer hours are approved. The assumption would be that if only one member of staff is available on any given day (due to holiday or sickness), and no other officer is available, then the office would be shut to residents. Staff timetabled to be "in office" would be expected to arrange any meetings either on site, or outside of their office hours. Where this cannot be done, other officers will be asked to provide cover.

Recommendations: That the Council RESOLVE to amend office opening hours to three hours per day, from Monday to Thursday (two mornings and two afternoons) and that a minimum of two members of staff must be present for the office to be open to the public.