



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 13th January 2026 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 13th January 2026
3. Declarations of Interest and Requests for Dispensations
4. To approve recognising Louise Glasspool, James Glasspool and Stephanie Keeler as Bishopstoke Champions
5. Reports from Committees, Working Groups, Officers and Councillors
6. To adopt the following items:
 - Statement of Internal Control
 - Standing Orders
 - Committee Terms of Reference
 - Financial Risk Assessment
7. To note the planned meeting dates for 2026-27 and consider amending the official start time of Committee meetings
8. To approve the updated Co-Option Policy
9. To approve the amended Bishopstoke Champion Procedure
10. To consider grant requests from Wessex Rivers Trust and Riverside Concert Band
11. To assess the viability of the Bow Lake Gardens site as a potential allotment
12. To make decisions on going forward with potential asset transfers
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 – to agree recommendations from the People Committee regarding salary arrangements

DL Wheal
Clerk to Bishopstoke Parish Council
4th March 2026

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 13th January 2026**

Present: Councillor Louise Hillier-Wheal
Councillor Geoff Harris (Vice-Chair)
Councillor Peter Brown
Councillor Ben Burcombe-Filer (from para 66)
Councillor Sid Dajani
Councillor Andrew Daly
Councillor Mark Kirby
Councillor Stewart MacLachlan
Councillor Mike Thornton (from para 65)
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)

Public Session 1 member of the public was present.

Cllr Hillier Wheal welcomed the member of the public and asked if there were any issues they would like to discuss. They declined and said they were just there to observe the meeting.

FULL_2526_M05/

63 Apologies for Absence

63.1 Apologies had been received and were noted from Cllrs Chaffey and Moore. Cllr Mignot was absent.

64 To adopt and sign Minutes of the Parish Council meeting held on 11th November 2025

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

64.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 11th November 2025 be adopted and signed.

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

Cllr Thornton arrived

65 Declarations of Interest and Requests for Dispensations

65.1 No declarations or requests were made.

Initial: _____ Date: _____

Cllr Burcombe-Filer arrived

66 Reports from Committees, Working Groups, Officers and Councillors

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

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

66.3 The Clerk advised the Cllrs that there will be a new section in the Parish Council Newsletter, Councillor profiles. The Admin Officer will send out a set of questions for the Councillors to answer and return. There will be 2 profiles in each newsletter, starting with the Spring Newsletter.

Action: Admin Officer – to produce and send out a set of questions for the Parish Councillors to respond to that will be included in future Newsletters.

66.4 Hampshire County Council Flood and Water Management had contacted the Clerk about a complaint from a resident in Templecombe Road regarding a ditch on the other side of the hedge at Templecombe Road play area that can get blocked. The Clerk will contact Eastleigh Borough Council and the Land Registry to find out who owns the land and is responsible for the work needed.

Action: Clerk – to contact Eastleigh Borough Council and the Land Registry regarding ownership of the land containing the ditch at Templecombe Road.

66.5 The Clerk advised the Council that Cllr Scott will no longer be a Parish Councillor as he had not attended meetings or otherwise represented Bishopstoke Parish Council for a period of more than six months. The Clerk will notify Eastleigh Borough Council and publish the vacancy as required.

Action: Clerk – to contact Eastleigh Borough Council and advise them of the Parish Councillor vacancy.

66.6 Cllr Winstanley's report had been emailed to the Cllrs prior to the meeting and was noted. Cllr Hillier-Wheal said that it was great news that Hampshire County Council are providing the funding for the repairs to the guttering, downpipes and drainage at the BCA and thanked Cllrs Harris and Winstanley for their work in securing the funding. Cllr Winstanley said that she had received a lot of positive comments on the Christmas decorations at Shears Mill. The Chair thanked the Officers for the work they put into this.

67 To approve the expenditure budget for 2026-27

67.1 A copy of the expenditure budget for 2026-27 budget had been included with the supporting papers for this meeting.

Initial: _____ Date: _____

67.2 Cllr Thornton thanked the Clerk for all the work he had put into the budget and praised the processes the Clerk had put in place to give all Councillors the time and opportunity to make any comments on the budget. Cllr Harris commented that it might be helpful to know if anyone has any comments or objections they want to make at the meeting prior to the day of the meeting. Cllrs Burcombe-Filer and Toher agreed that the processes in place were good and allowed Councillors plenty of opportunities to make any comments or objections prior to the meeting.

67.3 Proposed Cllr Winstanley, Seconded Cllr Kirby, **RESOLVED** unanimously to approve the expenditure budget for 2026-27.

68 To approve funding arrangements for 2026-27, including the precept request

68.1 A memo outlining the funding arrangements for 2026-27, including the precept request had been included with the supporting papers for this meeting.

68.2 Cllr Daly asked why such a large precept increase was needed above the inflation rate. The Clerk explained that this was to cover increased staff hours and current and future projects and would help to avoid large increases in the future. Cllr Thornton said that the Finance Committee had quizzed the Clerk at length about the increase and had taken all options into account.

68.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the planned funding from grants, reserves and council income; to approve the precept request of £458,862.94, incorporating a 9% rise on 2025-26 and close the earmarked reserves for Village Trails and Map & Information boards.

Action: Clerk – to inform the Borough Council of the precept request and to close the earmarked reserves for Village Trails and Map & Information boards

69 To note the results of the interim audit for 2025-26 and approve the Parish Council response

69.1 A full copy of the internal audit report had been emailed to the Councillors prior to the meeting and the recommendations of the auditor and the proposed response from the Council had been included with the supporting papers for this meeting and were noted.

69.2 The Clerk noted that the Auditor had commented that the Parish Council was a model of best practice for Transparency. Cllr Winstanley thanked and congratulated David for all of the work he had done for this.

69.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer, **RESOLVED** unanimously to approve the Parish Council response to the Interim Internal Audit recommendations.

Action: Clerk – to implement the recommendations made by the auditor on the Interim Internal Audit

70 To approve the application for bus shelter grants

70.1 A memo outlining the bus shelter grants application was included with the supporting papers for this meeting

Initial: _____ Date: _____

70.2 Cllr Harris requested that the company who are replacing/repairing the bus shelter do a report on how structurally sound the current bus shelters are, looking for rot, rust etc. The Clerk said that he would request a report from the company before work is carried out.

70.3 Cllr Brown suggested allowing advertising, giving preference to local businesses, in the bus shelters owned the Parish Council to provide some income to the Parish Council. The Assets Officer will investigate the possibility of advertising in the bus shelters.

Action: Assets Officer – to investigate if it is possible to advertise in the bus shelters owned by the Parish Council and how this could be incorporated into the new shelters.

70.4 Proposed Cllr Burcombe-Filer, Seconded Cllr Brown, **RESOLVED** with 1 opposing to approve the applications for bus shelter grants for full repairs and necessary replacements and to request a report on the structural soundness of the existing bus shelters so that any necessary work can be incorporated in the grant application.

Action: Clerk/Assets Officer – to submit the approved bus shelter grant application and to request a report on the structural soundness of the existing bus shelters from the contracted company before any work is carried out.

71 To receive a report on the Council events through 2025 and approve the plan for 2026

71.1 A copy of the report on the 2025 Council events and the Events plan for 2026 had been included with the supporting papers for this meeting.

71.2 Cllr Hillier-Wheal noted that she had not been included in the volunteers for VE and VJ Day. The Admin Officer apologised and will update the report before it is published.

Action: Admin Officer – to update the 2025 Events Report to include all Councillors who volunteered at the VE and VJ Day events and publish.

71.3 WRT Chalk Stream Challenge. The Admin Officer gave a brief summary of the Challenge and how it works. The Committee agreed that it should be included in the events for 2026. Cllr MacLachlan suggested contacting Southern Water to see if they would be interested in contributing to the cost of setting up the Chalk Stream Challenge. Cllr Kirby said that Marwell Zoo were currently looking at the newts that live in the River Itchen. The Admin Officer will contact them to see if their project could tie in with the Chalk Stream Challenge.

Action: Admin Officer – to contact Wessex Rivers Trust to start their grant application to set up the Chalk Stream Challenge, contact Southern Water about contributing towards the cost of the Chalk Stream Challenge and to contact Marwell Zoo regarding their project about the newts that live in the River Itchen.

71.4 Cllr Toher suggested a Bingo night as an event for 2026. The Admin Officer will look at when it could be fit into the calendar for this year. Cllr Toher said that she still had the Bingo calling equipment from Age Concern Bishopstoke that could be used.

Action: Admin Officer – to look at including a Bingo Night in the 2026 Events calendar and putting together a costing for the event.

71.5 Proposed Cllr Thornton, Seconded Cllr Harris, **RESOLVED** unanimously to approve the Events plan for 2026.

Action: Admin Officer – to create and publish an Events Calendar for 2026 and start planning the events.

Initial: _____ Date: _____

72 To approve the project brief for the Memorial Hall

72.1 A copy of the project brief for the Memorial Hall had been sent to the Councillors prior to the meeting.

72.2 The Clerk advised the Council that a copy of the brief had been sent to the Bishopstoke Players who, unfortunately, couldn't attend this meeting. They had said that they were very happy with the design and thought it would make a great community building.

72.3 Cllr Harris commented that the overview seemed to be out of date and he was nervous about the Essentials list. The Clerk said that the brief would be submitted to architects who would come back with proposals as to what could be included in the building.

72.4 The Clerk let the Council know that the timetable for the tender process would be discussed at the next Assets Committee meeting on Tuesday 27th January if they would like to come and join in the discussion.

72.5 Proposed Cllr Winstanley, Seconded Cllr Toher **RESOLVED** unanimously to approve the project brief for the Memorial Hall.

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

73.1 After a short discussion, it was agreed to include the 2026 Events Calendar, reports on events since the last media release, the upcoming February Meet and Greet and Winter Crafts session, the Interim Audit results and the decision on the precept.

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

73.2 Cllr Toher asked if future media releases could be emailed to all of the Parish Councillors when it is sent out. The Clerk also let the Councillors know that they could sign up for the subscriber email on the Parish Council website that is sent out every 2 months.

Action: Admin Officer – to email future media releases to the Parish Councillors.

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

74.1 The next meeting will take place on Tuesday 10th March 2026, 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 3rd March 2026.

There being no further business, the Chair closed the meeting at 8.12pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council – 10th March 2026 Resolutions and Recommendations

Committee Resolutions – to note

Assets

27th January – ASSETS_2526_M05

- Item 44.2 That the Minutes of the Assets Committee meeting held on 25th November 2025 be adopted as a true record.
- Item 46.4 To task officers with identifying suitable play areas for the addition of an accessible swing and to identify which areas would be suitable for a concentration of accessible equipment.
- Item 49.3 To grant Solent Running Sisters permission to utilise the Sewall Drive toilets and draft criteria to allow other groups to apply for the same.
- Item 50.3 To contact councillors inviting them to join the Glebe Meadow working group.
- Item 51.2 To decline the opportunity to apply for funding towards a speed camera.

Finance

10th February – FIN_2526_M05

- Item 42.2 That the minutes of the Finance Committee meeting held on 9th December 2025 be adopted as a true record
- Item 45.2 to receive and approve the Budget Monitoring, Statement of Accounts, Payments Lists and Statement of Reserves reports.

Planning

13th January – PLAN_2526_M13

- Item 94.2 That the minutes of the Planning Committee meeting held on 9 December 2025 be adopted as a true record.
- Item 96.3 To that the responses of the Planning Committee be submitted as minuted.

27th January – PLAN_2526_M14

- Item 100.2 That the minutes of the Planning Committee meeting held on 13 January 2026 be adopted as a true record.
- Item 102.2 That the responses of the Planning Committee be submitted as minuted.

10th February – PLAN_2526_M15

- Item 106.2 That the minutes of the Planning Committee meeting held on 27 January 2026 be adopted as a true record.
- Item 108.3 To that the responses of the Planning Committee be submitted as minuted.

24th February – PLAN_2526_M16

- Item 113.2 That the minutes of the Planning Committee meeting held on 10 February 2026 be adopted as a true record.
- Item 115.3 That the responses of the Planning Committee be submitted as minuted.

People

24th February – PPL_2526_M03

- Item 14.2 That the minutes of the People Committee meeting held on 4th November 2025 be adopted as a true record.
- Item 18.3 To amend the TOIL recommendation
- Item 18.4 To adopt a 1 week rolling limit on TOIL; amend contracts to pro-rata permitted overtime and to set a target maximum overtime spend of 10% for the year 2026-27.
- Item 19.2 To re-adopt the unamended Training and Development Policy.
- Item 20.2 To adopt the amended Lone Worker Policy.

Committee Recommendations – to vote upon

Note – All recommendations are already on the Full Council agenda – no vote necessary

Assets

27th January – ASSETS_2526_M05

No recommendations

Finance

10th February – FIN_2526_M05

- Item 46.2 That the Finance Committee terms of reference be adopted.
- Item 47.2 That the Financial Regulations be re-adopted, unchanged.

Planning

13th January – PLAN_2526_M13

No recommendations

27th January – PLAN_2526_M14

No recommendations

10th February – PLAN_2526_M15

- Item 110.2 That the Planning Committee terms of reference be adopted.

24th February – PLAN_2526_M16

No recommendations

People

24th February – PPL_2526_M03

- Item 13.4 To recommend Bishopstoke Champion awards
- Item 17.2 That the People Committee terms of reference be adopted.
- Item 25.2 That the salary recommendations be accepted.

Full Council - Clerk's report 10th March 2026

Actions from previous meetings

- FULL_2526_M05/Item 64.2** Regarding Full Council minutes
The minutes were signed and published.
- FULL_2526_M05/Item 66.3** Regarding councillor profiles for the newsletter
Requests have been sent out to all councillors. To date only four have been returned.
- FULL_2526_M05/Item 66.4** Regarding the Templecombe Road ditch
The land has been confirmed as belonging to Bishopstoke Parish Council. Eastleigh Borough Council is unable to quote for the clearance work and so officers are seeking contractors to quote.
- FULL_2526_M05/Item 66.5** Regarding a casual vacancy
The Borough Council were contacted and advised that whilst Bishopstoke Parish Council is expected to attempt to fill the vacancy it is not considered urgent as there are more than sufficient councillors to remain quorate. The co-option policy has been updated to reflect new legal advice from the National Association of Local Councils and is being discussed at the meeting on 10th March.
- FULL_2526_M05/Item 68.3** Regarding the precept for 2026-27
The Borough Council have been informed of the precept request.
- FULL_2526_M05/Item 69.3** Regarding the recommendations of the internal auditor
The recommendations are in the process of being implemented.
- FULL_2526_M05/Item 70.3** Regarding advertising in bus shelters
The existing shelters owned by the Parish Council are the wrong size for standard advertising.
- FULL_2526_M05/Item 70.4** Regarding the bus shelter grant application
The contractor confirmed that an assessment on the structural soundness of the shelters had been part of the initial survey of maintenance and repair requirements. The grant request has been submitted.
- FULL_2526_M05/Item 71.2** Regarding the 2025 events report
The report has been amended to correctly reflect those councillors who attended but had been omitted from the original report.
- FULL_2526_M05/Item 71.3** Regarding the Chalk Stream Challenge
The grant request has been submitted and contact is being made with both Southern Water and Marwell Zoo.
- FULL_2526_M05/Item 71.4** Regarding a bingo night
Work has begun on planning for a potential bingo night.
- FULL_2526_M05/Item 71.5** Regarding the 2026 events calendar

The calendar has been published and planning is underway.

FULL_2526_M05/Item 73.1 Regarding the media release
The media release was drafted and sent out.

FULL_2526_M05/Item 73.2 Regarding the media release procedure
The procedure has been altered to ensure all councillors receive an email copy of the media releases.

Working Groups / Task & Finish Groups

Glebe Meadow Plus

The Glebe Meadow working group has considered the final brief for the new community building and the invitation to tender documents and approved them.

Christmas Decorations

Officers have begun planning for next Christmas. The process for gaining approval to place a Christmas tree by on the pavement has been ascertained. Alongside various forms the only other requirement of note is a fee of £100.



Full Council 10th March 2026 – Item 06

Statement of Internal Control

The 2025-26 Statement of Internal Control has been amended to reflect that there are now seven Full Council meetings in the year, not six. It describes the various ways in which the Council ensures that its finances, and financial decisions are sound. It is recommended that the Council adopt the 2025-26 Statement of Internal Control.

Standing Orders

There are no recommended changes to the standing orders, however it is considered good practice to review and re-adopt standing orders each year. Therefore it is recommended that the Council re-adopt the Standing Orders unchanged. The current Standing Orders are available on the Parish Council website at www.bishopstokepc.org/policies.

Terms of Reference

There are no recommended changes to Committee Terms of Reference. All Committees (bar Assets) have recommended adopting the unchanged terms. The Assets Committee last reviewed their terms on 11th November 2025 and no amendments have been proposed since. Therefore it is recommended that the Council re-adopt all Committee Terms of Reference unchanged. The current Terms of Reference are available on the Parish Council website at www.bishopstokepc.org/policies.

Financial Risk Assessment

The 2025-26 Financial Risk Assessment was recommended to Full Council by the Finance Committee at its December meeting. The only changes compared to the 2024-25 version are to update the insurance details.

BISHOPSTOKE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR YEAR ENDING 31 MARCH 2026

I SCOPE OF RESPONSIBILITY

Bishopstoke Parish Council forms the first tier of local government and is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, Bishopstoke Parish Council (the Council) is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control was in place at the Council for the year ended 31 March 2026 and accords with proper practice.

3 THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings.

The Council reviews its obligations and objectives and drafts expenditure budgets for the following year at its October and December Finance meetings, and also in the November Full Council meeting. The Full Council meeting in January approves both the expenditure budget and the level of precept for the following financial year.

The Council appoints a Finance Committee of five to seven Members who meet six times a year. Members of the committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Finance Committee are reported to the Full Council with recommendations for decision and resolutions to note.

The Full Council meets seven times each year. It monitors progress by receiving relevant reports from the Finance Committee, the Parish Clerk and RFO.

The Council carries out periodic reviews of its internal controls, systems and procedures.

Staff responsibilities:

The Council has appointed a Clerk & RFO to the Council who acts as the Council's legal advisor and administrator and has responsibility for administering the Council's finances. Additional responsibilities are: advising on the day-to-day compliance with laws and regulations that the Council is subject to for managing risks; providing advice to help the Council ensure that its procedures, control systems and policies are adhered to and ensuring that the Council remains compliant with all relevant financial legislation.

Payments:

All payments are reported to the Council for approval. Two authorised signatories, one of whom is to be a Councillor, are required to authorise each cheque to limit the risk of fraud. Other payments are made by internet banking and are subject to approval and independent check. The Council utilises Debit cards for staff expenses which are monitored by the Clerk & RFO and reported each month to the Finance Committee.

Risk Assessments/Risk Management:

The Council carries out periodic risk assessments in respect of actions and regularly reviews its system controls.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk Management
- Reviews

The effectiveness of the internal audit is reported to and reviewed annually by the Council.

4 REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Finance Committee;
- the Clerk to the Council / Responsible Finance Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's external auditors who make the final check using the Annual Return and issue an annual audit report;
- the number of significant issues raised during the year.

5 SIGNIFICANT INTERNAL CONTROL ISSUES

No issues of significant concern were raised during the financial year 2025/26.

Adopted by Bishopstoke Parish Council on 10th March 2026

Minute reference: FULL_2526_M06/

Bishopstoke Parish Council - Financial Risk Management Record

BISHOPSTOKE PARISH COUNCIL

**Financial Risk Assessment
2025 / 26**

**This Financial Risk Assessment was adopted
by the Council on dd mmm yyyy**

**D Wheal
Clerk & RFO to Bishopstoke Parish Council**

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section One: Areas where there may be scope to use insurance to help manage risk				
Property and contents owned by the council.	Loss or damage.	2	2	An up-to-date register of assets and investments is kept and reviewed annually. Inspections carried out according to area.
Damage to third party property or individuals.	Public liability claims.	3	2	Sufficient public liability insurance held. Currently with Clear Councils. Renewal date 21 Nov 2026. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £10,000,000
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party.	Public liability claims. Inability to continue functions of Council.	3	2	Sufficient public liability insurance held. Currently with Clear Councils. Renewal date 21 Nov 2026. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £10,000,000 Current policy does not include business interruption insurance.
Cash.	Loss of cash through theft or dishonesty.	3	3	Sufficient fidelity guarantee insurance held. Currently with Clear Councils. Renewal date 21 Nov 2026. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £500,000.
Legal liability as a consequence of asset ownership.	Public liability claims.	3	1	Sufficient insurance held. Currently with Clear Councils. Renewal date of 21 Nov 2026. Reviewed annually by Clerk / RFO and auditor. Current value of insurance: £10,000,000.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Two - Working with others to help to manage Risk				
Security for vulnerable buildings, amenities or equipment.	Theft, damage, health and safety.	2	2	Regular inspections of Council property by council staff and external contractors. Schedule appropriate to area. E.g. Full play area inspection quarterly by qualified contractor Play area hazard inspection weekly by Assets Officer Allotment equipment maintained annually.
The provision of services being carried out under agency / partnership agreements with principal authorities.	Default, or partnership failure, failure to follow contracts.	N/A	N/A	Standing orders and financial regulations deal with the award of contracts. Currently no risk as no such agreements are in place.
Banking arrangements, including borrowing or lending.	Fraud or corruption.	3	3	Financial regulations reviewed annually and can be amended at any time. Checks carried out by Finance Committee every other month. All reviewed by Internal Auditor.
Ad hoc provision of amenities / facilities for events to local community groups.	Public Liability claims.	3	2	Hire forms reviewed once per council, risk assessments for amenities & facilities. Groups are required to have sufficient insurance and, where appropriate, provide their own risk assessments.
Vehicle or equipment lease or hire.	Theft or damage.	3	3	Follow all procedures from lease / hire company. Hire from reputable companies, monitor by council.
Trading units (leisure centres, playing fields, burial grounds, etc.).	Public Liability claims.	3	1	External contractors for maintenance. Monitor work throughout. Employment law followed.
Professional services (architects, accountancy, design, etc.).	Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders.	3	1	Standing orders, Financial regs and policies deal with the awarding of contracts. Reviewed annually by Council and Internal Auditor. HALC available for legal advice.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Three - Self Managed Risk				
Proper financial records.	Fraud. Error. Corruption.	3	2	Clerk / RFO ensures the Council keeps up to date with best practice and law and that records are in accordance with statutory requirements. Reviewed by Council and Internal Auditor.
Business activities.	Not within the legal powers of councils.	3	2	Ensuring that they are within the legal powers of councils by reference to legislation and guidance, and review by auditor.
Borrowing.	Defaulting.	3	2	Comply with restrictions. Sound planning to ensure payments are made as required. No current borrowing. Only use PWLB loans. Reviewed by Council and Internal Auditor.
Employment law and Inland Revenue regulations.	Breach of requirements.	3	1	Clerk to keep up to date with best practice and law. Reviewed by Council and Internal Auditor.
VAT.	Breach of regulations. Fines. Loss of refund.	3	1	Clerk / RFO to ensure that requirements are met under HMRC regulations. Reviewed by Council and Internal Auditor.
Annual precept.	Non-compliance with timing and regulations.	3	1	Clerk / RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by Finance Committee, agreed by Council and reviewed by Internal Auditor.
Monitoring of performance.	Council not functioning.	3	2	Cllrs review budget twice per year and policies at least once every Council cycle.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Grants.	Not giving to appropriate organisations. Fraud.	3	3	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC. All grants based on approved form and supporting information, minuted and checked by Internal Auditor.
Council Minutes.	Inaccurate reporting of council business. Lack of transparency.	3	3	Proper, timely and accurate reporting of council business in the minutes. Posted on website for public to see, agreed by subsequent meetings and reviewed by Internal Auditor.
Rights of public inspection of documents.	Documents not available. Lack of transparency.	3	3	Where possible, all documents made available on Council website.
Document control.	Incorrect information.	3	3	Policies to be reviewed at least once every Council cycle. Standing Orders, Financial Regulations and Terms of Reference reviewed annually.
Register of Members' Interests and Gifts and Hospitality.	Not in place. Council reputation.	3	3	Ensure they are published on Council website, complete, accurate and up to date. Overseen by Eastleigh Borough Council.
Compliance with Transparency Code.	Fines. Lack of transparency.	3	3	Clerk to ensure the Transparency Code is followed and that any legislative changes are assessed and applied.
Parish Records	Fire / Water damage	3	1	All staff to maintain backups of hard drive. All essential Council documents kept on the cloud. Business continuity plan.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Section Four – Internal Control Areas				
Bookkeeping.	Fraud. Error. Corruption.	3	2	Clerk / RFO ensures the cashbook is up to date and accurate. Bank rec and accounts checked by Finance Committee every other month. All reviewed by Internal Auditor.
Standing Orders and Financial Regulations.	Not kept in line with best practice and legal requirements.	3	3	Clerk to ensure best practice and legal requirements are followed. Annual review of documents by Council.
Purchase Orders.	Work being completed without being fully approved.	3	2	Purchase orders are required for all work valued at £1,000 or for items of capital expenditure. Officers to ensure all contractors and service providers are aware of this.
Payment Controls.	Fraud. Error. Corruption.	3	3	Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked every other month, VAT reclaimed quarterly. Monthly payment list kept in minute book.
Risk Assessments.	Not done. Out of date.	3	2	All Council properties, equipment and sites to have risk assessments. These should be reviewed annually by Officers.
Budgetary Controls.	Fraud. Error. Corruption. Controls insufficient.	3	3	Clerk / RFO ensures budget is financially sound. Preparations, including 3-year forecast begin in September. Budget scrutinized by Finance Committee, agreed by Council and reviewed by Internal Auditor. Budget monitoring performed by Finance Committee every other month.

Bishopstoke Parish Council - Financial Risk Management Record

Risk Area	Risk Identified	Risk of Occurrence 1 (high) to 3 (low)	Risk of Impact 1 (high) to 3 (low)	Risk Management
Income Controls.	Lack of finance.	3	2	Ensure budget provides adequate income for expected expenditure. Clerk / RFO to monitor expected income and produce monthly bank reconciliation. Reviewed every other month by Finance Committee and annually by Internal Auditor.
Payroll.	Do wages paid match expected wages? Is HMRC / LGPS being operated correctly?	3	3	Clerk / RFO prepares payroll each month. HMRC software used to ensure correct amounts are paid in National Insurance, Tax and Pensions.
Asset Control.	No asset register kept.	3	3	An up to date register of assets is kept, updated and is reviewed annually.
Bank reconciliation.	Cash discrepancies.	3	3	Clerk / RFO prepares reconciliation which is checked monthly and signed by the Chair or a member of the Finance Committee. Signed bank reconciliations to be kept in minutes book.
Year end.	Finances not kept in order.	3	2	Clerk / RFO to ensure training is up to date, accounting practices are suitable and changes in legislation are applied.
Officer Expenses.	Fraud. Error.	3	3	Where possible, all expenses paid by Council debit cards. Where not details and receipts are provided on the appropriate form, which will be counter-signed by another officer.



2026-27 Meeting Schedule

May 2026	June 2026
Tuesday 12 th – Full Council Tuesday 26 th – Planning / Assets	Tuesday 9 th – Planning / Finance Tuesday 23 rd – Planning / People
July 2026	August 2026
Tuesday 14 th – Planning / Full Council Tuesday 28 th – Planning / Assets	Tuesday 11 th – Planning / Finance Tuesday 25 th – Planning
September 2026	October 2026
Tuesday 8 th – Planning / Full Council Tuesday 22 nd – Planning / Assets	Tuesday 13 th – Planning / Finance Tuesday 20 th – Planning / People
November 2026	December 2026
Tuesday 10 th – Planning / Full Council Tuesday 24 th – Planning / Assets	Tuesday 8 th – Planning / Finance Tuesday 15 th – Budget discussion (Whole Council - Zoom)
January 2027	February 2027
Tuesday 12 th – Planning / Full Council Tuesday 26 th – Planning / Assets	Tuesday 9 th – Planning / Finance Tuesday 23 rd – Planning / People
March 2027	April 2027
Tuesday 9 th – Planning / Full Council Tuesday 23 rd – Planning / Assets	Tuesday 13 th – Planning / Finance Tuesday 20 th – Parish Assembly Tuesday 27 th – Planning / Full Council

Planning meetings start at 7:00pm as does the December Zoom budget discussion, and the Parish Assembly.
All other meetings start at 7:15pm.



BISHOPSTOKE PARISH COUNCIL

CO-OPTION POLICY

**This Co-Option Policy was adopted
at the Council meeting on**

D Wheal

Clerk to Bishopstoke Parish Council

BISHOPSTOKE PARISH COUNCIL

CO-OPTION POLICY

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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CO-OPTION POLICY

1 Introduction

- 1.1 Although the process for co-option to vacancies of local councils is not prescribed in law, the use of co-option is covered in the Local Elections (Parishes and Communities) (England and Wales) Rules 2006. NALC's Advice Note on Vacancies and Co-option (last updated 8 July 2022) provides guidance.
- 1.2 Of paramount importance is that all applicants are treated alike so that arrangements are seen to be open, fair and transparent. This policy sets out the process to be followed by Bishopstoke Parish Council when co-option is under consideration.
- 1.3 Whenever the need for co-option arises, Bishopstoke Parish Council will seek and encourage applications from anyone who is eligible to stand as a Parish Councillor (see section 3). Councillors and parishioners can legally approach individuals to suggest they might wish to consider putting their names forward for co-option and encourage them to register their expression of interest.
- 1.4 In the event that a casual vacancy is not required to be filled by election (see section 2.3) the Parish Council "must, as soon as practicable . . . co-opt a person to fill a vacancy" (Local Elections (Parishes and Communities) (England and Wales) Rule 2006 (s5 p5).
- 1.5 Any candidate(s) found to be offering inducements or any kind of undue pressure will be disqualified.
- 1.6 Councillors elected by co-option are full members of the Parish Council.

2 Co-Option Process

- 2.1 In the event of a vacancy occurring due to the resignation, death or ineligibility of a Councillor, the Clerk will immediately inform the Monitoring Officer at Eastleigh Borough Council (EBC), and supply them with a copy of the requisite Notice of Vacancy for posting.
- 2.2 Should the requisite 10 electors of the Parish have not called for a poll (by-election) within the legally specified time period (currently 14 days) following the publication of the Notice of Vacancy, the Parish Clerk is notified by EBC that the vacancy(ies) may be filled by co-option. The Parish Council will then seek to fill the vacancy as soon as possible. However, if the vacancy has occurred in the six months prior to the next Parish Council elections it may choose to leave the vacancy unfilled.

- 2.3** On receipt of written notification from the Monitoring Officer at EBC that a casual vacancy can be filled by means of co-option, the Clerk will place a notice announcing that the vacancy(ies) can be filled by co-option and invite expressions of interest. The notice will be placed on the Noticeboards and on the Parish Councils website, and will include:
- 2.3.1** A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor.
 - 2.3.2** Contact details to where expressions of interest should be made (usually the Clerk, via email or hard copy).
 - 2.3.3** A deadline for receipt of applications should be set, being no less than two weeks and no more than one month from the date the notice is placed, with applications to be considered at the following Full Council meeting.
- 2.4** The Council is not obliged to fill the vacancy just because it has received valid applications. If no candidate receives the required votes then no candidate is elected.

3 Qualifications / Disqualifications

- 3.1** To qualify a prospective candidate should:
- 3.1.1** Be an elector for the Parish; or
 - 3.1.2** Have resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
 - 3.1.3** Had their principal place of work in the parish; or
 - 3.1.4** Lives within three miles (direct) of the Parish.
- 3.2** Part 5 s.80 of the Local Government Act 1972 lists reasons why a candidate may be disqualified. The main reasons are:
- 3.2.1** Holding a paid office under the authority; or
 - 3.2.2** Bankruptcy; or
 - 3.2.3** Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; or
 - 3.2.4** Being disqualified under any enactment relating to corrupt or illegal practices.

4 Application Process

- 4.1** When expressions of interest are received, the Clerk will provide all applicants with full instructions on how to apply. All necessary information and forms will also be available to download from the Parish Council's website.
- 4.2** The Clerk will then consider completed forms to check that the individual(s) meets with the qualification requirements.
- 4.3** All candidates are asked to complete the forms and redacted copies will be circulated to all Parish Councillors with the agenda packs prior to a full meeting of the Council where the co-option is to be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.
- 4.4** Co-option Candidates will be informed of the date of the meeting at which the Parish Council will make its decision based on the application form submitted. Notice of the Intention to consider Co-option will be included on the agenda as a separate item at a Parish Council meeting.
- 4.5** Candidates will be invited to the meeting to introduce themselves and speak in support of their application. It will also provide Councillors with the opportunity to seek, through the Chair, clarification on submissions within the application form that they are not sure of, or the Council may decide to rely on the written submissions alone.

5 Consideration of applications

- 5.1** Candidates who do not attend the meeting will not be eligible for co-option at that meeting. In the event of vacancies remaining unfilled by the end of the meeting, applications that were not able to be considered due to non-attendance may be carried forward to the next meeting.
- 5.2** Only Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled.
- 5.3** If a Councillor is a relative of a candidate, or has connections with any candidate which may be perceived as prejudicial, that Councillor should declare an interest and withdraw from the meeting. Under any of these circumstances a vote by the Councillor concerned is not allowed.
- 5.4** It is advisable that the co-option process be conducted in open business, although it is permissible to move to confidential business if the Council feel it necessary.
- 5.5** Each candidate will be allocated up to 3 minutes to address the Council on their application. Councillors will then have the opportunity to ask questions of the candidate. Other candidates and members of the public attending the meeting may remain throughout the process, except in the event of a successful motion to move to confidential business.

5.6 Once all candidates have had an opportunity to speak and answer questions, voting will take place and will be conducted as follows:

5.6.1 Each vacancy will be taken in turn and dealt with fully before the next is considered.

5.6.2 Each Councillor will have one vote per vacancy. Votes are only cast in support of candidates, not against. Councillors are not required to cast their vote for any candidate if they feel that there is no candidate they can support.

5.6.3 In order to be considered eligible a candidate must be both proposed and seconded. There is no obligation for any councillor to propose or second a candidate. A Councillor may only propose or second one candidate per vacancy.

5.6.4 All candidates successfully proposed and seconded for the vacancy will then be voted upon. Candidates will be voted upon in alphabetical order by last name.

5.6.5 Voting will be by show of hands unless a motion for a recorded vote is passed. In all votes, in the event of a tie the Chair may choose to exercise a casting vote.

5.6.6 It is expected that if a Councillor has proposed or seconded a candidate then they will vote for them. In the event that a Councillor withdraws their support then the candidate is no longer eligible unless another Councillor is willing to propose or second them as necessary.

5.6.6 After each full round of voting the votes will be tallied. In the event that a candidate has obtained an absolute majority of votes (50% of those present and eligible to vote, +1), that candidate will be declared elected.

5.6.7 If no candidate receives an absolute majority of votes, the candidate with the least number of votes is eliminated and a new round of voting takes place. This process continues until there is only one candidate left.

5.6.8 If the field has been reduced to one candidate without anyone being elected then a final vote will be held on the one remaining candidate. The candidate must still be proposed and seconded, and must receive an absolute majority of the vote in order to be elected.

5.6.9 If no candidate is successfully elected then the vacancy is declared unfilled.

6 After the meeting

6.1 All candidates are informed of the results of the vote in writing.

6.1.1 Candidates who did not attend the meeting are informed as to whether any vacancies remain unfilled and asked whether they would like their applications to be retained and considered for future vacancies.

6.1.2 Candidates who were unsuccessful are thanked for their applications and asked if they would like to be directly notified if any future vacancy arises.

6.1.3 Candidates who were elected are provided with all necessary documents relating to their election, including but not limited to their Declaration of Acceptance of Office; their Register of Interests; their Consent to Electronic Summons and any dispensations or other documents needed. Candidates will be informed of the need to complete and return these documents within 28 days or their election will be invalidated.

6.2 Successful candidates will serve until the next quadrennial elections for the Parish Council.

6.3 Any vacancies that remain unfilled will be readvertised within two weeks of the meeting to ensure there is sufficient time for applications to be received prior to the next Full Council meeting.

6.4 If, after 6 months, a vacancy still remains unfilled the Council will advertise the vacancy every 6 months rather than after every meeting.



Full Council 10th March 2026 – Item 09

Bishopstoke Champion Procedure

At the recent People Committee meeting considering nominations for the Bishopstoke Champion award, there was a discussion on eligibility for the award. The councillors acknowledged a difficulty in making the award to someone who is serving a local councillor, in that part of the role of a local councillor is to champion the area they represent. Accordingly, an amendment to the Procedure is proposed, to add the following sentence to section 2.2:

“Any resident of Bishopstoke can be nominated, with the exception that any resident serving as a local councillor at any level cannot be nominated until their term in office has ended.”

The full procedure is available on the Parish Council website at www.bishopstokepc.org/policies.



Full Council 10th March 2026 – Item 10

Funds available

Grant spending this year so far has included Slice Hair Academy (£2,000); Sporting Wessex (£878.47); Asian Welfare & Cultural Association (£250); Life Education Wessex (£430); Disability Challengers (£1,230) and Bishopstoke History Society (£300). This come to a total of £5,088.47, leaving £2,911.53 available in the pot.

Assuming the Wessex Rivers Trust request for £1,550 is granted in full (the event was approved in January's Full Council meeting) that leaves £1,361.53 available.

The Riverside Concert Band request is for almost £1,900 and therefore could not be granted in full without funds being transferred from other sources.

Wessex Rivers Trust

The grant request from Wessex Rivers Trust comes following the Council's approval in January of the event being added to the calendar for the year 2026-27. The bulk of the grant covers the work required to create the route and associated documents and map, with a lesser amount to hold a drop-in event. Once created, the route documents will permanently available and the Council will have the option of holding future one-off events with the Trust if it wishes to do so.

As the Full Council voted to approve the inclusion of the event at the previous meeting, it is recommended that this grant request be approved.

Riverside Concert Band

The grant request from Riverside Concert Band covers a number of different areas: new instruments & music (£990.40); social events for members (£471.02), and promotion & advertising (£419.54).

GRANT AID APPLICATION COUNCIL SHEET

Name of Organisation	Wessex Rivers Trust
Objectives and Member Criteria	<p>Wessex Rivers Trust is an environmental charity dedicated to the conservation, protection, rehabilitation, and improvement of rivers, streams, and watercourses in Hampshire, the Isle of Wight, Wiltshire, and Dorset.</p> <p>Our key objectives include improving habitats, fostering sustainable, healthy ecosystems for wildlife and people, and educating the public on river importance.</p> <p>Educating children and the wider the public through a programme of activities for schools and groups and community events increases the value of our rivers to people and ultimately builds support for the future of these fragile environments.</p> <p>Wessex Rivers Trust is a member of the UK's Rivers Trust movement that has been at the forefront of influencing policy and delivering catchment-wide environmental initiatives for over 20 years. This membership places us in an excellent position to shape and deliver action for these globally important and threatened habitats.</p>
Total Membership Proportion in BStoke	<p>We do not have any members but do have 12 trustees and 161 supporters (2 of our supporters are in the Bishopstoke area).</p> <p>We have also worked with the following local schools and groups:</p> <ul style="list-style-type: none"> • Scantabout Primary School • Shakespeare Junior School • Norwood Primary School • Nightingale Primary School • Cherbourg Primary School • 12th Eastleigh Cub Pack (based at Bishopstoke Scout Centre) <p>We are hoping to work with Stoke Park Junior School over the summer.</p>

Total Grant	<p>£1550</p> <p>This breaks down to:</p> <p>£1250 for the Chalk Stream Challenge route:</p> <ul style="list-style-type: none"> • Initial walking of the proposed route, noting the directions, any specific features/points of interest and taking photos • Creating the trail documents, including a map • Route checking the trail documents for accuracy • Making amendments to the trail documents and a final route check <p>£300 for a drop-in event for families over the summer holidays.</p>
Grant Purpose	<p>The grant will be used to create a Chalk Stream Challenge route and accompanying documents for the River Itchen at Bishopstoke.</p> <p>Information about the Chalk Stream Challenge can be found here:</p> <p>Chalk Stream Challenge</p> <p>The Chalk Stream Challenge is a self-led activity suitable for individual families, youth groups and schools. The trail documents will be available for people to download from the Wessex Rivers Trust website – there is nothing physical to go out onsite so ongoing costs are kept to a minimum.</p> <p>The only charge to those taking part in the challenge is the option to purchase fabric badges at a cost of £1 per badge, and these can be purchased from Wessex Rivers Trust.</p> <p>The grant will also be used to run one drop-in session by the river for families during the summer holidays.</p> <p>The grant will be spent by 1st September 2026.</p>
Estimated income of organisation	Unrestricted income is estimated to be £110,000
Estimated expenditure of organisation	Unrestricted expenditure is estimated to be £83,825
Other funding	N/A

Mission & Aims	<p>Bishopstoke Parish Council Mission Statement To work on behalf of the people of Bishopstoke to enhance our village as a great place to live, work and visit.</p> <p>Aims</p> <p>Aim 1 - To improve, and protect, our environment for residents and wildlife</p> <p>The chalk stream challenge will encourage young people and their families to connect with the River Itchen, raising awareness of this globally rare type of river and encouraging them to look after it for future generations. Research shows that a strong connection with nature leads to more pro-environmental behaviours.</p> <p>Aim 2 - To promote better health & well-being outcomes for all</p> <p>The Chalk Stream Challenge encourages children, young people and their parents or carers to get outside and connect with their local blue space. Spending time in nature provides vast health and wellbeing benefits, including improving mental and physical health and cognitive function. Time in nature can reduce stress and anxiety, improve mood, self-esteem and help improve concentration and memory.</p> <p>Aim 3 - To strengthen a sense of place</p> <p>Natural spaces can provide a neutral ground for social interactions, helping to reduce loneliness and foster a sense of community and belonging, improving social connection.</p> <p>The chalk stream challenge will be able to deepen the emotional, social, and physical connections between people and their environment by engaging with and sharing Bishopstoke's local heritage and highlighting the unique details of the River Itchen.</p> <p>Aim 4 - To encourage residents to become more involved in the life of the village</p> <p>Whilst suitable for individual families, the chalk stream challenge was created with youth groups in mind (primarily those involved in Scouting and Guiding) and is a great group activity for children's youth groups and schools. By having a route at Bishopstoke, local groups and schools will be able to spend time outside together and engage with their stretch of the River Itchen in a positive and educational way.</p>
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Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	
Payment made on	

GRANT AID APPLICATION COUNCIL SHEET

Name of Organisation	Riverside Concert Band
Objectives and Member Criteria	<p>To promote the Art and Science of Music for the benefit of the public, (but not exclusively) through the establishment and maintenance of a community concert band. To provide musical entertainment at local events and functions. To encourage a sense of “belonging” to the people who attend. To bring a sense of musical recognition to the local community.</p> <p>Members are wind, brass or percussion playing musicians who attend weekly practices at the Bishopstoke Community Association Building. The band is formally constituted with an AGM and committee voted in annually by the membership. There are subs to pay by each member over one calendar year.</p>
Total Membership Proportion in BStoke	<p>38 currently.</p> <p>(9 members reside in Bishopstoke- plus their supporters and families. The other members live in Southampton, Eastleigh, Fair Oak, Chandlers Ford, Colden Common, Durley and Winchester areas.)</p>
Total Grant	£1880.96
Grant Purpose	<p>New percussion equipment.</p> <p>Bunting day to develop social purposeful connections within the band by make bunting to use at future concert band concerts and events.</p> <p>New sheet music for the band and associated copying costs.</p> <p>To advertise events on social media via paid ads</p> <p>2 Banners and 2 Flags for use in our outdoor performances.</p>
Estimated income of organisation	£4500

Estimated expenditure of organisation	£5000 (we will be using some of the surplus from previous years to top this up)
Other funding	N/A
Mission & Aims	<p>Riverside Concert Band encourages the musical development and community cohesion of the residents of Bishopstoke and surrounding areas to further enhance the village as a great place to live and visit.</p> <p>Riverside Concert Band uses sustainable, recycled and reused uniforms, music and equipment for the use of the band long term where possible. We share lifts and use facilities efficiently being mindful of environmental considerations when using local utilities.</p> <p>Riverside Concert Band is a community centric, friendly, welcoming and supportive place for all concert band musicians. We registered with the Ukrainian refugee community provision programme following the invasion by Russia on their country. We have members who are still in education, working, home based and others who have long retired. Current members have a range of abilities and some neurodiversity and or physical impairments.</p> <p>The band provides brilliant physical exercise in terms of movement and breath control in addition to mental agility, memory improvement and spiritual uplift. We play together and have social events to encourage further social cohesion outside of practices and performances.</p> <p>We have been able to perform at the Bishopstoke Carnival and at other local public events. Riverside has an active social media presence and a physical advertising banner outside the BCA to encourage more local people to join and be part of this wonderful community concert band.</p>

Official use only

Grant application considered on	
By the	
The decision was to	
Minute reference	
Signed by the Chair of the meeting	
Signed by the Clerk / RFO	
Payment made on	

Full Council 10th March 2026 – Item 12

Bow Lake Gardens evaluation

There are two steps to assessing whether Bow Lake Gardens is viable as an allotment site. One is whether there is sufficient need for a fourth allotment site within Bishopstoke and the other is whether it is financially sensible to spend the money required to bring the site up to the standard required to function as allotments.

The current waiting list allows applicants to specify the allotment site they wish to rent a plot at. This has led to differences in waiting times between sites – for example those waiting for a plot at Jockey Lane can expect to wait around 3 years whereas those applying for Underwood Road can reasonably expect to be offered a plot within 3 – 6 months. The allocation procedure has recently been changed so that new applicants will be offered the first available plot at any site. They will still be permitted to turn it down in favour of a preferred site but the Council will have fulfilled its obligation to make a plot available to them. Going forward, applicants waiting for more than a year due to their site requirements will be contacted annually to make sure they are still happy to wait for their chosen site.

There are currently 40 people on the waiting list. Of those, 9 have not responded to communications since August 2024 and a further 7 have viewed and been offered plots but have either turned them down or stopped responding. Of the 24 who are responsive, 7 are specifically waiting for Bow Lake Gardens, 5 for Jockey Lane, 8 for Sewall Drive and 4 for Underwood Road. The waiting list is not extensive and the waiting time is not excessive – people being added to the waiting list now can expect to be offered a plot within 6 months at the very most.

Bishopstoke Parish Council already has one of the highest ratios of allotment plots to residents in the area. Of the publicly available data across 8 local town and parish councils, only Allbrook provides more plots per head. Bishopstoke provides around 20 plots per 1,000 residents. In contrast, Fair Oak & Horton Heath, Chandler's Ford, and Eastleigh Town Council all provide 5 or less plots per 1,000 residents.

Additionally, Bishopstoke has 30 of its current plots rented by non-residents. This is due in part to having had periods with a significant number of empty plots, which only serve to increase costs. Should the Council decide that additional plots were necessary, one way to achieve that would be to return to the policy of only allowing Bishopstoke residents to rent Bishopstoke allotment plots.

Financially we have looked at two different options for the site. Firstly, the use of the whole site as allotments, and secondly using only the top tier around the raised beds and storage building. In both cases we have obtained quotes for the deer and rabbit fencing that would be needed, the installation of standpipes as necessary and the repairs that are required to the existing raised beds. We have also included an estimate of the cost of groundwork for the whole site option to ensure both that the separate tiers are level enough for allotment beds and also that there is a safe path between each tier.

Safety rails would be necessary on each tier to provide protection against falling down the slopes. Based on the cost of recent safety rails installed at Sewall Drive we estimate that the cost of providing such rails would be approximately £5,000.

The total current estimated cost of bringing the site up to an acceptable standard is around £100,000 inc. VAT and is made up as follows:

Standpipes	£5,436.92
Deer / Rabbit fencing	£31,550.00
Raised bed repairs	£2,775.00
Safety Rails (est)	£5,000.00
Groundworks (est)	£60,000.00
Total	£104,761.93

If the top tier only option is selected, then the total cost falls to £18,935.44. Additionally, if this option were to be selected then the Council would need to apply to the Secretary of State for permission to change the use of the remainder of the site.

The original plans for the allotments envisage 44 plots plus 14 raised beds. The top tier only would keep the raised beds but limit the number of plots to 6.

Maximum income from the whole site is £3,000 at current rates. The partial site provides £700 per annum. It is highly unlikely that the site would achieve its maximum rental in either form and the maintenance costs only increase as fewer plots are let out. All Bishopstoke's current allotment sites cost more to maintain than they bring in, especially with the rising cost of water.

In summary, Bishopstoke Parish Council already provides more allotments per 1000 residents than almost all other local councils; has a relatively small waiting list all of whom can reasonably anticipate being offered a plot within 6 months of applying (albeit not necessarily at their preferred site); there is a substantial cost to setting up the site, although it is possible that those costs could be funded by Eastleigh Borough Council; and the ongoing maintenance costs of the site are very likely to exceed any income every year.

It is therefore the recommendation of the Council Officers that Bow Lake Gardens is neither needed nor suitable as an allotment site for Bishopstoke.



Full Council 10th March 2026 – Item 12

Asset Transfer Assessment

Land at Blackberry Drive

The remaining land at Blackberry Drive, chiefly around the Y Zone, would not be transferred but would instead be added to the existing licence to manage the land that Bishopstoke Parish Council currently operates on the rest of the estate. This would mean that all the open space in the estate is managed by one authority – Bishopstoke Parish Council – which would provide a single point of contact for any issues.

Recommendation – continue with the process of adding the land to the licence.

Bow Lake Gardens Allotments and Orchard Land

This asset transfer depends at least in part on whether the Council has decided in favour of providing allotments on the site. If yes, then the Council should proceed with the transfer. If no, then the Council must assess whether the reasons for taking the land on a different basis outweigh the reasons for declining the transfer.

Whilst accepting the transfer of the land would go some way to protecting the area from being developed as housing it would then need to determine what to do with the space. There are multiple options that could be considered, all of which differ greatly in scope and cost, from leaving the land to nature (little set up cost, some maintenance cost) through to adding a new community building on site (large set up cost, significant maintenance cost). There would need to be an assessment of the needs of the local community alongside public consultation before any decision could be made, and that decision would have to be ratified by the Secretary of State.

The simplest, cheapest option if the Council has decided against an allotment site would be to decline the transfer of the land. This would be cost free, but it would mean the Council is unlikely to again have the chance to add something of community value to the site. It would also open up the risk of the site being developed in the future for housing. Whilst this is seen as a small risk at the moment, it is a risk that would likely grow over time.

No recommendation

Y Zone

The Y Zone is a space on the eastern edge of Bishopstoke which includes a brick building with small, hireable rooms and a separate sports hall. Whilst ownership of this asset could be transferred to the Parish Council the ownership of the land it sits on cannot. This means that at any point in the future the Council could face ground rent charges from the new authority, or the land could be sold on to a third party leaving the future of the building uncertain.

The recent building survey conducted by the Council recommended spending significant sums of money over the next five years (£50,000, with £10,000 of that spend being classed as “urgent”). This included a number of surveys which could well uncover further spending that is needed to maintain the building properly. The Council does not currently have the funds to undertake this spending.

The Y Zone currently makes enough money from hirers to pay for the routine annual maintenance of the site, but it does not make a profit. This means that unless there are significant price rises in the next few years the Council would have to raise any maintenance funding through the precept. Additionally, as prices rise hirers may look to switch to another property, meaning the income no longer even sustains the building year to year. Finally, the vast majority of income from hirers is from the use of the building by The Bridge, an educational centre run by Hampshire County Council (HCC). As the land on which the Y Zone sits, and the Y Zone itself, would both transfer to the new authority if Bishopstoke does not take them on, and HCC is almost the exclusive hirer of the building, the most logical course of action appears to be to allow HCC’s successor to take over the building and use it as they already do.

Recommendation – decline the transfer of the Y Zone

Bow Lake Play Area

Bishopstoke Parish Council currently owns all main play areas in Bishopstoke, with the exception of the one on Bow Lake Gardens. The play area is intended to be transferred to Bishopstoke Parish Council to add to their portfolio but is currently on hold as there is a planning application with Eastleigh Borough Council regarding the drainage beneath the play area. Once the drainage application is resolved there appears to be no reason not to accept the transfer of the play area.

Recommendation – accept the transfer of the play area on Bow Lake Gardens once the drainage application is resolved.

Underwood Road Allotments slip roads

As the two slip roads to the allotment site only serve the allotment site there appears to be no reason to refuse their transfer. There is some repair work needed on the southern entrance in particular and it is hoped that the Borough would consent to carrying out those repairs prior to any transfer.

Recommendation – accept the transfer of the Underwood Road allotments slip roads

Guide Hut off West Drive

There is still no rental agreement between the Guides and the Borough Council. The building is also in need of repairs and ongoing maintenance. There appears to be little danger of the location being developed for housing, although that cannot be ruled out completely. It is expected that any rent that could be secured from the building would be quickly outstripped by the cost of repairing, updating and maintaining it.

Recommendation – decline the transfer of the Guide Hut

Tree and Bee verges

Many of the tree and bee sites are being well managed now and with the addition of public art to some of the spaces they will become more visible to the local community. As awareness grows it is hoped that more volunteers will come on board. Additionally, the whole Tree and Bee project aligns very well with the Council's mission, and all of its aims. There are reports that some of the sites are regularly being used as car parks and therefore are not effectively able to be part of the network. An assessment of each site for viability and support going forward would be wise before any final decision on transfer is made.

Recommendation – conduct an assessment of each site and accept the transfer of those determined to be viable

The Planney

The Planney already provides a link for nature from the top of Stoke Park Woods to the trees along the River Itchen and up to the Lloyd. As such it could easily be folded into the Tree and Bee network. There is an initial requirement for the path to be cleared properly again but once that has been done it should only need maintaining twice a year to trim back any encroachment. Benches and information boards depicting items of interest and highlighting local flora and fauna can be added over time, and it would link up well with the permissive path around the Anchor Park / Bow Lake area, as well as with existing and future Village Trails created by the Council.

Recommendation – accept the transfer of The Planney