

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 10th March 2026**

- Present:** Councillor Louise Hillier-Wheal (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Ben Burcombe-Filer (from para 78.3)
Councillor Andrew Daly
Councillor Stewart MacLachlan (from para 77)
Councillor Andy Moore
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** 0 members of the public were present.

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75 Apologies for Absence

75.1 Apologies had been received and were noted from Cllrs Chaffey and Kirby. Cllrs Brown, Dajani, Mignot and Thornton were absent.

76 To adopt and sign Minutes of the Parish Council meeting held on 13th January 2026

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

76.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 13th January 2026 be adopted and signed.

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

Cllr MacLachlan arrived

77 Declarations of Interest and Requests for Dispensations

77.1 Cllrs Harris and Winstanley declared an interest in agenda item 10, Riverside Concert Band Parish Grant request, as they are involved in managing the BCA.

78 To approve recognising Louise Glasspool, James Glasspool and Stephanie Keeler as Bishopstoke Champions

78.1 A memo outlining the reasons for the nominations had been included with the supporting papers for this meeting. The Clerk also added supporting comments received from the nominator of Louise and James Glasspool and Stephanie Keeler.

78.2 **Motion for Confidential Business.** Proposed Cllr Hillier-Wheal, Seconded Cllr Toher that in view of the confidential nature of the business about to be discussed, it is advisable in the public interest that the public be excluded, and for the record the business be regarded as confidential.

78.3 Following a discussion of the nominations, the meeting returned to standard business.

Cllr Burcombe-Filer arrived

78.4 Proposed Cllr Toher, Seconded Cllr Moore, **RESOLVED** unanimously to recognise Louise Glasspool, James Glasspool and Stephanie Keeler as Bishopstoke Champions

Action: Clerk – to advise Louise and James Glasspool and Sephanie Keeler that they are now the official Bishopstoke Champions for 2026 and invite them to the Parish Assembly on 21st April.

79 Reports from Committees, Working Groups, Officers and Councillors

79.1 A report showing the Committee Resolutions and Recommendations had been included with the supporting papers for this meeting and was noted. All of the recommendations had been included as agenda items for this meeting.

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

79.3 The tender documents for the new Community building have been sent out to the architects who submitted proposals and are available on the website. The Clerk will also put them on the One Gov site now the registration has been approved.

79.4 The Communications Working Group are now receiving a monthly report and quarterly report showing the data analytics from the website and social media pages. Cllr Toher also requested that she receive a copy. The Clerk asked any other Cllrs who wished to receive a copy to contact the Admin Officer.

79.5 Newsletter. Cllr Toher asked if the gaps in delivery on Spring Lane had been addressed. The Admin Officer had contacted IMS and explained the gaps. They have assured her that they will monitor the delivery for the Spring Newsletter.

Action: Admin Officer - to email all Councillors once the Newsletter delivery has been completed to ensure everyone has received a copy.

79.6 Christmas Decorations. Cllr Winstanley asked if a Christmas tree could be placed at both Riverside and Whalesmead shops. Cllr Hillier-Wheal suggested putting a tree on the green space at the bottom of Underwood Road so more people could see it.

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79.7 Cllr Harris gave a brief verbal report on the last Airport Consultation Committee meeting. The Airport is still not running at a profit. Part of the reason is that there is less movement possibly due to larger aircraft. All of the required noise insulation to local houses has been completed. Morris Boyle has been named as Interim Manager of the Airport. The Airport are currently running a consultation on improved access to the Airport for everyone and are working with a well-known disability campaigner. They have put in a planning application for a ground floor extension and to change the current walkways.

79.8 Cllr Harris also gave a brief verbal report on Carnival. They have a band booked for the stage at Carnival. They are struggling to get other bands to commit to the date and to a price. Martyn's Law has been included in the Traffic Management Plan for the Parade this year. Cllr Harris thanked the Clerk for his help with this.

80 To adopt the following items:
Statement of Internal Control
Standing Orders
Committee Terms of Reference
Financial Risk Assessment

80.1 A copy of the Statement of Internal Control listing the changes had been included with the supporting papers for this meeting. Proposed Cllr Moore, Seconded Cllr Winstanley, **RESOLVED** unanimously to adopt the amended Statement of Internal Control.

Action: Clerk – to publish the updated Statement of Internal Control.

80.2 A memo recommending that no changes are currently needed to the Standing Orders had been included with the supporting papers for this meeting. Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the Standing Orders be re-adopted unamended.

80.3 A memo recommending that no changes are currently needed to the Committee Terms of Reference had been included with the supporting papers for this meeting. Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the Committee Terms of Reference be re-adopted unamended.

80.4 A copy of the Financial Risk Assessment and memo outlining the changes had been included with the supporting papers for this meeting. The Clerk noted that the insurance details had been updated to refer to Ecclesiastical as the insurer and Clear Councils as the broker.

80.5 Proposed Cllr Winstanley, Seconded Cllr Moore, **RESOLVED** unanimously to adopt the amended Financial Risk Assessment.

Action: Clerk – to publish the Financial Risk Assessment.

81 To note the planned meeting dates for 2026-27 and consider amending the official start time of Committee meetings.

81.1 A list of the meeting dates for 2026-27 and the proposed change to the official start time of Committee meetings had been included with the supporting papers for this meeting and was noted.

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81.2 Proposed Cllr Moore, Seconded Cllr Toher, **RESOLVED** with 2 against to change the official start time of Committee meetings from 7.30pm to 7.15pm and to reassess the change in 6 months' time.

Action: Clerk – to add the discussion of the changed official start time of Committee meetings to the agenda for the Full Council meeting in 6 months time and inform all Councillors of the change.

82 To approve the updated Co-Option policy

82.1 A copy of the updated Co-Option policy with all changes highlighted had been included with the supporting papers for this meeting and were noted.

82.2 Proposed Cllr Toher, Seconded Cllr Harris, **RESOLVED** unanimously to approve the updated Co-Option policy.

Action: Clerk – to publish the amended Co-Option policy.

83 To approve the amended Bishopstoke Champion procedure

83.1 A memo outlining the proposed amendment to the Bishopstoke Champion procedure had been included with the supporting papers for this meeting.

83.2 Proposed Cllr Burcombe-Filer, Seconded Cllr Moore, **RESOLVED** unanimously to approve the amended Bishopstoke Champion procedure.

Action: Clerk – to publish the updated Bishopstoke Champion procedure.

84 To consider grant requests from Wessex Rivers Trust and Riverside Concert Band

84.1 A copy of the grant requests from Wessex Rivers Trust and Riverside Concert Band had been included with the supporting papers for this meeting.

84.2 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** unanimously to approve the grant request for £1,550 from Wessex Rivers Trust

Action: Clerk – contact Wessex Rivers Trust to advise them of the result of their grant application and make arrangements for the grant to be paid.

84.3 After discussion it was agreed that the Riverside Concert Band should be awarded a grant of £1,000 instead of the full £1,880.96 requested

84.4 Proposed Cllr Hillier-Wheal, Seconded Cllr Toher, **RESOLVED** with 2 abstaining to approve a grant of £1,000 to the Riverside Concert Band

Action: Clerk – contact Riverside Concert Band to advise them of the result of their grant application and make arrangements for the grant to be paid.

85 To assess the viability of the Bow Lake Gardens site as a potential allotment

85.1 A memo showing the Bow Lake Gardens evaluation had been included with the supporting papers for this meeting. The Clerk provided additional information showing the cost per plot of the effective subsidy provided by Bishopstoke Parish Council to keep the allotments running.

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85.2 After discussion the Council agreed that there was not sufficient demand to warrant a fourth allotment site, and that the expected annual maintenance costs could not be justified. It was noted that residents on the waiting list for Bow Lake Gardens to become an allotment site had all been offered plots on other sites and had turned them down.

85.3 Proposed Cllr Winstanley, Seconded Cllr MacLachlan **RESOLVED** with 1 abstention that there is no current need for a fourth allotment site in Bishopstoke.

86 To make decisions on going forward with potential asset transfers

86.1 A memo detailing the information on the potential asset transfers had been included with the supporting papers for this meeting.

86.2 Proposed Cllr Toher, Seconded Cllr Winstanley **RESOLVED** unanimously to continue with the process of adding the additional land at Blackberry Drive to the Parish Council's licence to manage the site.

86.3 Bow Lake Gardens allotments and orchard land. Cllr Winstanley was in favour of the Parish Council taking the land to protect it from future development. The land is marked as a potential site for development on the current EBC plan. The Cllr also mentioned that Greening Bishopstoke are currently looking for a new site for their Community Garden and could possibly help to manage the site. Cllr Harris asked if the Council would be responsible for making access to the orchard safe if they took the land. The Clerk noted that it would depend on if it was still a community orchard or the use was changed. Cllr Toher asked how soon the transfer would take place if agreed. The Clerk said that EBC are currently aiming to do all transfers within 6 months of being agreed. The Clerk explained that if the site stays designated as an allotment site then it could lie dormant until such time as sufficient need is identified.

86.4 Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** with 1 abstaining and 1 against to proceed with the transfer of Bow Lake Gardens allotments and orchard land.

86.5 Proposed Cllr Moore, Seconded Cllr Harris **RESOLVED** unanimously to decline the transfer of the Y Zone.

86.6 Proposed Cllr Toher, Seconded Cllr Moore **RESOLVED** unanimously to proceed with the transfer of the play area on Bow Lake Gardens once the drainage application is resolved.

86.7 Proposed Cllr Burcombe-Filer, Seconded Cllr Winstanley **RESOLVED** unanimously to accept the transfer of the Underwood Road allotments slip roads.

86.8 Proposed Cllr Moore, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to decline the transfer of the Guide Hut.

86.9 Cllr Hillier-Wheal asked who would be assessing the viability of the Tree and Bee verges. The Clerk explained that it would be the Parish Officers. Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** unanimously to have the Parish Officers conduct an assessment of each site and accept the transfer of those determined to be viable.

86.10 Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** unanimously to proceed with the transfer of The Planney.

Action: Clerk – to contact Eastleigh Borough Council to inform them of the Council decisions

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

87.1 After a short discussion, it was agreed to include the Bishopstoke Champion, Carnival, Easter Hunt and Messy Play, Parish Assembly, Community Building tender, Parish Grants, Councillor Vacancy and the change to the start time of Parish Council Committee meetings.

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

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

88.1 The next meeting will take place on Tuesday 28th April 2026, at 7.15pm at the Parish Office on Sewall Drive. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 21st April 2026.

88.2 Cllr Toher gave her apologies for the meetings on 28th April.

89 Confidential Business – To agree recommendations from the People Committee regarding salary arrangements

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

89.2 The Chair thanked the Clerk for the change to the wording of the Motion for Confidential Business.

The Admin Officer left the meeting at this point.

89.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve the recommendations on salary from the People Committee.

Action: Clerk – Inform all officers of the results of the vote

There being no further business, the Chair closed the meeting at 8:36 pm.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____