Bishopstoke Parish Council

Listening to you

Minutes of a Meeting of the Bishopstoke Parish Council held at Bishopstoke Methodist Church commencing at 7.15pm on 12th May 2026

Present: Councillor Sue Toher (Chair)
Councillor Geoff Harris (Vice-Chair)
Councillor Peter Brown
Councillor Ben Burcombe-Filer (from para 7.2)
Councillor Andrew Daly
Councillor Sid Dajani
Councillor Sarah Duggan
Councillor Mark Kirby
Councillor Louise Hillier-Wheal
Councillor Stewart MacLachlan
Councillor Andy Moore
Councillor Mike Thornton
Councillor Anne Winstanley

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

Public Session 0 members of the public were present.

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1 Apologies for Absence

1.1 Apologies had been received and were noted from Cllrs Chaffey and Mignot.

2 Election of Chair

2.1 The Chair asked for nominations to be Chair for the coming year, 2026-27.

2.2 Cllr Winstanley nominated Cllr Hillier-Wheal as Chair for the coming year, 2026-27 but Cllr Hillier-Wheal declined the nomination.

2.3 Proposed Cllr Hillier-Wheal, Seconded Cllr Moore, **RESOLVED** unanimously that Cllr Toher be elected to Chair the Council for the year 2026-27.

Cllr Hillier-Wheal congratulated Cllr Toher and stepped down as Chair. Cllr Toher took over as Chair of the meeting.

3 Election of Vice Chair

3.1 The Chair asked for nominations to be Vice Chair for the coming year, 2026-27.

3.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Harris be re-elected to Vice Chair the Council for the year 2026-27.

4 To adopt and sign Minutes of the Parish Council meeting held on 28th April 2026

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

4.2 Proposed Cllr Harris, Seconded Cllr Moore, **RESOLVED** unanimously that the minutes of the Parish Council meeting held on 28th April 2026 be adopted and signed.

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

5 Declarations of Interest and Requests for Dispensations

5.1 Cllrs Kirby and Winstanley declared an interest in agenda item 8. Cllr Kirby runs the Empowerment Engine and Cllr Winstanley has been asked to be a trustee of the Empowerment Engine.

6 Reports from Committees, Working Groups, Officers and Councillors

6.1 The Clerk's report had been included with the supporting papers for this meeting and was noted. The Clerk added that work on the Wheels Park in Glebe Meadow would start in the first 2 weeks of July and be finished by the end of September.

6.2 Cllr Harris gave a verbal report on Carnival. There are a few issues to be sorted out but that is normal at this stage in the planning process.

7 To determine membership of Committees, Working Groups and other appointments

7.1 A memo listing the Committees, Working Groups and other appointments had been included with the documents for this meeting.

7.2 The following appointments were made and accepted by the Council.

Finance Committee – Cllrs Burcombe-Filer, Kirby, Thornton, Toher and Winstanley.

Assets Committee - Cllrs Duggan, Harris, Hillier-Wheal, MacLachlan, Mignot, Toher and Winstanley.

Planning – Cllrs Brown, Daly, Duggan, Moore and Toher.

Communications Working Group – Cllrs Hillier-Wheal, Kirby, MacLachlan and Winstanley.

Glebe Meadow Working Group – Cllrs Duggan, Harris, Hillier-Wheal, MacLachlan, Moore, Toher and Winstanley.

Carnival – Cllr Harris up to the end of Carnival 2026.

Airport Consultative and Air Change Committee – Cllrs Harris and Moore.

Cllr Burcombe-Filer arrived

Bishopstoke Community Association – Cllr Hillier-Wheal.

Parochial Charities (Twynams) - Cllr Winstanley.

Passenger Transport Forum – Cllr Thornton

Neighbourhood Plan – Cllr Toher.

Eastleigh District Association of Local Councils – Cllrs Toher and Winstanley.

Youth Champions – Cllrs Duggan and Harris.

7.3 Proposed Cllr Moore, Seconded Cllr Harris, **RESOLVED** unanimously to agree the membership of the Committees, Working Groups and other appointment for 2026-27.

Action: Admin Officer and Clerk – update the website and all other relevant documents with the agreed appointments.

8 To consider a grant request from the Empowerment Engine

8.1 A copy of the grant application from the Empowerment Engine had been included with the supporting papers for this meeting.

8.2 Cllr Kirby gave a summary of his previous experience working in the charity sector and then gave the Cllrs an outline of the Not Just Me program. He then answered questions from the Councillors.

Cllr Kirby left the meeting.

8.3 The Cllrs discussed 2 options; to grant the whole amount asked for (£975) or to grant a portion of the amount requested.

8.4 Proposed Cllr MacLachlan, Seconded Cllr Harris, **RESOLVED** with 1 against and 1 abstaining that the Empowerment Engine be awarded their full request of £975.

Action: Clerk – contact Empowerment Engine to advise them of their successful grant application and to obtain their bank details for payment.

Cllr Kirby rejoined the meeting and was advised of the Council's decision

9 To approve the Council's Privacy Statement

9.1 A copy of the Council's Privacy Statement had been included with the supporting papers for this meeting.

9.2 Cllr Harris asked if the Privacy Statement applied to Cllrs or Officers. The Clerk said it applied to both. Cllr Daly asked if it was necessary to know a person's political beliefs. The Clerk confirmed that yes it was and this was a standard Parish Council Privacy Statement.

9.3 Proposed Cllr Winstanley, Seconded Cllr Burcombe-Filer **RESOLVED** unanimously to approve the Council's Privacy Statement

10 To review and approve the Use of Council Resources Protocol

10.1 A copy of the Use of Council Resources Protocol had been included with the supporting papers for this meeting.

10.2 Proposed Cllr MacLachlan, Seconded Cllr Winstanley **RESOLVED** unanimously to approve the Use of Council Resources Protocol

11 To approve adding a Bingo event to the Council events calendar

11.1 A copy of the estimated cost for running the Bingo event had been included with the supporting papers for this meeting.

11.2 After discussion the Cllrs agreed that checks should be made to ensure that a gambling license is not needed for this event. They also discussed whether an entry fee should be charged or if the event should be free as other current Council events are free of charge. The Cllrs would also like there to be no cash prizes but small low value prizes i.e. a bar of chocolate or a box of biscuits.

11.3 Proposed Cllr Moore, Seconded Cllr Thornton **RESOLVED** with 1 against and 1 abstaining to add a Bingo event to the Council events calendar once the licensing requirement has been checked and the prizes are confirmed.

Action: Admin Officer – to investigate whether a license is required to run the proposed bingo event and to confirm prizes

12 To discuss and approve the plans for Christmas 2026

12.1 A copy of the proposed plans for Christmas 2026 had been included with the supporting papers for this meeting.

12.2 Cllr Hillier-Wheal asked why there was another tree included for inside Shears Mill. The Admin Officer explained that the 2 trees from last Christmas would be used in the new Parish Office. Cllr Dajani asked if other local businesses would be asked if they would like to sponsor the Christmas decorations. The Clerk said that yes, they would be and something would be included in the next press release and subscriber email. Cllr Brown asked if there would be more decorations if there was some funding from the community. The Clerk explained that the proposal was based on the budget of £2,000 that the Council could cover if there were no contributions from local businesses.

12.3 Proposed Cllr Winstanley, Seconded Cllr Brown, **RESOLVED** unanimously to approve the plans for Christmas 2026

Action: Admin Officer – to include a section on local businesses being asked to sponsor the Christmas decorations in the next press release and subscriber email and also put the information on noticeboards and social media.

13 To discuss and make decisions on the redesign of the Parish Council website and transfer to a .gov.uk domain

13.1 A memo outlining the requirements for the Parish Council website and a quote from Web Design Horsham had been included with the supporting papers for this meeting.

13.2 The Clerk explained that no money had been put aside on this year's budget for the redesign of the Parish Council website, but the Auditor recommended that the change to the website should be done this year. The Clerk explained the costs and also the savings that could be made.

13.3 Cllr Burcombe-Filer asked if the Council Officers would be able to edit the website. The Clerk confirmed that yes, they would. Web Design Horsham would also make any minor changes free of charge but would charge for major changes. Cllr MacLachlan asked if initial training for Council Officers was included in the cost and the Clerk confirmed that yes, it was.

13.4 Proposed Cllr Moore, Seconded Cllr Thornton, **RESOLVED** unanimously to engage Web Design Horsham to provide a full web redesign and transfer to a .gov.uk site at a cost of £1,945 initially and £24.95 per month thereafter.

Action: Clerk – to contact Web Design Horsham and advise them that the Parish Council would like to accept their quote and proceed with the full web redesign and transfer to a .gov.uk site.

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

14.1 After a short discussion, it was agreed to include Parish Grants, new Parish Council appointments, Carnival (plea for Marshals), Wheels Park start date and local businesses to sponsor Christmas decorations.

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

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

15.1 The next meeting will be an Extraordinary Full Council meeting to discuss the architect interviews for the Community Building and will take place on Tuesday 26th May, at 7:15pm in Bishopstoke Methodist Church. The next meeting will take place on Tuesday 14th July at 7.15pm in Bishopstoke Methodist Church. Any Cllr wishing to have an item on the agenda should provide the item and any supporting papers to the Clerk by 7th July 2026.

16 Motion for Confidential Business

16.1 Proposed Cllr Toher, Seconded Cllr Harris 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.

17 Confidential Business – To discuss the transfer of the Bow Lake Gardens site

17.1 Proposed Cllr Kirby, Seconded Cllr Thornton **RESOLVED** unanimously that the Council would not accept either Full Access rights, or farm vehicle access rights, to the Bow Lake Gardens site.

17.2 Proposed Cllr Moore, Seconded Cllr Harris **RESOLVED** unanimously to amend the Parish Council's position on the future usage of the Bow Lake Gardens site to state that whilst the Council's assessment is that the use of the site for allotments is not currently justified, it would do nothing to prevent the site being used for allotments in the future, should that assessment change.

17.3 Proposed Cllr Winstanley, Seconded Cllr Moore **RESOLVED** with 1 abstaining to continue with the transfer of the Bow Lake Gardens site

There being no further business, the Chair closed the meeting at 8.45pm.

Chair's Signature: ____ Date: __________

Clerk's Signature: ____ Date: __________