

Ellisfield Parish Council

Clerk to the Council – Mrs Julie Russell

Tel: 07711 107378

e-mail: clerk@ellisfield.gov.uk

www.ellisfield.gov.uk

NOTICE OF MEETING

To: Members of Ellisfield Parish Council

14th May 2025

You are summoned to attend the ordinary meeting of Ellisfield Parish Council for the transaction of business as set in the agenda below on **Monday 19th May 2025 at 7pm** to be held at **The Memorial Hall, Ellisfield.**

Julie Russell, Clerk to the Council

Prior to the commencement of the Parish Council meeting there will be an opportunity for residents to ask questions or make statements regarding any matter on the agenda.

AGENDA

250317 Election of Chairman

To elect the Council Chairman for the next twelve months and sign the declaration of acceptance of office form

250318 Election of Vice Chair

To elect the Council Vice Chair for the next twelve months and sign the declaration of acceptance of office form

250319 Apologies

To receive and accept apologies for absence

250320 Declarations of Interest

To receive and note any declarations of pecuniary interest relevant to the agenda

250321 Minutes

- i. To approve as a correct record and sign the minutes of the Ellisfield Parish Council meeting held on 17th March 2025
- ii. To review action points from the last meeting

250322 Presentation by STaNHd

250323 Reports

To receive reports from the following:

- i. Chairman of the Parish Council, including an update on Portsmouth Estates and visits to Herriard Bio Power and Veolia (Cllr Haaz)
- ii. Parish Clerk / RFO
- iii. HCC Councillor
- iv. Allotments (Cllr Rule)
- v. Burial Ground (Cllr Rule)
- vi. Ellisfield Volunteer Group (Cllr Swanston)
- vii. Footpaths (Cllr Holme)
- viii. Welcome Packs for new residents (Cllrs Guinness and Alexander)

250324 Trees at the Memorial Hall and elsewhere

To consider health of the trees and actions required

250325 Finance

- i. To retrospectively sign the approved Requests for Payments for March and April 2025
- ii. To sign the Income & Expenditure statements for March to April 2025
- iii. To note the current financial situation and the reconciliation of the bank balance as of 30th April 2025
- iv. To note the date of the internal audit and to confirm that councillors are independent of the auditor
- v. To note the timetable for the 2024/25 audit process
- vi. To review allotment fees for 2025/26
- vii. To agree payment of broadband for the Memorial Hall for 2024/25 and 2025/26
- viii. To agree payment for mower servicing by JKG Autos
- ix. To agree payment for playground inspections for 2025/26
- x. To approve renewal of the council's annual insurance

250326 Application for wayleaves on parish council land

To update on progress / agree next steps

250327 Asset Register

To approve the asset register as at the end of March 31st 2025

250328 Projects

To receive an update on the agreed projects for the Parish

- i. Flood defences and deep-water sign (Cllr Swanston)
- ii. Village Signage (Cllr Alexander)
- iii. History of Ellisfield (Cllrs Guinness and Haaz)
- iv. Bench for Maggie Heath (Ladies' Club project)
- v. Any other projects

250329 Planning Applications

- i. [25/01029/HSE](#)
Erection of a single storey side/rear extension
Falconers Church Lane Ellisfield Hampshire RG25 2QR
- ii. To consider any late applications, if applicable
- iii. To consider an upcoming planning application from Herriard Bio Power
- iv. To note any BDBC planning decisions
 - a. [T/00163/25/TCA](#) Fell 6 roadside Ash trees showing disease: *No Objection*
 - b. [25/00406/GPDAG](#) Barn and adjacent yard at Grammarsham Farm, Grammarsham Lane, Farleigh Wallop, Hampshire, notification of proposed change of use of existing building and adjacent yard from agricultural to Class E use (Indoor sport / recreation): *Prior Permission Is Not Required*
 - c. [20/02977/OUT](#) Land to north of Oakdene, College Lane Ellisfield Hampshire, Outline Planning Application for the erection of two detached dwellings including siting and access: *Refuse*
 - d. [25/00119/GPDAG](#) Hill Farm, Green Lane Ellisfield Hampshire RG25 2QP, notification of proposed change of use of identified building from agricultural use to Class E (g) (iii) industrial processes, together with use of the associated yard for access and parking: *Prior Approval Not Required*
- v. Resident correspondence regarding Cannon Close

250330 Review of Policies

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct
- iv. To agree further policies required and the process for reviewing policies

250331 Other arrangements to consider

- i. Review of councillors' roles and responsibilities and appointments on external committees
- ii. Review of delegation arrangements with the clerk
- iii. Review of arrangements with other local authorities, not-for-profit bodies and businesses and agree direct debits and standing orders
- iv. To confirm arrangements for insurance cover in respect of all insurable risks
- v. To review council and officer subscriptions to professional bodies

250332 Meeting dates for 2025/26

To agree the schedule of meetings for next year

250333 Correspondence

To note and review any correspondence received

259334 Date of Next Meeting

To confirm the date of the next council meeting and propose items for the agenda