

## ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of **ELLISFIELD PARISH COUNCIL**, which was held on 11<sup>th</sup> March 2024 in the Memorial Hall, Ellisfield at 7.00pm

### ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas	✓		
Cllr Rule	✓		
Cllr Guinness	✓		
Cllr Dunse		✓	
Cllr Swanston	✓		
Cllr Alexander			✓

Also in attendance: Karen Ross, Locum Clerk. There were 5 members of public present.

**240301 To open the meeting to members of the public.**

There were 5 members of the public who raised the following issues:

- Concerns over the new planning application at Coopers Barn Farm.
- Concerns over planning application 24/00316/RET.
- Concern that Notices were not posted on the Noticeboards.
- An update on the flood defences throughout the Village.

**240302 To receive and accept apologies for absence.**

**RECEIVED** apologies for absence from Cllr Dunse.

**NOTED** from Borough Councillor Diane Taylor and County Councillor Juliet Henderson.

**240303 To receive and note any declarations of pecuniary interest relevant to the agenda.**

**RECEIVED** no declarations of pecuniary interest relevant to the agenda.

**240304 To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 15th January 2024.**

**APPROVED** as a correct record the minutes of the Ellisfield Parish Council meeting held on 15th January 2024.

**240305 To receive any reports.**

**County Councillor Henderson**

**NOTED** County Councillor Henderson's previously submitted report.

**240306 To approve the requests for Payments for February and March 2024.**

**APPROVED** the requests for Payments for February and March 2024 as attached in Appendix A.

- 240307** To note the current financial situation and the reconciliation of the bank balance.  
NOTED the current financial situation and the reconciliation of the bank balance attached as Appendix B. A three-year plan will be prepared.
- 240308** To approve exempt status from external audit.  
APPROVED exempt status from external audit.
- 240309** To confirm the appointment of Do the Numbers- Eleanor Greene as the Internal Auditor for the financial year 2023/2024.  
CONFIRMED the appointment of Do the Numbers- Eleanor Greene as the Internal Auditor for the financial year 2023/2024.
- 240310** To note the increase of the garage rental to £12.94 per week.  
NOTED the increase of the garage rental to £12.94 per week.
- 240311** To approve the retrospective approval for an additional day for the Lengthsman at a cost of £350 for clearing the grips and ditches.  
APPROVED the retrospective approval for an additional day for the Lengthsman at a cost of £350 for clearing the grips and ditches.  
NOTED that this day's work has already been completed as confirmed by Cllr Swanston.
- 240312** To approve the retrospective approval of the spend of £120 for refreshments for the Ellisfield Volunteers Group Volunteers Annual General Meeting.  
APPROVED the retrospective approval of the spend of £120 for refreshments for the Ellisfield Volunteers Group Volunteers Annual General Meeting.
- 240313** To consider and approve the Publication Scheme.  
APPROVED the Publication Scheme.
- 240314** To consider and approve the Risk Assessment.  
APPROVED the Risk Assessment.
- 240315** To consider and approve the Privacy Statement.  
APPROVED the Privacy Statement.

- 240316 To consider the following Planning Applications:**
- 240316.01 24/00316/RET**  
**Rookery Cottage College Lane**  
**Retrospective application for removal of two entrance gates to Rookery Cottage and erection of two new timber gates and posts at existing locations.**  
NO OBJECTION  
There was previously an opening with a metal frame covered by damaged fence panels as shown on google maps in the position of the new gates.
- 240316.02 T/00104/24/TCA**  
**Brocas Green Lane**  
**T1 to T5 Limes crown lift to 6m off of highway.**  
NO OBJECTION
- 240317 To note the playground report**  
**NOTED** the playground report.
- 240318 To consider arrangements for the Annual Parish Meeting.**  
This will be held on 26<sup>th</sup> April 2024 at 7pm. Reports should be submitted to the Clerk by 19<sup>th</sup> April 2024. RSVPs should be submitted for catering purposes.
- 240319 To confirm the date of the next meeting as the Annual Parish Meeting as 26<sup>th</sup> April 2024 and the next Parish Council meeting as 13<sup>th</sup> May 2024.**  
**CONFIRMED** the date of the next meeting as the Annual Parish Meeting as 26<sup>th</sup> April 2024 and the next Parish Council meeting as 13<sup>th</sup> May 2024.  
There will extra-ordinary meeting on 18<sup>th</sup> March 2024 at 6,30pm.

There being no further business the meeting closed at 8.25pm

## Appendix A

From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	February	FPO	726.77
Data Centa	Email Accounts	INV-32470	FPO	60.00
Hannah Ford	Telephone Bill		FPO	12.54
Sovereign	Garage Rental	February	SO	52.52
Karen Ross	Expenses		FPO	54.63
<b>Total</b>				<b>£906.46</b>

Payment Requests- March 2024				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	March	FPO	504.22
Data Centa	Email Accounts	INV32553	FPO	100.80
Seamus Foster	Refreshments		FPO	44.68
Sovereign	Garage Rental	March	SO	52.52
Steve Brabbin	Lengthsman	201752	FPO	2,800.00
<b>Total</b>				<b>£3,502.22</b>

## Appendix B

<b>Monthly Sheet January 2024</b>			
		Balance Bought Forward	19,039.12
		Burial Fee	200
			<b>19,239.12</b>
FPO	Memorial Hall	Hall hire	112.50
FPO	Hannah Ford	Salary	494.00
FPO	HMRC	Tax	67.80
FPO	Cllr Rule	Expenses	70.00
FPO	Karen Ross	Salary	271.34
DD	Sovereign	Garage rental	52.52
			<b>1068.16</b>
		<b>Balance as at 31st January 2024</b>	<b>18,170.96</b>
	Lloyds Bank		7,645.97
	NS&I		10,524.99
			<b>18,170.96</b>

<b>Monthly Sheet February 2024</b>			
		Balance Bought Forward	18,170.96
		Burial Fees	1,200.00
			<b>19,370.96</b>
DD	Sovereign	Garage rental	52.52
FPO	Data Centa	Website Hosting	60.00
FPO	Hannah Ford	Expenses	12.54
FPO	Hannah Ford	Salary	293.43
FPO	HMRC	Tax	86.60
FPO	Karen Ross	Salary	346.74
FPO	Karen Ross	Expenses	54.63
			<b>906.46</b>
		<b>Balance as at 29th February 2024</b>	<b>18,464.50</b>
	Lloyds Bank		7,939.51
	NS&I		10,524.99
			<b>18,464.50</b>