

DRAFT MINUTES

ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of **ELLISFIELD PARISH COUNCIL**, held on the 17th June 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: Hannah Ford – Outgoing Clerk, Wendy Reynolds – Incoming Clerk

There were no members of public present and therefore there were no matters raised by members of the public.

- 240601 To receive and accept apologies for absence**
RECEIVED apologies from County Councillor Henderson. Her report can be found as Appendix A
- 240602 To receive and note any declarations of pecuniary interest relevant to the agenda**
RECEIVED no declarations of pecuniary interest relevant to the agenda
- 240603 To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 13th May 2024**
APPROVED as a correct record of the meeting the minutes of the meeting held on the 13th May 2024
- 240604 To receive any reports**
RECEIVED an update from the Clerk regarding the proposed grants from the local business. The Clerk reminded the Council that any grant funding received should be reserved for a project as directed by the grantee

RECEIVED an update from Cllr Swanston on the financial situation in relation to the budget
- 240605 To approve the Requests for Payments for June 2024**
APPROVED the requests for payment for June 2024. These can be found as Appendix B

DRAFT MINUTES

- 240606 **To consider closing the NS&I account and opening a new savings account**
DEFERRED to discuss at the Full Council meeting to be held in September. Cllrs requested a detailed breakdown of available accounts and interest rates from the Clerk
- 240607 **To note the current financial situation and the reconciliation of the bank balance**
NOTED the current financial situation and reconciliation of the bank balance. This can be found attached as Appendix C
- 240608 **To note the Internal Auditors Report and consider the recommendations therein**
NOTED the internal Auditors report as detailed as Appendix D. The following items were raised:
- **Decision deferral** – **AGREED** that the Council will only defer items at times when further information was required and that items will be considered within 30 days or at the next applicable meeting to allow decisions to be made. The Clerk will produce a rolling meeting action plan
 - **NS&I account signatories** – **AGREED** to be discussed at September meeting with more information
 - **Council land Licenses** – **AGREED** to add to September agenda
 - **Allotment Charity** – **NOTED**
- 240609 **To complete Section 1 of the AGAR**
COMPLETED Section 1 of the AGAR
- 240610 **To complete Section 2 of the AGAR**
COMPLETED Section 2 of the AGAR
- 240611 **To confirm the dates of Exercise of public rights**
CONFIRMED the dates of the Exercise of Public Rights to begin on 21st June 2024 until 1st August 2024. A copy of the Exercise of Public Rights notice details can be found on the Parish Council website at www.ellisfield.gov.uk for information and on Parish noticeboards
- 240612 **To confirm that Ellisfield Parish Council members to include the Clerk does not have a conflict of interest with BDO LLP**
CONFIRMED that Ellisfield Parish Council members including the Clerk do not have a conflict of interest with BDO LLP
- 240613 **To approve the Grant request from the trustees of the Ellisfield Allotments for £1,035.00 for the removal of a dangerous tree**
APPROVED the Grant request from the trustees of the Ellisfield Allotments for £1,035.00 under section 137
- RESOLVED** that future grant requests should come from the Councillor responsible for the project area in conjunction with the Clerk

DRAFT MINUTES

- 240614 To agree the retrospective purchase of SIDS batteries at a cost of £235.80**
APPROVED the retrospective purchase of SID batteries and charger at a cost of £235.80
- 240615 To consider phone provision for the new Clerk**
APPROVED the purchase of a mobile phone handset for the new Clerk up to a value of £250 and a new SIM card up to £10 a month
- 240616 To approve the design of a tablet for an ashes plot in the Burial Ground**
APPROVED the design of a tablet for an ashes plot in the Burial Ground for the late Bernard Reginald Williams
- 240617 To consider amendments to the Burial Ground regulations to include the removal of flat tablets in all areas**
RESOLVED not make any amendments at this time to the Burial Ground regulations as no problems have arisen to date
- 240618 To approve the repair of the Brand headstone in the Burial Ground at a cost of £210.00 plus VAT**
APPROVED to continue to make attempts to locate the members of 'the Brand family' to assist with costs, however in the meantime arrangements will be made to repair the headstone in the Burial Ground at a revised cost of £234.00 plus VAT
- 240619 To consider devolving all powers for the Burial Ground to the Clerk**
RESOLVED that due to council meeting bimonthly, the Councillor responsible for the Burial Ground will review and approve designs of headstones and funeral applications as they arise. This will therefore avoid any unnecessary delay to families. Approval will be communicated to the Clerk via email
- NOTED that any matters which requires full Council decision will be considered at the next available meeting
- 240620 To consider tree works in the Burial Ground**
RESOLVED not to remove overhanging limbs from the Sycamore Tree in the Burial Ground as these do not pose a danger at present. Tree works will be included in the Budget for 2024-2025
- 240621 To consider the purchase of First Aid Kits for placement around the Village**
RESOLVED not to purchase First Aid Kits for Placement around the Village as these would require both ongoing maintenance and potential first aid expertise
- 240622 To approve a tenant for the Lower Allotments**
RESOLVED to confirm the approval of a tenant for the Lower Allotments as opposed to a volunteer as approved by the meeting of the Trustees of the Allotments held on 17th June 2024

DRAFT MINUTES

The transfer will commence once a copy of the tenant's public liability insurance has been received and signed by the both Clerk and the tenant

240623 To agree the licence for the Lower Allotments

APPROVED to issue a licence for the Lower Allotments. Subject to the following conditions

- Tenant provides the Trustees (Ellisfield Parish Council) with a copy of public liability Insurance certificate
- The Fee payable will be pro rata until October when an annual rent will be charged of £80.00 per annum (reviewed annually in October). The Clerk advised the Council that the license has been amended since this item was approved and the applicant became a volunteer. Minute ref (230909) and the updated version can be found as Appendix E

240624 To note residents' concerns around increased HGV movements from the Anaerobic Digester at Bushy Warren Lane

NOTED

AGREED that these movements will continue to be monitored and if any damage to the highway occurs it will be referred to Highways

AGREED that Cllr Swanston and Cllr Haas will write to Herriard Bio Power to raise concerns regarding the speed of vehicles and remind them of the planning conditions in place. This will take place in late July after they return from annual leave commitments

240625 To consider planning applications

240625.1 T/00237/24/TPO

3 northern most Beech trees: prune back from powerlines
Wyckens Axford Road Ellisfield Hampshire RG25 2QG

NO OBJECTION

240626 To confirm the date of the next meeting as 15th July 2024 at 7pm

RESOLVED as meetings have been held in both May and June, it was decided that the next meeting will be held in September

CONFIRMED the date of the next meeting as the 23rd September at 7pm

There being no other business the meeting was closed at 8.04pm

DRAFT MINUTES

Appendix A

Candovers Oakley and Overton Division – Juliet Henderson June Report

New Leader of Hampshire County Council

Today was Hampshire County Council's Annual General Meeting, where Cllr Nick Adams -King was voted by colleagues to be the new Leader of the Council.

Cllr Adams King said “I am deeply honoured that they have given me their trust. I will work tirelessly to repay that trust, and will not let them, or you the people whom we serve, down.

Here was the incoming Leader's speech:

“Hampshire is a wonderful County and I am deeply honoured and humbled to have been selected by my absolutely brilliant colleagues as the Leader of the Conservative Group and, by all of you, as the Leader of the Council.

I am fortunate to have an incredible group who have a wealth of experience, knowledge and enthusiasm. Amongst these individuals there is no one more talented than Cllr Jan Warwick, whom I am delighted was chosen by my colleagues as our Group Deputy Leader and, whom I today appoint Deputy Leader of the Council.

I am fully aware of the immense challenges we face, and I commit to working tirelessly to overcome them. However, we must not let these challenges deter us from promoting the fantastic work the County Council does. We must continue to innovate and find new ways of working, to better serve Hampshire's 1.4 million residents -making their lives better, their journeys safer, and ensuring they receive the help they need when they need it.

Hampshire County Council, in common with most other local authorities, faces an unprecedented financial challenge.

Let me say this very clearly though. Hampshire County Council is not ‘going bust’.

We have a legal responsibility to provide essential services, and we cannot refuse support when it's requested. This includes social care for older people, support for those with disabilities, the care of vulnerable children and school transport for those who qualify. These services are rightfully provided free of charge to those who need them, but they do come at a significant cost.

We face a recurring budget shortfall of £132million by next financial year. To address this we conducted the ‘Future Services’ public consultation from January to March this year, asking people from across Hampshire for their views on proposed changes and reductions to some local services.

I want to extend my heartfelt thanks the 14,400 residents who responded.

We have read all your views. Your feedback, has been invaluable, offering fantastic insights, ideas and challenges.

Before decisions are made, we must follow a thorough democratic process. Member task-and-finish groups will review the consultation documents and high-level findings, reporting to the County Council's select committees.

DRAFT MINUTES

These committees will then review the results and make recommendations to Cabinet, who will collectively decide the way forward for each proposal.

Let me say clearly to our residents. We have heard you, and we are working hard to ensure your views are reflected in the decisions we make.

To our dedicated employees, I want to say how much we value your commitment and professionalism. You have shown incredible dedication in challenging times, and I am grateful for your continued and excellent service.

I am an optimist, and I am optimistic about the future of Hampshire County Council.

Under my leadership, we will strive to be an efficient, caring, innovative, business friendly council. We will care for our environment, tackle climate change and promote the work we do to protect our most vulnerable residents.

To our residents I promise that we will always remember it is YOUR money we spend.

To our businesses I promise we will support you, recognising you are the backbone of our county.

To our most vulnerable residents accessing our social care services, and to those young people in our care, we will continue to protect and support you.

We can, and will, change this Council for the better. We can and will make it work more effectively for the people of Hampshire. We will find innovative solutions, work efficiently and maximise the contribution from our assets.

Together we will deliver a positive future for Hampshire.”

New County Council Cabinet Portfolios

Councillor Nick Adams-King
Leader and Executive Member for Hampshire 2050 and Corporate Services

Councillor Jan Warwick
Deputy Leader and Executive Member for Younger Adults and Health and Wellbeing

Councillor Lulu Bowerman
Executive Member for Highways and Waste

Councillor Roz Chadd
Executive Lead Member for Children's Services

Councillor Liz Fairhurst
Executive Lead Member for Adult Social Care and Public Health

Councillor Steve Forster
Executive Member for Education

Councillor Zoe Huggins

DRAFT MINUTES

Executive Member for Hampshire 2050 (Climate Change, Culture and Partnerships) and HR, Communications and Performance

Councillor Kirsty North
Executive Lead Member for Universal Services



Future Services Consultation – delay to decision making.

As a result of the General Election and conventions around making significant decisions during an election period, the democratic scrutiny and Cabinet decisions on the County Council's SP25 savings proposals have been postponed until later in the year.

We know that the retention of HWRCs and School Crossing Patrols, maintenance of vital community transport routes and the continued provision of homelessness grants to the end of their planned contract term are important to both the public and our partners.

While we will of course consider all the detailed proposals included in the SP25 package, we will also consider what other options may be available so that, should we be minded, we can choose different solutions and timescales at the point of our decision making in the autumn.

If agreed, the proposed changes to services would not commence until April 2025, so there is time for full democratic scrutiny to be undertaken this autumn. The County Council's excellent officer team have been diligent in preparing detailed proposals for the Select Committees to scrutinize and for Cabinet to then consider in due course.

These will only be proposals, while they will be recommended by our officers as part of the package of measures to meet the budget gap faced by the County Council we must, and will, fully take into account



DRAFT MINUTES

their profound impact and the huge public response to the consultation on the proposals that ended on 31st March.

COUNTY COUNCIL'S SURFACE DRESSING PROGRAMME MAKING HAMPSHIRE ROADS MORE RESILIENT

Hampshire roads will be given a new lease of life this summer as Hampshire County Council's annual programme of road surface strengthening gets underway at 400 locations.

[County Council's surface dressing programme making Hampshire roads more resilient | Hampshire County Council \(hants.gov.uk\)](#)

Reporting Highway Problems

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

DRAFT MINUTES

Appendix B

Payment Requests- June 2023					
From	Item	Invoice Number	Payment Method	Amount	
Staff	Salary	June	FPO	640.00	
Soverign	Garage Rental	June	SO	57.17	
Zurich Insurance*	Annual Insurance	June	FPO	280.00	
Datacenta	Domain Renewal Notice	June	FPO	300.00	
Do the Numbers	Internal Audit Fee	June	FPO	190.00	
BDBC	Return of Litter Grant	June	FPO	1,725.15	
Westcotec	SIDS batteries	June	FPO	235.80	
Total				£3,428.12	
Authorised by					
Authorised by					
* this payment was made in May to comply with Renewal date					

DRAFT MINUTES

Appendix C

	Monthly Sheet May 2024			
		Balance Bought forward	18,422.81	
		Allotment payment	12.00	
		Interest	81.43	
		VAT refund	1,560.86	
			20,077.10	
	Zurich Municipal	Insurance	280.00	
	Tree of Life Arboriculture	Tree Work	1344.00	
	Seumas Foster	EVG Expenses	12.23	
	Hannah Ford	Salary	494.00	
	DM Payroll	Payroll Fees	144.00	
	Sovereign Housing	Garage Rental	57.15	
			2,331.38	
	Balance at 31st May 2023		17,745.72	
	Lloyds Bank		7,139.30	
	NS&I		10,606.42	
			17,745.72	

DRAFT MINUTES

Appendix D

Do the Numbers Limited

21st May 2024

Hannah Ford, Clerk
Ellisfield Parish Council

Dear Hannah,

Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visit today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the year</i>	
	The records of the council now	comply with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Decision deferral	On several occasions, agenda items were deferred rather than decided, with no clear rationale. <i>(also raised last year)</i>	Items should be resolved in a timely manner so that important items do not get missed.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council now	comply with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	With this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this Council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council comply	With this test
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council now	comply with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
NS&I account	The council holds the bulk of its reserves in an account to which there is no access and no statement have been received since 2022.	The signatories should be urgently updated and then the account closed into the current account. Any interest earned should be shown as income on that date.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
Council land licences	The council owns and area of land that appears to not be being managed for the benefit of the	The licence fee, terms of use and public benefit should be reviewed in the coming months.

eleanorgreene@thedunnefamily.co.uk

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Director: Eleanor S Greene

DRAFT MINUTES

	community at large. <i>(also raised last year)</i>	
<i>K</i>	<i>Certified Exempt in prior year</i>	
	The records of the Council comply	with this test
<i>L</i>	<i>Transparency Code</i>	
	The records of the Council comply	with this test
<i>M</i>	<i>Public Rights</i>	
	The records of the council now	comply with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	With this test
<i>O</i>	<i>Trust funds</i>	
Allotment charity	The council is trustee of charity number 254395 is now properly running independently of the council	Please ensure that the charity is brought into full compliance with the law.
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this Council	

DRAFT MINUTES

Appendix E

Ellisfield Lower Allotments

Licence Agreement

THIS LICENCE is made on theday of2024

BETWEEN:

(1) ELLISFIELD ALLOTMENTS TRUSTEES (the “**Trustees**”) and

(2) Adam Gilvear (the “**LICENSEE**”)

of 5 Farriers Field, Green Lane, Ellisfield, RG25 2QQ.

1. The Trustees hereby grant THE LICENSEE a LICENCE to enter the land shown edged red on the plan annexed hereto and known as the Lower Allotments (the “**Allotment**”) for the sole purpose of coppicing and gathering underwood for use by himself/themselves and his/their family for domestic purposes (“**Permitted Activities**”).
2. This LICENCE is not transferable.
3. The LICENSEE must be a resident of Ellisfield. Change of home address, telephone number, or email address must be notified to the Trustees within 30 days.
4. The LICENSEE shall personally occupy the Allotment and shall not under-let, assign, or part with the possession of the Allotment or any part of it without written consent of the Trustees.
5. The LICENSEE is advised not to store any items of value on the Allotment. The Trustees are not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on the Allotment.
6. The LICENSEE shall not:
 - i. bring on to site any materials that do not relate to the Permitted Activities.
 - ii. store fuel, toxic or other hazardous materials on the Allotment.The LICENSEE must remove any such materials from the Allotment and dispose of in the relevant civic amenity site. Failure to remove said materials may lead to termination of this agreement and recovery of the costs of removal.
7. The Trustees reserve the right to enter the Allotment to inspect the Allotment and/or carry out remedial work that the Trustees deem necessary. The Trustees also reserves the right to recover the costs of such work from the LICENSEE.

DRAFT MINUTES

- 8. The LICENSEE must comply with any reasonable or legitimate directions given by an authorised officer of the Trustees in relation to the Allotment or site.
- 9. The LICENSEE has a duty of care to everyone using or visiting the Allotment site. Particular care should be taken when using powered equipment.
- 10. The LICENSEE will provide at their own cost the necessary Public Liability insurance to conduct the Permitted Activities
- 11. The LICENSEE will have a valid/in date qualification to use a chainsaw (if used) for cutting fallen wood only
- 12. The LICENSEE will comply with the Lone Working Policy and Risk Assessment for Chainsaw Usage as updated from time to time, and such other Policies or Risk Assessments that the Trustees may reasonably require from time to time.
- 13. The LICENSEE shall pay an annual fee of £80.00 on the date hereof. The fee will be reviewed annually
- 14. This LICENCE shall be for a period of one year from the date stated above and then from year to year until terminated as herein provided.
- 15. This LICENCE may be terminated:
 - i. by either party giving at least three months' notice in writing;
 - ii. automatically on the death of the named LICENSEE; or
 - iii. automatically if the LICENSEE ceases to be a resident of Ellisfield.

SIGNED on behalf of the Trustees:

SIGNED by the LICENSEE

.....

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Chair of the Trustees

DRAFT MINUTES

