

## DRAFT MINUTES

### ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of **ELLISFIELD PARISH COUNCIL**, held on the 23<sup>rd</sup> September 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: Wendy Reynolds, Clerk, Chanel Teeny, Sovereign Housing and Cllr Julian Jones, Borough Councillor

There were 4 members of public present and therefore the following matters were raised by the members of the public present:

- The History of Ellisfield has been sent out for final approval. Tim Guinness to provide the Parish Council a quote for publication. Cllr Haas thanked Tim Guinness on behalf of the Parish Council

**240901 To receive and accept apologies for absence**

**RECEIVED** apologies from Cllr Alexander

**240902 To receive and note any declarations of pecuniary interest relevant to the agenda**

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

**240903 To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 17<sup>th</sup> June 2024**

**APPROVED** as a correct record of the meeting the minutes of the meeting held on the 17<sup>th</sup> June 2024

**240904 Sovereign Housing Rep**

- Residents of the area surrounding Cannon Close brought up a number of ongoing issues. These were:
  - Anti Social Behaviours
  - Car parking and blocking of garage area
  - Abandoned cars
  - Volume of cars in single properties
  - Lorry being parked on driveway

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- Grass and verge maintenance
- Animal breeding
- Amount of tenants in single properties
- Littering
- Residents believe that many items of complaint are in direct contravention to the sample tenancy agreement available on the internet with Sovereign Housing
- Sovereign Housing have a new representative for Ellisfield and she attended the meeting. Chanel Teeny assured the meeting that all items raised have been noted. Ms Teeny advised the meeting that a survey was being carried out within the week and that she would be investigating ways to deal with the issues raised
- Cllr Julian Jones confirmed he is now aware of the issue on behalf of Basingstoke and Deane Borough Council

**AGREED** Chanel Teeny will provide the Parish Council with a plan of action for proposed ideas within the next month

- 240905 Sovereign Housing**  
**SEE MINUTE 240904 for details of outcomes**
- 240906 To receive any reports**  
**RECEIVED** Cllr Juliet Henderson's September report which can be found on the Ellisfield Parish Council website
- 240907 Finance**  
**240907.01 To retrospectively sign the approved the Requests for Payments for July and August 2024**  
**SIGNED** the requests for payment for July and August 2024. These can be found as Appendix A and Appendix B  
**To approve the Requests for payment for September 2024**  
**APPROVED** the requests for payment for September 2024. These can be found at Appendix C
- 240907.02 To discuss preliminary budget for 2025/2026**  
Cllr Swanston provided a summary of the preliminary budget. This can be found at Appendix D  
**AGREED** Cllr Guinness to look into Tree Felling Grant application process
- 240907.03 To discuss closing the NS&I account and opening a new savings account**  
**APPROVED** to open a new savings account with Unity Trust Bank
- 240907.04 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. This can be found at Appendix E
- 240908 Policies**

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### **To approve and adopt the updated Financial Regulations**

After discussion the updated Financial Regulations were approved and adopted. Councillors decided to contact NALC with concerns over the appropriateness of the Financial Regulations to smaller Parish Councils **APPROVED** to adopt the updated Financial Regulations

#### **240909 Policies**

### **To approve and adopt the Updated Standing Orders**

After discussion the changes were approved and adopted **APPROVED** to adopt the new Standing Orders

#### **240910 Residents List**

It was agreed that a new GDPR form needs to be compiled and that all changes should be forwarded to the Clerk.

**ACTION** Clerk to circulate a revised GDPR form for resident list permissions

#### **240911 Projects**

The current village project list is as follows:

- Keep fit equipment for the playground
- Speed Indicator Device
- Replacement of playground equipment
- Flood defences
- Village signage
- Village gates
- History of Ellisfield
- Village Pond (this was considered a long-term project and may need a volunteer group)

It was agreed that a list of projects should be discussed at the Annual Parish Meeting in May 2025 to gauge village residents' opinions and ideas

#### **240912 Purchasing**

**AGREED** to purchase a storage box for Clerk's files at a cost of no more than £20

#### **240913 File Sharing**

**AGREED** to open and utilise a free 2GB DropBox account as a trial to file sharing within the Parish Council

#### **240914 Email Provider**

**AGREED** to investigate if the Parish Council can move email providers

#### **240915 To consider planning applications**

**240915.01** STANDING ITEM – NO APPLICATIONS TO DISCUSS

#### **240916 To confirm the date of the next meeting as 18<sup>th</sup> November 2024 at 7pm**

**CONFIRMED** the date of the next meeting as the 18<sup>th</sup> November at 7pm

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There being no other business the meeting was closed at 8:46pm

Appendix A

## DRAFT MINUTES

Payment Requests - July 2024				
From	Item	Invoice Number	Payment Method	Amount
HMRC	PAYE	July	FPO	65.00
Staff	Salary	July	FPO	286.00
Sovereign Housing Ltd	Garage Rental	July	DD	57.15
Spencer & Peyton Ltd	Repair of 'Brand' headstone	July	FPO	282.00
Seumas Foster	Expenses (EVG - fuel)	July	FPO	7.79
X-Net (formerly DataCenta)	Renewal of Domain*	July	FPO	150.00
Wendy Reynolds	Phone purchase	July	FPO	195.00
<b>Total</b>				<b>£782.94</b>
Authorised by				
Authorised by				
*Updated from last months payment request form - payment lower than quoted				

### APPENDIX B

Payment Requests - August 2024				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	August	FPO	286.00
HMRC	PAYE	August	FPO	65.00
Sovereign Housing	Garage Rental	August	DD	57.15
Vision ICT	Web Domain hostin	18843	FPO	210.00
<b>Total</b>				<b>£408.15</b>
Authorised by				
Authorised by				

### APPENDIX C

## DRAFT MINUTES

Payment Requests - September 2024				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	September	FPO	286.00
HMRC	PAYE	September	FPO	65.00
Sovereign Housing	Garage Rental	September	DD	57.00
BDBC**	Adjustment to previous invoice	84016623	FPO	53.04
Talkmobile (August)*	Clerk's phone		DD	11.05
Talkmobile (September)	Clerk's phone		DD	7.95
Ellisfield Memorial Hall	Hire of hall for EVG AGM	EMH/2024/0010	FPO	37.50
Ellisfield Memorial Hall	Hire of hall for PC meetings	EMH/2024/0005/rev1	FPO	191.25
<b>Total</b>				<b>£708.79</b>
Authorised by				
Authorised by				
*DD taken after August payments authorised				
** Under payment due to VAT being left off original Playground Inspection invoice (picked up in BDBC Audit)				

## APPENDIX D

## DRAFT MINUTES

### Budget 2025/26 - Summary narrative:

1. **Precept** (currently £6073) to be increased for 2025/26 to £8000. See below for the rationale for this
2. **Fixed Costs (£11,891)**. We have been able to reduce these from last years cost of £14,181. However, we are still heavily reliant on Donations (which are not guaranteed) to fund a significant part of our Fixed Costs. Note. Donors are expecting us to spend their money on village projects.

By increasing the Precept we have reduced our reliance on Donations and Reserves (to fund fixed costs) from 46% in 2024/25 to 20% in 2025/26. With less exposure it means that as a Council we can be more confident in funding village projects from our Reserves e.g. Village Gates and Signs.

For information a comparable village in Hampshire with similar number of houses but less issues with Flood Defences and Trees is around £12K per year running costs which is all funded by the Precept. This means any Donations can be used solely for funding village projects.

With the above in mind and the fact that the Precept has not increased for 10 years prior to last year, the Parish Council would recommend we continue to review the Precept for the next 1-2 years to ensure the Precept at least covers our running costs. This will mean all Donations and any Reserves can then be spent on new projects for improving the village. The increase in precept to £8000 per year equates to an approx average of £1.20 per week per household

3. **Grants**. We received £1000 for Lengthsmans work (mainly flood defence work) and £548 for grass cutting. This has been factored into the above.
4. **Donations**. Budget assumes (but this is not guaranteed) that we will get an extra £5000 in 2025/26 from Amber Solar to fund the Village gates. If not then then we will need to take £2343 from our reserves to top up fixed costs. Richard and I are also in discussions with Herriard Bio and Veolia and other organisations for additional Donations.
5. **Projects**. For reasons mentioned above, we are limited in terms of funding projects for the village until we address the Precept or receive more Donations. In the meantime we have drawn up a list of projects and the current plan is to fund the Village Gates project which we believe will enhance the Village image. Other projects targeted for 2025/26 are History of Ellisfield and replacing trees damaged or felled during the storms. As we hopefully get more Donations from other sources we intend to invest further in the list of projects.
6. **Broadband**. Parish Council has again agreed to factor in an annual donation of £576 to cover the cost of Broadband for the Memorial Hall which will benefit all residents using the hall.

## APPENDIX E

## DRAFT MINUTES

Monthly sheet August 2024			
		Balance Bought Forward	19,142.68
			19,142.68
	Wendy Reynolds	Salary	286.00
	HMRC	PAYE	65.00
	Sovereign Housing	Garage Rental	57.15
	Visions ICT	Web Domain Hosting	210.00
	Talk mobile	Clerk's Phone	11.05
			629.20
		<b>Balance as at 31st August 2024</b>	<b>18,513.48</b>
	Lloyds Bank		7,907.06
	NS&I		10,606.42
			<b>18,513.48</b>