

ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of ELLISFIELD PARISH COUNCIL, held on the 19th May 2025 in the Memorial Hall, Ellisfield at 7.00pm

ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas (Chairman)	√		
Cllr Rule	√		
Cllr Guinness	√		
Cllr Swanston	√		
Cllr Alexander	√		
Cllr Holme	√		

Also in attendance: Julie Russell (Parish Clerk) and 13 members of the public.

250501 Election of Chairman

Councillors resolved to re-elect Cllr Haas as Chairman and he signed the Declaration of Office form.

250502 Election of Vice Chair

Councillors resolved to re-elect Cllr Swanston as Vice Chair and he signed the Declaration of Office form.

250503 Apologies for absence

None received.

250504 Declarations of interest

None received.

250505 Presentation by STaNHD

Gordon Dunse gave a presentation to Councillors and attending members of the public on STaNHD (Stand Up for the North Hampshire Downs, <https://www.stanhd.com>). He shared the organisation's concerns over increased housing targets for the area and the risk of targets south of the M3. He outlined things that STaNHD are doing and agreed to share future plans for how residents could act to voice their opposition to increased housing plans.

250506 Minutes

- i. Councillors **resolved** to approve the minutes of the Full Council meeting held on the **17th March 2025** and they were duly signed.
- ii. Councillors reviewed the outstanding actions.

Minute Ref.	Date of Meeting	Action	Assigned To	Status
240907.03	23/09/2024	To open a new savings account with Unity Trust Bank.	Clerk	Pending
240910		Clerk to circulate a revised GDPR form for resident list permissions.	Clerk	Outstanding
241110	18/11/2024	Council to consider Burial Ground fee structure during 2025	Councillors	Ongoing
250110	20/01/2025	To draft a letter to grave owners of graves to be dressed with gravel	Cllr Rule	Outstanding
250305(i)	17/03/2025	To write to Preston Candover & Nutley PC about Berrydown Lane	Clerk	Completed
250301(iiii)	17/03/2025	To put FixMyStreet on the website	Clerk	Completed
250309	17/03/2025	To identify Deep Waters to purchase	Cllr Swanston	Ongoing
250309	17/03/2025	To draw up specification for draingage grip work	Cllr Swanston	Completed
250313	17/03/2025	To take a photo of Jubilee trees	Cllr Rule	Outstanding

Councillors agreed to close the action point on Unity Trust. It will consider whether to move the current account to Unity Trust once the Clerk has more experience of the bank in her other parish role, and at that point will reconsider the savings account too.

The action to draft a letter to grave owners was also closed, as all graves affected are over 50 years old, with the ability to trace owners believed negligible.

Cllr Rule has now taken photos of the trees and she proposed a plaque on a low post to purchase for £26. Councillors asked that she check with Mr Raine, and the Council will provide the wording. Cllr Rule offered to check the wording used in the Churchyard for Queen Victoria's Diamond Jubilee.

The Clerk raised a request from a resident to put a memorial bench in the burial ground and the Chairman agreed to contact the family concerned. The Council agreed that it will need a policy that outlines responsibilities for inspections and maintenance and governs location and lifetime. The Clerk needs to chase up a response to the request to HCC to site a roadside memorial bench.

The purchase of deep-water signage is dependent on the flood-pits work and is an ongoing action.

250507 Reports

i. Report from the Chairman of the Parish Council

The Chairman updated Councillors on meetings with Veolia and Herriard Bio Power. Veolia has given 6 tonnes of Pro-Grow to the Ellisfield Allotments. Herriard Bio Power has offered the occasional use of a digger when it is available. The Chairman is due to meet with the Portsmouth Estate in early June.

ii. Clerk's report

The Clerk had nothing specific to report. The cemetery activity had returned to more normal levels, with an ashes burial request and memorial installation since the last meeting. She has continued with get up to speed with the parish whilst managing the ongoing routine activities.

iii. HCC Councillor's report

The May report is attached in the Appendix.

iv. Allotments

Cllr Rule noted receipt of the Pro-Grow from Veolia.

v. Ellisfield Volunteers Group

The new mowing season has started with three new volunteer couples. Mr Simpson has become the new coordinator for the Gravel Pits, with Mr Foster for the Burial Ground and Mr Cole for the Lower Common. Cllr Swanston is still investigating grant opportunities for a new mower.

vi. **Footpaths**

The issue previously noted with the first gate on the footpath from The Fox to the Church has been resolved by removal of the fence by the landowner.

vii. **Welcome Packs**

Five new welcome packs have been delivered, with one outstanding still to be done. The Council agreed to ask landowners of rental properties to arrange for packs not to be removed when tenants leave. Packs are currently delivered as hard copies but cannot be printed much in advance as things regularly change. The Council considered the options for electronic copies, alternative delivery arrangements, and a more standardised format with less need for change.

250508 Trees at the Memorial Hall and elsewhere

Councillors noted concerns over certain trees at the Memorial Hall. The Chairman will raise the matter with the Portsmouth Estate in early June.

Councillors noted that planning permission had been granted to remove diseased Ash Trees in Bell lane.

There was a concern over a tree branch at the burial ground, and the Council will get quotes to deal with it.

250509 Finance

- i. Councillors approved and signed the Requests for Payments for March and April 2025.
- ii. Councillors approved and signed the Income & Expenditure statements for March to April 2025.
- iii. Councillors noted the current financial situation and approved and signed the reconciliation of the bank balance as of 30th April 2025.
- iv. Councillors noted the internal audit on 3rd June and confirmed their independence from the internal auditor.
- v. The Councillors agreed to have an ordinary council meeting on 16th or 17th June (subject to room availability) to approve the AGAR documents.
- vi. Councillors confirmed Allotments fees are to remain at the current level.
- vii. Councillors approved reimbursement of broadband charges for the Memorial Hall for 2024/25 and 2025/26, as has been done in previous years.
- viii. Councillors approved payment to JKG Autos for mower servicing.
- ix. Councillors approved payment for playground inspections for 2025/26.
- x. Councillors approved renewal of the Council's insurance with Zurich.

250510 Application for Wayleaves on Parish Council land

The Clerk will search through previous records for more information and report back to Councillors.

250511 Asset Register

Councillors approved the Asset Register as at 31st March 2025.

250512 Projects

i. **Flood Defences**

Cllr Swanston agreed to take the action point over from the Clerk to find contractors to bid for the drainage work.

ii. **Village Signage**

Preliminary costing of £1000 per sign was obtained, but pictures will be needed for more accurate quotes. The Council needs to choose between wood or composite, where the

latter costs more but lasts longer. Cllr Alexander will circulate examples and check with Highways.

iii. **History of Ellisfield**

This is still at the pre-printing phase due to the workload of the person involved.

iv. **Bench for Maggie Heath (Ladies Club Project)**

The Clerk has contacted HCC Highways to ask permission to site a bench and is awaiting a response.

250513 Planning Applications:

i. **25/01029/HSE**

Erection of a single storey side/rear extension

Falconers Church Lane Ellisfield Hampshire RG25 2QR

Ellisfield Paris Council has no objection to this planning application

ii. There were no late planning applications.

iii. Herriard Bio Power communicated an upcoming Bund application. It has previously invited villagers to visit the plant, so the Chairman will follow this up.

iv. Councillors noted the following planning decision notices:

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*

250514 Review of Policies

Councillors resolved to readopt the following policies with no amendments:

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct

iv. The Clerk circulated suggestions of further policies required. The Council is keen to keep policy numbers as low as is necessary. The Clerk is currently doing work on policies as part of the CILCA qualification and will report again on this at a later meeting date.

250515 Other arrangements to consider

i. **Review of Councillors' roles and responsibilities and appointments on external committees**

Councillors roles remain unchanged with the following responsibilities: Footpaths: Cllr Holme, Burial Ground: Cllr Rule, EVG and Flood defences: Cllr Swanston, Welcome Packs: Cllr Guinness, Village signage: Cllr Alexander, History of Ellisfield (Cllrs Haas and Guinness).

ii. **Review delegation arrangements**

All delegation arrangements are covered in Standing Orders.

iii. **Review of arrangements with other local authorities, not-for-profit bodies and businesses and agree direct debits and standing orders**

Councillors agreed ongoing arrangements with the following:

Not for profit groups: EVG, Memorial Hall

Local authorities: BDBC – playground inspections, grass cutting grant

Businesses: JKG Autos (annual mower servicing), Sovereign Housing (garage hire, direct debit), ICO (direct debit for annual fees), Talk Mobile (mobile phone, direct debit), Vision ICT (web hosting), X-NET (email).

iv. **To confirm arrangements for insurance cover in respect of all insurable risks**

The Clerk circulated in advance the Schedules of Insurance for the Council insurance and lawn mower insurance and the Council confirmed the arrangements met all requirements.

v. **To review Council and Officer subscriptions to professional bodies**

There is just one subscription to HALC, to be renewed.

250516 Meeting dates for 2025/26

Councillors confirmed the Clerk's proposed schedule for 2025/26, which will be posted on the website.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2025/26		19	TBA	21		22		17		19		16

250517 Resident's correspondence regarding Cannon Close

This was noted with no further action required.

250318 Date of next meeting

The next meeting will be 16th or 17th June, to be confirmed depending on hall availability.

There being no other business the meeting was closed at 9.25pm.

Signed:Date.....

Appendix

2505A02: Juliet Henderson May HCC Councillor Report Candovers Oakley and Overton Division

Greater powers to tackle fly-tipping

I strongly welcome the Government's announcement of a new crackdown on cowboy waste operators to tackle fly-tipping and clean up our streets, lanes, and rural areas.

Key Points:

- Councils will work with the police to identify, seize, and crush vehicles of waste criminals.
- Drones and mobile CCTV cameras will be used to identify and destroy cars and vans belonging to fly-tippers.
- A rapid review will slash red tape, allowing councils to seize and crush vehicles more easily. Fly-tippers will cover the costs, saving money for councils and taxpayers.
- Waste criminals will now face up to five years in prison for illegal operations.
- The Environment Agency will conduct identity and criminal record checks on operators, with increased resources and powers to revoke permits, issue enforcement notices, and impose hefty fines. I really hope these new powers are brought in quickly and are used by all Hampshire local authorities to tackle the criminals who blight our beautiful county.

Hampshire County Council set to consider proposals to boost recycling rates

Proposals that would boost recycling rates in Hampshire are due to be considered later this month by Hampshire County Council. The plans, if approved, would deliver a state-of-the-art Materials Recovery Facility in Eastleigh that could process more types of household waste for recycling.

[Hampshire County Council set to consider proposals to boost recycling rates | Hampshire County Council](#)

Reminder to have your say on proposals for future services in Hampshire

Hampshire County Council is reminding local residents to have their say on proposals for savings in four service areas, as part of steps by the Authority to help meet a remaining budget shortfall of at least £97.6 million for 2025/26.

[Reminder to have your say on proposals for future services in Hampshire | Hampshire County Council](#)

Primary school place offers confirmed by Hampshire County Council

[Primary school place offers confirmed by Hampshire County Council | Hampshire County Council](#)

Deadline reminder for parents applying for School Transport

Hampshire parents who would like their children to be considered for School Transport from September 2025 must apply on time to make sure their applications are reviewed before the new school year starts.

Hampshire celebrates and remembers on 80th anniversary of VE Day

On the 80th anniversary of Victory in Europe Day, 8 May 2025, Hampshire County Council will proudly raise the Union Flag outside the Great Hall in Winchester in celebration of the Day in 1945 which brought an end to the nearly six years of World War II.

[Hampshire celebrates and remembers on 80th anniversary of VE Day | Hampshire County Council](#)

2505A02 Clerk's Report

Since the last meeting business has continued as normal with nothing specific to report. The focus has been on continuing to gain familiarity with Ellisfield, normal administrative activities and burial ground business. After the large numbers of burials in January to March things are quieter but there have been three further queries with regards to ashes burials and a memorial.

I spent some time on the annual parish meeting administration and in hindsight would get the notices and emails out quicker next time. It was good to see a good number attending, but next year we'll aim to make it even more.

I am currently focusing on end of year accounts and preparation for the end of year audit, which takes place on 3rd June.

2505A03 Income and Expenditure / Bank Reconciliations

Monthly Sheet March 2025		£	£
Current Account			
Ellisfield Parish Council Cashbook	Balance Bought Forward		7,072.54
Add			
Income received:	Description		
Sally Adams Book Loyalty	Book loyalty	170.50	
Total income			170.50
Less			
Outgoings:	Description		
Sovereign Housing	Garage rental	-56.98	
Julie Russell	February salary	-355.95	
Julie Russell	January salary	-232.06	
Talk Mobile	Mobile phone charges	-7.95	
Lloyds	Bank service charge	-4.25	
Total outgoings:			-657.19
Cash Book Balance as at 31st March 2025			6,585.85
Reconciles with the bank balances as follows:			
Bank balances at the 31st March 2025			
Lloyds Bank statement balance			6,535.85
Less uncleared items		0.00	
Add unbanked items		0.00	
			6,535.85

Monthly Sheet April 2025		£	£
Current Account			
Ellisfiled Parish Council Cashbook	Balance Bought Forward		6,585.85
Add			
Income received:	Description		
Amber Solar Parks	Gift	5,000.00	
BDBC	Precept	6,434.29	
S Powell	Allotement Fee	12.00	
BDBC	Grant	450.00	
Total income			11,896.29
Less			
Outgoings:	Description		
Sovereign Housing	Garage rental	-56.98	
Towergate	EVG Insurance	-178.56	
X-NET Services Ltd	Email service	-60.00	
DM Payroll	Payroll services	-144.00	
Hampshire Ass. of Local Councils	Annual subscription	-229.00	
Basingstoke and Deane BC	Playground inspection charge	-53.04	
Talk Mobile	Mobile phone charges	-7.95	
Julie Russell	Salary (March)	-355.75	
Lloyds	Bank service charge	-4.25	
Seumas Foster	EVG Expenses	-21.87	
Andrew Swanston	Expenses	-76.48	
Andy Webb	EVG Expenses	-62.55	
Total outgoings:			-1,250.43
Cash Book Balance as at 30th April 2025			17,231.71
Reconciles with the bank balances as follows:			
Bank balance at the 30th April 2025			
Lloyds Bank statement balance			17,231.71
Less uncleared items		0.00	
Add unbanked items		0.00	
			17,231.71

2505A04 Payments for authorisation

i. Payment Requests - April 2025

From	Item	Invoice Number	Payment Method	Amount
Sovereign Housing	Garage rental	April	DD	-56.98
Towergate	EVG Insurance	AGRI/127334/2023	FPO	-178.56
X-NET Services L	Email service	INV-33247	FPO	-60.00
DM Payroll	Payroll services	4277	FPO	-144.00
Hampshire Associ	Annual Subscription	INV-7175	FPO	-229.00
BDBC	Playground inspect	BD84016623	FPO	-53.04
Talk Mobile	Mobile phone charg	April	DD	-7.95
Julie Russell	Salary (March)	March	FPO	-355.75
Lloyds	Bank service charg	April		-4.25
Seumas Foster	EVG expenses	n/a	FPO	-21.87
Andrew Swanston	Expenses	n/a	FPO	-76.48
Andy Webb	EVG Expenses	n/a	FPO	-62.55
Total				-1,250.43

ii. **Payment Requests – March 2025**

From	Item	Invoice Number	Payment Method	Amount
Sovereign Housing	Garage rental	March	DD	56.98
Julie Russell	February salary	February	FPO	355.95
Julie Russell	January salary	January	FPO	232.06
Talk Mobile	Mobile phone charge	March	DD	7.95
Lloyds	Bank service charge	March		4.25
Total				657.19