

ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of ELLISFIELD PARISH COUNCIL, held on the 22nd September 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), Cllr Paul Harvey (BDBC) and 23 members of the public.

Open Session (including item 250903 Cllr Paul Harvey)

The session from Cllr Harvey was brought forward into the open session. He spoke about Local Government Reorganisation and ongoing development of the Local Plan for BDBC.

Gordon Dunse (STaNHd) concluded Cllr Havey's session by outlining the actions residents can take in the future, which will be communicated to them at the appropriate time.

The meeting was closed to commence normal business.

250901 Apologies for absence

An apology was received and approved for Cllr Alexander.

250902 Declarations of interest

None received.

250904 Minutes

Councillors **resolved** to approve the minutes of the Full Council meeting held on **17th June 2025** and they were duly signed.

250905 Reports

- i. Chairman of the Parish Council**
- ii.** The Chairman reported a meeting with the owner of Coopers Barn Farm and the Bell Lane residents' group and discussed concerns on both sides. There is not yet any update on the appeal to the Planning Inspectorate.
- iii.** A date for the visit to Herriard Bio Power has been requested but the Council is still waiting for this to be arranged. Twenty-one residents have expressed an interest and the Clerk will update them on the delay.
- iv. Parish Clerk / RFO** A written report was circulated in advance, with nothing to add.

v. **HCC Councillor** A written report was circulated.

vi. **Allotments (Cllr Rule)**

Allotments were already covered at the preceding Allotments Meeting. In summary, the Clerk is to shortly send out invoices for fees, and billing of the lower allotments will be re-aligned with the main allotments. The Clerk will pay the subscription to the National Allotments Society and correct Trustee information on the Charity Commission website.

vii. **Burial Ground (Cllr Rule)**

The Clerk had circulated information to Councillors on transfer of burial rights and will develop a guidance document for cemetery customers on the process for making transfers. The Clerk will review cemetery records to identify any outstanding transfers needed.

viii. **Ellisfield Volunteer Group (Cllr Swanston)**

Cllr Swanston noted he is now chair of the EVG as no one else came forward, supported by three coordinators for each of the different areas. Not much cutting has been needed so far this season due to the weather. Everything is functioning well and no major problems with equipment are anticipated. The end of season clear up will take place in early December.

Footpaths (Cllr Holme) Councillors noted the clearance of the footpath off Green Lane and the Clerk reported she had thanked the resident responsible. The issue with the footpath from the Church to Hill Farm has now been resolved through changes to the gate and fence.

ix. **Welcome Packs (Cllr Guinness)**

Cllr Guinness has delivered Welcome Packs to the new properties previously identified.

x. **Residents List (Clerk)**

The Clerk circulated a revised Residents List following changes advised by Councillors and amendments to details provided by residents. There was an action for the Clerk to reorder it in line with house and road order.

250906 Planning Matters

i. **Planning Applications** There were no planning applications to consider.

ii. **Planning Decisions** There were no new planning decisions to note.

iii. **Planning Appeals** There is not yet any update on Cooper Barn Farm. Councillors received information on a new appeal for Land To North Of Oakdene, College Lane for two detached dwellings, but there are no actions at this stage.

iv. **BDBC Local Plan Update** This was discussed at length earlier by Cllr Harvey and there is nothing new to note.

v. **STaNHd** The Council resolved to appoint Gordon Dunse as its representative on STaNHd.

250907 Projects

i. **Flood defences and deep-water sign**

a. The Council reviewed three quotes for flood defence work obtained by Cllr Swanston and circulated in advance. Based on a significant price difference, the Council resolved to accept the quote from Flintstone Construction and Landscapes. Work will commence in the autumn after vegetation has died down. There is no need for a deep-water sign until after work is done, when Cllr Swanston will purchase it.

b. The Council resolved that it will again request £1000 from the Lengthsman Scheme, with the Clerk to action it.

c. The Council resolved that it would not share costs with Preston Candover Parish Council on digging drainage grips on the Axford Road as it considered its own flood defence work sufficient.

- d. There was nothing specific to report on landowner actions. Cllr Alexander will investigate offers to borrow a digger.

ii. Village signage (Clerk / Cllr Alexander)

The Clerk has obtained information and prices from one of the leading suppliers of village gates and signage. She will circulate this, and once Councillors have indicated preferences, will seek prices of similar items from competing suppliers. The Clerk has approached HCC for information on their process and any costs / funding with regard to installation and is awaiting a response.

iii. History of Ellisfield (Cllr Haas)

This is almost complete and it is expected that printing will be done by the end of October. It is proposed that funding from Cllr Juliet Henderson and the Sally Adams royalties will go towards it. Discussions over whether and, if so, what to charge for the book will be continued with relevant parties outside the Council meeting.

iv. Ladies Club bench in memory of Maggie Heath project

The Clerk reported that the landowner has given permission for a memorial bench to be sited on this land at the requested location.

250908 Trees

i. Update on tree issues

- a. Re trees needing removal at the rear of the Memorial Hall, the Council is waiting to hear from the Portsmouth Estate on what they are proposing to do and when.
- b. Re the oak tree raised by a resident at the bottom corner of Furzen Lane, the Clerk has not managed to establish ownership of the land which it is on. A resident offered to provide information relating to the enclosure of common land which could help.
- c. Cllr Rule noted that the commemorative plaques for new fruit trees have now been delivered.

ii. Hampshire Forest Partnership's Tree and Hedge Planting Funds

The Clerk circulated information on this opportunity

250909 Finance

- i. Council resolved to approve the authorised Requests for Payments for June, July and August 2025 and they were signed.
- ii. Council resolved to approve the Income & Expenditure statements for June, July and August 2025 and they were signed.
- iii. Councillors noted and agreed the current financial situation and the reconciliation of the bank balance as of 31st August 2025.
- iv. Council noted the conclusion of the Period of Public Right of Inspection of accounts.
- v. Council resolved to reappoint Do the Numbers as Internal Auditor for 2025/26 and reconfirmed no conflicts of interest.
- vi. The Clerk's subscription to SLCC has gone up by £52 to reflect the fact that she now works for two Councils. Medstead Parish Council has paid £188 of the fee. The Council resolved to approve payment of the incremental £52, as it benefits from this subscription.
- vii. Council noted that £30 had been underpaid to HMRC dating from July 2024 and agreed that this will be paid with the next HMRC payment.
- viii. Cllr Swanston noted that he will initiate the budgeting process and send the Clerk a draft for completion of data.
- ix. The Council resolved to agree the inflationary salary increase of 3.2% for Clerk (backdated to April) in line with Local Government Services Agreement 2025/26.
- x. Council agreed that all Councillors will be added as bank signatories. The previous requested submitted appears to have timed out and the Clerk will re-submit it.

250910 Wayleaves

The Clerk had submitted land registry and photographic evidence of electricity and telegraph poles at Hill Farm Pond to Councillors. It was agreed that these poles are not actually on Council land and no further action is needed on wayleaves there. The Clerk will look into the issue of Wayleaves on the Burial Ground.

250911 Policies

The Clerk had not circulated the revised Financial Regulations (incorporating a change on the tender process) so approval was deferred to the next meeting.

250912 Fees and processes for purchase and transfer of Exclusive Rights of Burial

- i. The Clerk circulated a detailed comparison of burial fees with neighbouring cemeteries. Consideration of fees on transfers of exclusive right of burial was deferred.
- ii. The Council agreed not to allow pre-purchase of burial rights.
- iii. The Clerk will amend cemetery forms to make it clearer that it includes purchase of the exclusive right of burial and will make sure that the correct information on owners is obtained and kept up to date.

250913 Security of website

The Clerk is waiting to hear back from Vision ICT on an issue raised regarding error messages on the security of the website.

250914 Theft of Village Property

- i. The signpost at the end of Church Lane believed to have been stolen has in fact been removed for repair by HCC.
- ii. A missing post-box on College Lane has already been reported to the postman, but the Clerk will raise a further report to the Post Office.
- iii. A road sign on College Lane near the junction with Bell Lane was damaged and needs to be replaced. The Clerk will report this to HCC.

250915 Correspondence

- i. **Herriard Bio Power visit** This was covered under the Chairman's report.
- ii. **BDBC Conservation Area Appraisal** The Clerk has emailed and tried to phone the person who contacted the Council about this but has not yet managed to make contact.
- iii. There was no other correspondence arising.

250916 Date of Next Meeting

The next meeting was agreed as 17th November 2025.

The meeting closed at 9.45pm

Signed:Date.....