

ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of ELLISFIELD PARISH COUNCIL, held on the 17th June 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)

250601 Apologies for absence

An apology was received and approved for Cllr Holme (illness).

250602 Declarations of interest

None received.

250603 Minutes

Councillors **resolved** to approve the minutes of the Full Council meeting held on the **19th May 2025** and they were duly signed.

250604 Reports

None were received, as it was just four weeks since the last meeting, with nothing new of significance to update.

250605 Finance

- i. Councillors approved and signed the Requests for Payments for May 2025.
- ii. Councillors approved and signed the Income & Expenditure statements for May 2025.
- iii. Councillors noted the current financial situation and approved and signed the reconciliation of the bank balance as of 31st May 2025.

250606 End of Year Audit for 2024/25

- i. **Internal Auditor's Report** Councillors received and noted the report and agreed to look into the points raised.
- ii. **Certificate of exemption** Councillors resolved to approve exemption from external audit and signed the certificate of exemption.
- iii. **Annual Governance Statement (Section 1 of AGAR)** Councillors agreed Section 1 of the AGAR with no issues and resolved to sign it.
- iv. **Audited Accounts for 2024/25 (Section 2 of AGAR)** Councillors received, approved and resolved to sign the Audited Accounts.

v. To agree dates for the Exercise of Public Rights

Councillors agreed the Exercise of Public Rights would start on 20th June 2025.

vi. To confirm no conflict of interest for the Councillors or Clerk with BDO LLP

Councillors resolved that no Councillors or the Clerk had any conflicts of interest with the externally appointed auditor BDO LLP.

250607 Planning Matters

i. Planning appeal for 5 houses at Coopers Barn Farm

Councillors received the BDBC case officer's report for this appeal and agreed that there was no need for them to provide any input to the Planning Appeal process at this time, but they would keep informed of the situation.

ii. Local Plan Update – Call for Sites

Councillors received an update from the Chairman on the inclusion of Ellisfield sites in the BDBC Call for Sites and will continue to keep track of the situation and identify any actions as appropriate going forward.

250608 Purchase and repurchase of grants of Exclusive Right of Burial

A query had been raised from a resident via a Councillor as to whether the granted time had elapsed on their Exclusive Right of Burial and they therefore needed to repurchase it. The Clerk confirmed that the duration of granted EROBs was 100 years, and therefore there was no issue for the resident. However, it was agreed that the Council would review its approach and pricing on EROBs at a future meeting.

250609 Correspondence

There was no new correspondence to note.

250610 Date of Next Meeting

The next meeting was agreed as 22nd September 2025.

The meeting closed at 8.00pm

Signed:Date.....

Appendix

2505A01 Payments for authorisation May 2025

From	Item	Invoice Number	Payment Method	Amount
Sovereign Housing	Garage rental	May	DD	56.98
Seumas Foster	EVG expenses	-	FPO	8.37
Talk Mobile	Mobile phone charges	May	DD	7.95
Lloyds	Bank service charge	May		4.25
JKG Autos Ltd	Mower servicing	I002015	FPO	142.71
Zurich Municipal	Council insurance	YLL-2720924813	FPO	280.00
Total				500.26

2506A02 Income and Expenditure / Bank Reconciliations May 2025

Monthly Sheet May 2025		£	£
Current Account			
Ellisfiled Parish Council Cashbook			
(Current Account)	Balance Bought Forward		17,231.71
Add			
Income received:	Description		
Total income			0.00
Less			
Outgoings:	Description		
Sovereign Housing	Garage rental	-56.98	
Seumas Foster	EVG expenses	-8.37	
Talk Mobile	Mobile phone charges	-7.95	
Lloyds	Bank service charge	-4.25	
JKG Autos Ltd	Mower servicing	-142.71	
Zurich Municipal	Council insurance	-280.00	
			-500.26
Cash Book Balance (Current Account) as at 31st March 2025			16,731.45
Reconciles with the bank balances as follows:			
Bank balances at the 31st May 2025			
Lloyds Bank		16731.45	
			16,731.45
Less uncleared items		0.00	
Add unbanked items		0.00	
			16,731.45