

ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of ELLISFIELD PARISH COUNCIL, held on the 17th August 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) BDBC Cllr Alex Rowley, Cllr Marc Connor, 6 members of the public.

260801	Public Participation 1. A resident asked if the Minutes could be published more quickly. 2. A resident noted that the blocked stile previously reported on a footpath on Hill Farm land has now been fixed. 3. A resident raised an issue about a footpath that needs clearing on private land between the Portsmouth Estate and Sovereign Housing properties. It does not belong to the Council so they cannot clear it but the Council will help locate the owner. The resident will send a map to the Clerk and she will contact HCC. 4. A resident raised issues about the speed of traffic on the Axford Road/ Berrydown Road which seems to be getting worse. She has been in contact with HCC and the Police to discuss possible measures such as speed traps (which could divert traffic elsewhere). Pinch points and chicanes are not possible as it is a rural area. Cllr Swanston is in contact with PCSO Andy Jones and the Enforcement Unit regarding the possibility of it being designated as an enforcement zone, with periodic speed traps and speed camera signs. He also has quotes from ElanCity for SIDS. The white lines on roads in Beech designating a pedestrian walkway were discussed as another possibility and the Clerk will find a contact name from Beech Parish Council. A Speedwatch group was suggested as another option, which Cllr Rowley said he could potentially support. These proposals will be considered further with actions as appropriate by the November meeting. 5. Two Bell Lane residents asked if a request could be made to HCC to put permanent signage on the lane saying that it is not suitable for HGVs (this excludes farm traffic). There is a risk of vehicles getting stuck in trees. The Clerk will contact Cllr Juliet Henderson regarding this and will also reinforce the Council's previous request that HCC does not use the lane as a diversion route. 6. A resident suggested that the Council could seek information from HCC on how many potholes have been repaired in the last 5 years relating to insurance claims.
260802	Apologies for absence There were no Councillors absent.

260803	Declarations of Interest None were received.
260804	Minutes Councillors approved the minutes of the Ellisfield Parish Council meetings held on 18 th May 2026 and the extraordinary meeting held on 3 rd June and copies were signed by the Chairman.
260805	Reports Reports were received from the following: i. Chairman of the Parish Council: Water capacity and infrastructure limitations continue to delay progress on the BDBC emerging local plan. ii. Parish Clerk / RFO: There were no specific issues to report. iii. HCC Councillor and BDBC Councillors: The monthly report from Cllr Juliet Henderson was circulated. BDBC Councillors reported that due to problems with water, other utilities infrastructure and local government reorganisation into unitary authorities, BDBC will not have a new agreed local plan until 2029, leaving the area open to speculative development. Publication of the new National Planning Policy Framework was noted. iv. Allotments: The Council now has an additional vacant allotment plot. Adverts no longer appear to be Hill and Dale, previously requested by the Clerk, so she will follow up with the editor. v. Burial Ground: There were no matters arising. vi. Ellisfield Volunteer Group: It has been a quiet year so far. The mower that the group proposes to purchase would cost £4,500 and the Council resolved that it agrees to spend this amount. Cllr Alex Rowley can offer a grant of £250 toward it and the Clerk will apply for this. Cllr Swanston is looking at other grants including National Lottery community funding. vii. Footpaths: Footpaths were already discussed in the public participation session at the beginning. The Council noted its thanks to the landowner at Hill Farm for sorting out the blocked stile. The Clerk mentioned that local Rambler Associations can sometimes help clear footpaths and HCC may still have grants available for such voluntary groups to buy equipment. viii. Welcome Packs for new residents: There are no updates. ix. History of Ellisfield: Five copies of the book have gone missing from the table in the Memorial Hall. The Chairman of the hall was asked to provide a sign clearly noting that the books are for sale. The executors of the Sally Adams estate are still keen that the money should fund a prize in the village. Suggestions were a Christmas card competition or a writing competition. Councillors will consider this further to contribute additional ideas at the next Council meeting. x. Residents list: The Clerk circulated the latest version of the residents list to Councillors and they will provide any updates that they are aware of to the Clerk by email.
260806	Projects To receive an update on the agreed projects for the Parish i. Flood defences: This work will take place again in the autumn. It will cost more this time because the Council will need to remove soil as the piles are too high and cannot be increased further. This cost has already been anticipated and built into the 2026/27 budget. Cllr Alexander will provide quotes for this and he and Cllr Haas will also explore options for it being put on land owned by local farmers/landowners. If needed, a grab lorry will take around 16 cubic metres but there will need to be somewhere to store it (e.g. around Lower Common or Furzen Lane) until it can be collected.

	ii. Village signage: The Council still needs to follow up on liabilities with HCC and with Cllr Paul Harvey who offered to help provide information. iii. Speed indicator device: There was no update on the existing device. iv. Noticeboard: The Council resolved to get a quote for installation of the new noticeboard and to approve expenditure up to £200 to allow the Clerk to arrange for the work to go ahead before the November meeting. v. Bus shelters: The Council has asked the agreed contractor for dates to start this work as it does not want to lose the grant money due to delays. The contractor will need to clear the vegetation around the shelters before they can be treated and the Council still needs confirmation on whether the quote includes both handrails or just one for the shelter at the bottom of Green Lane. vi. EVG mower replacement: This has already been covered. vii. Any other projects: Nothing else was raised.
260807	Update on previous actions i. Herriard Bio Power visit: The Clerk has made a further request for dates but received no response. ii. SSEN Transformer: This was discussed but there has been no specific progress. It was proposed that Cllr Holme or Cllr Alexander should write a letter to SSEN, as previously discussed last year but put on hold. iii. Memorial Hall trees: This work has now been completed at the Memorial Hall to remove the diseased ash trees, and the Council noted its thanks to the Portsmouth Estate. iv. NS&I signatories: The action to add Cllr Swanston and the Clerk as signatories to the NS&I account is still ongoing and Cllr Haas will progress this. v. Lloyds Bank Account charges for Allotments: The action to sort out this account is still ongoing and the Clerk will progress it.
260808	Burial Ground bench The Council is interesting in purchasing a new bench for the Burial Ground and the Clerk will circulate quotes for consideration at the next meeting.
260809	Speeding on Berrydown Lane / Axford Road This was already discussed in detail during the public participation session and there was nothing more to add.
260810	Finance i. The Council retrospectively approved Requests for Payments for May, June and July 2026 and the Chair and Vice Chair signed them. ii. The Council retrospectively approved the Receipts and Payments statements for May, June and July 2026 and the Chair and Vice Chair signed them. iii. The Council noted the current financial situation and the reconciliation of the bank balance as of 31st July 2026 and the Chair and Vice Chair signed them. iv. The Council reappointed the internal auditor for the 2026/27 end of year audit and resolved that there were no conflicts of interest between Councillors and the auditor. v. The Council approved payment to Vision ICT for web hosting renewal for the next year. vi. The Council approved renewal of the McAfee subscription. vii. The Council approved renewal of the SLCC subscription (pro rata part-payment based on hours worked). viii. The Council approved renewal of the payroll contract with DM Payroll. ix. The Council approved renewal of National Allotment Society membership.

	x. A gift of £500 from Veolia has been received to part-fund the new mower. A gift of £5,000 to be spent on village-improvement projects has been pledged but not yet received from Amber Solar. xi. The Council reviewed expenditure vs. budget for Q1 and there were no issues arising.
260811	Planning Applications i. There were no late arising planning applications. ii. There were no BDBC planning decisions, appeals or enforcements. iii. There were no other planning matters to note.
260812	Correspondence There was no new correspondence.
260813	Dates of future meetings The next meeting dates were agreed as 9 th November, 18 th January, 15 th March and 17 th May. The Annual Parish Meeting was agreed as 16 th April

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The meeting closed at 9.00pm

Signed:Date.....

Appendix: Financial information

1. Payment Requests May – July 2026

Date	Request from	Item Description	Method	Amount (£)
	May 2026			
15-May	Lloyds Bank	Service charge	PAY	4.25
18-May	Talk Mobile	Phone charges	DD	7.95
28-May	Sovereign Housing	Garage rental	DD	59.19
29-May	Zurich Municipal	Council insurance	FPO	280.00
	June 2026			
15-Jun	Lloyds Bank	Service charge	PAY	4.25
18-Jun	Talk Mobile	Phone charges	DD	7.95
19-Jun	Greenbarnes	Noticeboard deposit	FPO	500.00
29-Jun	Sovereign Housing	Garage rental	DD	59.19
	July 2026			
14-Jul	Lloyds Bank	Service charge	PAY	5.67
20-Jul	Talk Mobile	Phone charges	DD	7.95
28-Jul	Sovereign Housing	Garage rental	DD	59.19

2. Receipts and Payment and Bank Reconciliations – May – July 2026

	ELLISFIELD PARISH COUNCIL				
	2026/27 Financial Report				
	MAY 2026				
	LLOYDS CURRENT ACCOUNT			£	£
	Cash book		Balance Bought Forward		19,182.31
Date	Income received		Description		
14-May	BDBC	FPI	Neighbourhood CIL	550.00	
27-Apr	BDBC	FPI	Book sale/donation - Thorpe	40.00	
	Total income				590.00
	Payments				
15-May	Lloyds Bank	PAY	Service charge	-4.25	
18-May	Talk Mobile	DD	Phone charges	-7.95	
28-May	Sovereign Housing	DD	Garage rental	-59.19	
29-May	Zurich Municipal	FPO	Council insurance	-280.00	
	Total payments				-351.39
	Cashbook balance at 31st May				19,420.92
	<u>Reconciles with Lloyds bank balance as follows</u>				
	Bank balance at 31st May				19,420.92
	Less uncleared items			0	
	Add unbanked items			0	
					19,420.92
	NS&I DEPOSIT ACCOUNT			£	£
	Cash book		Balance Bought Forward		10,819.91
Date	Income received		Description		
	Total income				
	Payments				
	Total payments				
	Cashbook balance at 31st May				10,819.91
	<u>Reconciles with bank balances as follows</u>				
	Bank balance at 31st May 2026				10,819.91
	Less uncleared items			0.00	
	Add unbanked items			0.00	
					10,819.91

	ELLISIFIELD PARISH COUNCIL				
	2026/27 Financial Report				
	JUNE 2026				
	LLOYDS CURRENT ACCOUNT			£	£
	Cash book		Balance Bought Forward		19,420.92
Date	Income received		Decription		
29-Jun	BDBC	FPI	Grant for noticeboard	500.00	
	Total income				500.00
	Payments				
15-Jun	Lloyds Bank	PAY	Service charge	-4.25	
18-Jun	Talk Mobile	DD	Phone charges	-7.95	
19-Jun	Greenbarnes	FPO	Noticeboard deposit	-500.00	
29-Jun	Sovereign Housing	DD	Garage rental	-59.19	
	Total payments				-571.39
	Cashbook balance at 31st March				19,349.53
	<u>Reconciles with Lloyds bank balance as follows</u>				
	Bank balance at 31st March				19,349.53
	Less uncleared items			0	
	Add unbanked items			0	
					19,349.53
	NS&I DEPOSIT ACCOUNT			£	£
	Cash book		Balance Bought Forward		10,819.91
Date	Income received		Decription		
	Total income				
	Payments				
	Total payments				
	Cashbook balance at 30th June				10,819.91
	<u>Reconciles with bank balances as follows</u>				
	Bank balance at 30th June 2026				10,819.91
	Less uncleared items			0.00	
	Add unbanked items			0.00	
					10,819.91

3. Q1 Expenditure versus Budget

EX VAT PAYMENTS Cost Centre	2026/27 Budget	YTD Spend 1st Qtr	Variance Q1 Vs Full Year	% of Yr Budget 1st Qtr	Explanations
Salary & HMRC	6,025.00	705.23	5,319.77	12%	April -Jun salary & Q1 HMRC paid in August. PTD are Q4 25/26 HMRC & March 26 salary
Pension Contributions	0.00	0.00	0.00	0%	
Clerk's Expenses	60.00	0.00	60.00	0%	Have not kept track of mileage so not claimed
Admininstration & IT	800.00	13.82	786.18	2%	IT costs were paid in August which are a big proportion of the year's spend
Chairman's Allowance	100.00	0.00	100.00	0%	
Repairs & Maintenance	1,400.00	0.00	1,400.00	0%	Nothing need to date
Training	100.00	0.00	100.00	0%	
Grants & Donations:	550.00	0.00	550.00	0%	I have requested a bill for EMH broadband but not yet received it
Section 137 Payment	300.00	0.00	300.00	0%	Have not had any expenses claim from Mary for APM
Hall Hire	370.00	0.00	370.00	0%	No bills received in Q1
Audit fees	210.00	0.00	210.00	0%	Is due for payment
Insurance	500.00	462.54	37.46	93%	All insurance due in the year is paid, so under budget
Subscriptions	300.00	226.00	74.00	75%	Still have to pay SLCC subscription to pay - will be around £55-£60, so will be within budget
Playground Inspection	350.00	0.00	350.00	0%	Was paid in August due to issues with BDBC Finance
Communications	120.00	19.89	100.11	17%	
Lengthsman	2,500.00	0.00	2,500.00	0%	Work will be done in the autumn
EVG	500.00	340.85	159.16	68%	Paid a disproportionate proportion YTD due to mower servicing at start of year.
Garage Rental	700.00	147.96	552.04	21%	On track
Misc.	0.00	0.00	0.00	0%	
TOTAL	14,885.00	1,916.29	12,968.72	13%	Under budget for all reasons above

	2026/27 Budget	YTD Spend	Cumulative YE	
EARMARKED RESERVES	Reserve	1st Qtr	Reserve	
Speed Indicator Device	0.00		0.00	
Playground Replacement	900.00		900.00	
Flood Defences	2,500.00		2,500.00	
Asset renewal	1,500.00		1,500.00	
Village signs	3,000.00		3,000.00	
History of Ellisfield	1,000.00		-889.00	
Village Gates	5,000.00		5,000.00	
Replacement Trees	2,325.00		2,325.00	
Adult Gym Equipment	0.00		0.00	
Lower Common Swing	1,500.00		1,500.00	
TOTAL	17,725.00	0.00	15,836.00	
GRANT FUNDED PROJECTS	2026/27 Grant Allocation	YTD Spend 1st Qtr	Q1 Variance	Note
Noticeboard	500.00	500.00	0.00	Remaining £1536.66 will be covered using Amber Solar gift or Gen. Reserves
Bus shelter renovation	820.00	0.00	0.00	Not yet started - we need to get on with it