

ELLISFIELD PARISH COUNCIL

The Minutes of the Ordinary meeting of ELLISFIELD PARISH COUNCIL, held on the 16th March 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 2 members of the public.

260301	<p>Open Session A resident asked why Councillors are asked to approve a retrospective payments list and requested that policies that are up for review be published with the agenda.</p>
260302	<p>Apologies Apologies were approved for Cllrs Rule and Alexander. The HCC and BDBC ward councillors sent their apologies.</p>
260303	<p>Declarations of Interest None received.</p>
260304	<p>Minutes Councillors resolved to approve the minutes of the Full Council meeting held on 12th January 2026 and they were duly signed.</p>
260305	<p>Reports</p> <p>i. Chairman of the Parish Council The Chairman reported on meetings with Herriard Bio Power and Veolia. A key issue covered was light pollution. Herriard Bio Power believe that their lighting meets planning requirements but offered to meet for further discussion on the subject. Veolia plan to install a switch turn the green lights off on their barrier at night.</p> <p>The potential for financial assistance with projects as gifts to the Council was discussed. The Council has a specific interest in support on purchasing a new lawn mower for EVG. The companies need to consider the Council's project list versus their criteria for giving.</p> <p>Veolia may have some bags of Pro-Grow available for residents and the Council has been given an employee contact name to liaise with to organise this. The Council needs to identify the level of interest from residents.</p>

	<p>Herriard Bio Power is happy to schedule a visit for residents to its facility in the spring and the Clerk will make contact to arrange this.</p> <p>Other concerns for the village are potholes and litter.</p> <p>ii. Parish Clerk / RFO</p> <p>On the issue of the missing Bell Lane post box, the Clerk has already logged it online with the Post Office and has written to them with no response. At the January meeting, BDBC Cllr Paul Harvey agreed to see if he can progress this matter, with no update received yet.</p> <p>iii. HCC Councillor</p> <p>A written report from Cllr Juliet Henderson was circulated in advance.</p> <p>iv. Allotments (Cllr Rule)</p> <p>This meeting followed the Allotment Trustees meeting, with any matters already covered. The only point to note is that the Trustees proposed a plot rental fee increase, to be considered further.</p> <p>v. Burial Ground (Cllr Rule)</p> <p>Cllr rule was absent, but the Clerk noted no issues regarding the Burial Ground.</p> <p>vi. Ellisfield Volunteer Group (Cllr Swanston)</p> <p>EVG has a full complement of volunteers as it enters the new season. The AGM was successful, although there were few attendees this year. The coordinators are all remaining in post for a further year: Gary Evans (Gravel Pits), Graham Simpson (Lower Common) and Seumas Foster (Burial Ground). Cllr Swanston continues as the Chair. The AGM agreed in principle the replacement of the ride on mower as it is reaching end of life, although still running. The model, costs, timing and funding are still to be agreed by the Council. All other mowers have been serviced pre-season, funded from the EVG budget, as previously agreed.</p> <p>vii. Footpaths (Cllr Holme)</p> <p>There was nothing new to report on footpaths.</p> <p>viii. Welcome Packs (Cllr Guinness)</p> <p>The Council agreed that the History of Ellisfield book will not be provided to each new tenant of rental properties, but landlords should be asked if they will consider purchasing an extra copy to be left in their properties.</p> <p>ix. Residents List</p> <p>The Council decided that the Clerk will circulate the resident's list to Councillors prior to each meeting. Any gaps will be allocated to individual Councillors to follow up.</p>
<p>260306</p>	<p>Planning Matters</p> <p>i. Planning Applications</p> <p>There were no new planning applications.</p> <p>ii. Planning Decisions</p> <p>There were no new planning decisions to note.</p> <p>iii. Planning Appeals</p> <p>There are no new appeals to note.</p> <p>iv. BDBC Local Plan Update</p> <p>There are no updates yet on this.</p>

	<p>v. Thames Water Councillors noted (as a matter of interest) issues with Thames Water regarding proposed new developments in the area.</p>
260307	<p>Projects</p> <p>i. Flood defences Cllr Alexander was absent and there was nothing new to report.</p> <p>ii. Village Signage (Cllr Alexander/ Clerk) There were no updates. At the January meeting, BDBC Cllr Paul Harvey agreed to find information for the Council on liabilities and an update on this will be deferred to a future meeting.</p> <p>iii. History of Ellisfield (Cllr Haas) With distribution now complete, there remain around 100 copies for purchase. Around six copies have been sold at the Memorial Hall TCC (Tea, Coffee and Cake) events, with the money still to be forwarded to the Clerk.</p> <p>iv. Speed indicator device (Cllr Alexander) The person who previously offered to manage the batteries for this device is no longer interested. Cllr Juliet Henderson is going to provide names of two people who will do it, swapping the role every two weeks.</p> <p>v. Replacement noticeboard The Council has been awarded a £500 BDBC Ward Councillor grant towards the Bell Lane noticeboard. The Council will make a final decision on the exact model to purchase at the next meeting.</p> <p>vi. Bus Shelters The Council has been successful in its bus shelter grant application. Councillors considered the quotes received and requested that for one of them, the local contractor be requested to include an additional quote for the handrail to allow comparison on a like for like basis. They will make a final decision at the next meeting.</p>
260308	<p>Previous actions</p> <p>i. Trees: The fallen trees at the Memorial Hall have been removed but the diseased ash trees are yet to be felled. Cllr Swanston will follow this up with the estate manager, as it is felt they should be dealt with as soon as possible.</p> <p>ii. Post box: This has already been covered.</p> <p>iii. SSEN Transformer: There was no new information on this.</p> <p>iv. Wayleaves: This has now been agreed with SSEN, and a back-payment of £57.35 is due to be paid for the last five years.</p>
260309	<p>Financial Matters</p> <p>i. The Council resolved to retrospectively approve and sign the authorised Requests for Payments for January and February 2026.</p> <p>ii. The Council resolved to approve and sign the Income & Expenditure statements for January and February 2026.</p> <p>iii. The Council noted and approved the current financial situation and the reconciliation of the bank balance as of 28th February 2026.</p> <p>iv. All Councillors are now signatories to the Lloyds account.</p> <p>v. The Council reviewed and approved the up-to-date asset register.</p> <p>vi. The Council approved renewal of the agricultural vehicle policy with Towergate for the EVG ride-on mower.</p>

260310	<p>Policies</p> <p>The Council reviewed the following policies (pre-circulated) and agreed to adopt or readopt them.</p> <ul style="list-style-type: none"> i. Standing Orders ii. Freedom of Information Policy iii. Code of Conduct iv. Complaints Policy v. Data Protection Policy vi. Subject Access Request Policy vii. Data Breach Policy viii. Record of Processing Activity ix. Data Retention Policy x. IT and Email Policy xi. Website Accessibility Policy xii. General Privacy Policy xiii. Staff and Councillor Privacy Policy
260311	<p>Annual Parish Meeting</p> <p>Councillors agreed that the meeting would have the same format as last year. The Clerk will seek reports from the same people/groups: County and Borough Ward Councillors, PCSO Andy Jones and local groups and organisations. Cllr Guinness will provide refreshments.</p> <p>Cllr Guinness will add the event to the village WhatsApp group and the Clerk will circulate details on the email distribution list.</p>
260312	<p>Website Content Accessibility Guidelines 2.2AA</p> <p>The Clerk updated Councillors on the requirements of WCAG2.2AA, the areas where the website did not comply, the allowable exemptions and agreed the Website Accessibility statement.</p>
260313	<p>Correspondence</p> <ul style="list-style-type: none"> i. Great Crested Newt Survey: Councillors expressed interest in a proposal by a Conservation organisation to undertake a survey of Hill Pond Farm for great crested newts and they discussed the location of other ponds in Ellisfield. The Clerk will follow this up with the person who made contact. ii. There was no other correspondence.
260314	<p>Date of Next Meeting</p> <p>The date of the next meeting was confirmed as 19th May.</p>

The meeting closed at 9.15pm

Signed:Date.....

Appendix 1

Payment requests Jan-Feb 2026

Request from	Item Description	Method	Amount (£)
Jan 2026			
Lloyds Bank	Bank service charge	PAY	4.25
Talk Mobile	Mobile phone charges	DD	7.95
Sovereign Housing	Garage rental	DD	56.98
Flintstone Construction	Drainage ditches	FPO	1873.02
HMRC	Q3 Tax & NI	FPO	186.12
Julie Russell	November salary	FPO	355.75
Julie Russell	December salary	FPO	355.95
X-NET Services Ltd	Email hosting service	FPO	60.00
Susie Deane	Printing costs (History of Ellisfield)	FPO	1889.00
Feb 2026			
Lloyds Bank	Bank service charge	PAY	4.25
Talk Mobile	Mobile phone charges	DD	7.95

Monthly Sheets and Bank Reconciliations – Jan and Feb 2026

ELLISIFIELD PARISH COUNCIL				
2025/26 Financial Report				
JANUARY 2026				
LLOYDS CURRENT ACCOUNT			£	£
Cash book		Balance Bought Forward		18,091.45
Date	Income received		Description	
12-Jan	Resident	FPI	Book donation	10.00
Total income				10.00
Payments				
12-Jan	Lloyds Bank	PAY	Bank service charge	-4.25
19-Jan	Talk Mobile	DD	Mobile phone charges	-7.95
28-Jan	Sovereign Housing	DD	Garage rental	-56.98
12-Jan	Flintstone Construction	FPO	Drainage ditches	-1,873.02
12-Jan	HMRC	FPO	Q3 Tax & NI	-186.12
12-Jan	Julie Russell	FPO	November salary	-355.75
12-Jan	Julie Russell	FPO	December salary	-355.95
12-Jan	X-NET Services Ltd	FPO	Email hosting service	-60.00
12-Jan	Susie Deane	FPO	Printing costs (History of Ellisfield)	-1,889.00
Total payments				-4,789.02
Cashbook balance at 31st January				13,312.43
Reconciles with bank balances as follows				
Bank balance at 31st January				13,312.43
Less uncleared items				0
Add unbanked items				0
				13,312.43

ELLISIFIELD PARISH COUNCIL				
2025/26 Financial Report				
FEBRUARY 2026				
LLOYDS CURRENT ACCOUNT			£	£
Cash book		Balance Bought Forward		13,312.43
Date	Income received		Description	
13-Feb	Funeral Partners Ltd - South	CHQ	Cemetery fees	1,000.00
13-Feb	Resident	CASH	Book	20.00
Total income				1,020.00
Payments				
16-Feb	Lloyds Bank	PAY	Bank service charge	-4.25
18-Feb	Talk Mobile	DD	Mobile phone charges	-7.95
Total payments				-12.20
Cashbook balance at 28th February				14,320.23
Reconciles with bank balances as follows				
Bank balance at 28th February				14,320.23
Less uncleared items				0
Add unbanked items				0
				14,320.23