

MINUTES OF THE PARISH COUNCIL MEETING

Hursley Parish Council meeting

Parish Hall, Hursley

Monday 19th May 2025

Hursley Parish Hall

Present	In attendance	Apologies
Cllr Guest	Two members of the public	Cllr Killeen
Cllr Bell		
Cllr Gregory		
Cllr Hanna		
Cllr Chik		
Cllr Waldron		

	<u>Minutes of the meeting of the Hursley Parish Council</u>	<u>ACTION</u>
	2 Members of the public	
1	Welcome to the new parish council and apologies.	
	Cllr Guest would Chair the meeting in Cllr Killeen's absence.	
1.1	To Elect the following officers: Chair Vice Chair And appointments to committees and Parish groups	
	Chair – It was proposed that Cllr Killeen be elected Chair. Proposed by Cllr Waldron Seconded by Cllr Guest. RESOLVED to agree. Vice Chair – It was proposed that Cllr Guest be elected Chair Proposed by Cllr Hanna and Seconded by Cllr Bell RESOLVED to agree Work groups and other appointments Cemetery Cllr Waldron Planning Cllr Bell Neighbourhood Plan – Cllr Killeen, J Goodenough. Parish Hall – Cllr Guest Grants –Cllr Gregory Highways – Cllr Edgoose Fooding – Cllr Hanna Recreation Ground – Cllr Chik ACTION Clerk to share duties	Clerk

2	Annual Governance and Procedure	
2.1	Review and approve Standing Orders and Financial Regulations	
	RESOLVED to approve	
2.2	Review and confirmation of arrangements for insurance cover in respect of all insured risks and agree payment. Renewal quote for Hursley Parish Council, from Hiscox Insurance Company Limited for the period from the 1st June 2025 to the 31st May 2026	
	RESOLVED to approve	
2.3	Review Council membership of HALC, SLCC and other memberships	
	Resolved to continues membership of HALC, SLCC and CPRE	
2.4	To review Councils policies and procedures: Complaints procedure Freedom of Information Act 1998 procedure. Data Protection Act 1998 and General Data Protection Regulations procedure	
	RESOLVED to approve	
	<u>Meeting of the Hursley Parish Council</u>	
25/1	Public Participation	
	2 members of the public	
25/2	Meeting resumed:	
25/3	To consider applications received for co-option to fill one existing vacancy for office of parish councillor <i>Members of the public and press are asked to leave the room during the discussion.</i>	
25/4	<i>Members of the public and press are invited back into the meeting</i>	
25/5	To vote on who to co-opt to the office of parish councillor – the Council hold the right to re-advertise the position. If vote is agreed upon co-option the new Councillor will be asked to sign the Declaration of Acceptance of Office, if present, if not present it is agreed that a suitable time will be arranged on when the Declaration should be signed to validate the co-option. To note the Councillor will be invited to the next meeting as their first meeting as a Councillor.	
	RESOLVED to agree that Amy Lowe be co-opted on to the Parish Council	
25/6	To approve the minutes of the last meeting – 17th March 2025	
	RESOLVED to approve	
25/7	District Councillor report	
	None	
25/8	County Councillor report Matters arising – Item 24/81 Cllr Warwick – Devolution - Link to consultation on website ACTION Cllr Warwick ACTION Cllr Warwick would share link to the consultation for Shepherds Down school Suggested a speed van in Pitt – ACTION Cllr Warwick. North and Southbound. ACTION - Speed watch Cllr Edgoose – to look into it and advice.	
	Report sent ahead of the meeting.	
25/9	Police and Crime report	
	Fly tipping had been reported in Port Lane – It was noted that two recent fly tipping incidents had ended with legal action. There was some discussion about cameras in vulnerable areas – ACTION Cllr Hanna to investigate Some burglaries but not in last couple weeks.	Cllr Hanna

25/10	Finance and Council matters				
25/10.1	Matters arising Item 24/83.2 - Precept letter has gone – ACTION Cllr Killeen will answer why the increase in his report. To put on the website. Item 24/83.6 Village sign position ACTION Cllr Guest to draft and work with Cllr Killeen and Cllr Waldron. And agree location.				
	Item 24/83.2 – The Budget report was shown at the APM and will be on website. Item 24/83.6 – Location had been agreed and negotiations were taking place with church and diocese.				
25/10.2	To agree Payments				
	April 2025 Payments				
	22/4/25	x E Billingham	Salary	£593.14	
	22/4/25	x Cumbria Clock	Service of clock	£222.00	
	22/4/25	x E Billingham	Lengthsman	£116.66	
	3/4/25	x Swanmore SLR Mgt	SLR	£720.00	
		David Killeen	Planter	£40.00	
				£1,691.80	
	May 2025 Payments				
	20/05/25	E Billingham	Salary May	£593.14	
	20/05/25	Hampshire Pension Scheme	April and May	£440.28	
	20/05/25	E Billingham	Lengthsman May	£116.66	
	08/05/25	Mrs Janet Ralph	Planters	£195.54	
	09/05/25	Mr Rebbeck	Bus Shelters	£124.00	
	20/05/25	AJGIBL GBP CLIENT NST ACCOUNT	Insurance	£1,462.63	
	30/04/25	Unity Trust	Service Charge	£6.00	
				£2,938.25	
			Balance at end of April (statement)	£29,349.79	
			Transactions since 1/5/25	£319.54	
			Balance as of 19th May 2025	£29,030.25	
			Transactions still to clear	£2,612.71	
			Balance after payments	£26,417.54	
	Resolved to agree				
25/10.3	To receive the internal audit report and refer to the external auditor				

Do the Numbers Limited

8th May 2025

Elizabeth Billingham, Clerk
Hursley Parish Council

Dear Elizabeth,

Subject: Review of matters arising from Internal Audit for 31 March 2025

Following my visit with you today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2025](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Clerks expenses	The clerk has incurred significant expenses on her own card that can wait two months to be reimbursed. This is not a reasonable burden on the proper officer.	The council could look at the Lloyds multipay card that can be linked to the Unity Trust account <i>(also raised last year)</i>
Grant application	The grant application form and policy are not published on the council website	These should be uploaded and included on the new website. <i>(also raised last year)</i>
Accounting software	The spreadsheet operated by the clerk is becoming cumbersome and thus the risk of errors is increased.	Sector specific software such as Scribe or Parish Accounts would pay for itself in officer time saved
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Standard documents	Standing Orders, Financial regulations, risk assessment and asset register were approved n 2024 but are not on the new website	Before closing down the old website please ensure that all categories of information have been transferred and updated.
Public session	Members of the public have been named in the minutes, which is not in accordance with GDPR practice. <i>(also raised last year)</i>	Please ensure that all resident names are removed from the minutes before they are signed.
Audit reports	It is good practice to publish all reports and management letters from internal and external auditors along with any action plan.	Please ensure that such reports are included on the new website and action plans minuted from 2024. <i>(also raised last year)</i>
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The document on the website does not appear to be the most recently approved. <i>(also raised last year)</i>	Please ensure that all documents are up to date. Web publishing review dates can be useful.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Reserves	The reserves of the council are now below best practice, reducing resilience.	A clear budgeting process to ensure that properties can be maintained should be agreed.
E	<i>Expected income was fully received, based on correct prices, properly recorded and</i>	

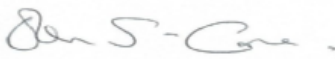
Clerk

	<i>promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council now	comply with this test.
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Clerks salary	When the clerk received the NJC award, no clear minute of terms was made. <i>(also raised last year)</i>	It is good practice to clearly minute employee terms – including pension – annually.
LGPS contributions	The council has been paying in to the LGPS but the clerks scheme does not appear to be properly linked. <i>(also raised last year)</i>	This should be closely monitored by the council until all funds are allocated to the correct LGPS section.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Asset register	The asset register is not published on the website <i>(also raised last year)</i>	This is good practice and should be included on the new site.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Lloyds accounts	The council holds three bank accounts increasing risk and signatory compliance issues.	Merging the non interest bearing accounts would simplify governance.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
	All matters covered elsewhere in	this report
M	<i>Public Rights</i>	
Members DPI forms	The council had an election in 2023 but the DPI forms of all members have not been updated.	The council website should link to this page and all DPI forms properly updated in the new website.
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	Not applicable to this council	
P	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

ACTION Clerk to set up action list for next meeting.

25/10.4	Annual Governance and Accountability Return a) To make the Annual Governance Statement 2024 2025 b) To approve the accounts and Statement for the return AGAR Part 3 c) To note the external auditor – BDO	
	a) Clerk read out the Annual Governance statement and questions and to the Council and they answered all truthfully. b) The Council approved the accounts and agreed that Section 2 was a true record. c) The council noted the external auditor as the BDO RESOLVED to approve the above.	

The date of the Public Rights dates 27th June – 7th August 2025

	It was noted that there was no conflict of interest with the BDO as External Auditor	
25/10.5	To note the outcome of the Code of Conduct complaint and any actions needed by the HPC. – <i>There will be no discussion over the details of the complaint only to note any actions needed by the HPC.</i>	
	The outcome was noted by the Council. The Council noted the comments from the review about the use of What's app. And would ensure that all discussions are made through correct channels.	
25/10.6	Update on Village Sign – Cllr Guest	
	It was hoped that this would be installed by the end of the year Cllr Waldron is assisting with the request to place in church yard with the diocese	
25/10.7	APM – Feedback to note	
	It was felt that the speakers especially David Keys were very engaging. The first half did take too long and maybe find away to do the first part faster.	
25/10.7	Website and new emails	
	The old email had been stopped however these were still going to Cllr Killeen. There was some concern about all going to the Chair and Clerk would discuss with him the process so Councillors did not miss any emails.	
25/10.8	Litter picking Matters arising Item 24/83.10 ACTION Cllr Edgoose to log to Hampshire Roads that Enmill lane and Main Road as needing litter. ACTION Cllr Hanna to ask Golf Course and Anderson Moore's and Veolia. Farley Mount rubbish in layby.	
	Cllr Hanna would be discussing the Anderson Moore's area with them and hoped to get a small party together to do near the golf course.	
25/10.9	To consider the grant application from the Masonic Lodge	
	Parish magazine - RESOLVED to give a grant of £250.00 Masonic Lodge – Postpone decision and find more detail. ACTION Cllr Hanna	Cllr Hanna
25/11	Planning	
11.1	Planning update and any decisions – report from Cllr Bell	
	Planning Update - Hursley Parish Council – May 2025 Horse chestnut 15 percent overall crown reduction Reasons being to alleviate weight on over extended limb becoming secondary spire Proximity to adjacent property Extending longevity of tree in its... 38 Main Road Hursley Winchester Hampshire SO21 2JW Ref. No: 25/00857/TPO Received: Fri 25 Apr 2025 Validated: Tue 29 Apr 2025 Status: Current HPC No objection – Leave to Tree Officer T1 Cypress - Remove tree close to house, tree leans towards property, excessively shades property & constantly drop debris on drive. Its removal would not have an adverse effect on the amenity value... 2 South End Close Hursley Winchester Hampshire SO21 2LJ Ref. No: 25/00730/TPO Received: Fri 04 Apr 2025 Validated: Tue 08 Apr 2025 Status: Awaiting decision Cromwell House Main Road Hursley Hampshire Ref. No: 25/00675/LIS Received: Thu 27 Mar 2025 Validated: Thu 27 Mar 2025 Status: Current ☐ Awaiting Heritage response Proposed replacement pool house to ground floor to east of main house, removal of 20th century ground floor glazed extension to south-east elevation to reinstate original external wall position. Cromwell House Main Road Hursley Hampshire Ref. No: 25/00674/HOU Received: Thu 27 Mar 2025 Validated: Thu 27 Mar 2025	

	Status: Current T10 Turkey Oak Low branch growing over School carpark reducing and blocking parking area. Crown raise over School carpark to a height of 4 metres from ground level on secondary branches only IBM Playscheme Hursley Keble Memorial Primary School Hursley Park Road Hursley Hampshire Ref. No: 25/00507/TPC Received: Thu 13 Mar 2025 Validated: Fri 14 Mar 2025 Status: Decided No objection Application to vary condition 3 (approved plans) of the application with reference 22/02849/FUL in order to substitute amended proposals for the approved plans. The revised proposals retain a similar. Fairy Lodge Enmill Lane Pitt Winchester Hampshire SO22 5QR Ref. No: 25/00474/FUL Received: Fri 07 Mar 2025 Validated: Wed 19 Mar 2025 Status: Awaiting decision Demolition of existing house and outbuilding and development of a replacement self-build detached two storey dwelling with attached carport and boundary wall infill. (Amended plans) Whitebeams Enmill Lane Pitt Winchester Hampshire SO22 5QR Ref. No: 25/00471/FUL Received: Thu 06 Mar 2025 Validated: Thu 06 Mar 2025 Status: Decided - Application permitted Prior approval for development consisting of change of use of agricultural building to a single dwellinghouse (Use Class C3) ... Theydon Sarum Road Winchester Hampshire SO22 5QT Ref. No: 25/00372/PNACOU Received: Mon 24 Feb 2025 Validated: Mon 24 Feb 2025 Status: Unknown It was noted that an application was coming relating to 1 Sussex Close. If the deadline could not be extended then the council might have to have an extraordinary meeting. Cllr Hanna declared an interest as he lived next door.	
25/11.2	WCC Local Plan update	
	Cllr Bell attended Local Plan meeting in relevant section. Consultation in Autumn – not allocations.	
25/12	Neighbourhood Plan update	
	None	
25/13	Reports of Council Representatives.	
25/13.1	Parish Hall report – Cllr Guest	
	AGM would be held in May.	
25/13.2	Flood Group and Emergency Plan – Cllr Hanna Matters arising – Item 24/78.6 ACTION Cllr Hanna to talk to Cllr Warwick about traffic controls. Emergency plan needed to be sent to WCC ACTION – Clerk	Clerk
	Nothing to update	
25/13.3	HVCA – Cllr Hanna	

	The Fete would be taking place.	
25/14	Recreation Ground & Environment Matters.	
25/14.1	Lengthsman update	
	They had visited and cleared weeds along Main Road.	
25/14.2	To note the receipt of the annual ROSPA report and discuss any actions needed.	
	ACTION Clerk to send to Alex Bell. Cllr Chik and Alex Bell would look at report and come back with any works needed. The Council thanked Alex Bell for all his work	
	It was noted that the noticeboard was showing signs of age – ACTION Clerk to get a quote to repair and put a latch on it.	Clerk
25/14.3	Recreation Ground report – Cllr Chik	
	Cllr Chik noted some recent issues with grass cutting. It was agreed that any issues go through the Clerk and Cllr Chik and not other Councillors. Contractor to take instruction only from the Clerk or Cllr Chik if Clerk not available.	
25/14.4	To discuss providing nets in the tennis courts and agree way forward.	
	There was some discussion over benches and volleyball etc. ACTION Cllr Chik to get quotes for chairs, picnic tables and volley ball It was noted that a MUGA was too expensive at this time	Cllr Chik
25/15	Highways report – Cllr Edgoose	
25/15.1	Matters arising – Item 24/87.1 Item 24/73.7 - Request for HCC to look at more drop kerbs. Glebelands Path and end of footpath. RESOLVED/ACTION for Cllr Killeen to investigate and come back with any costing to next meeting. Item 24/87.4 Clerk to seek approval for a new pole in centre of the village. ACTION Clerk Item 24/88.6 - Parking concerns – hash marks indicated no parking outside shop ACTION Cllr Edgoose to pursue changing the painted lines outside shop, On Going	
25/15.2	To discuss the purchase of another SLR and agree way forward.	
	RESOLVED to approve £2800 for one SLR to replace old one ACTION Clerk to order	Clerk
25/16	Footpaths – Cllr Chik including Glebelands path To discuss resurfacing quote and agree way forward.	
	Path - £4500.00 so not acceptable at this time.	
25/17	Allotment and Cemetery matters	
25/17.1	Cemetery – Cllr Waldron	
	Stakes by the orchids to stop them being cut. Grass and hedge cutting continuing.	
25/17.2	Allotments – Cllr Waldron	
	All being managed well	
25/18	Next meeting: 21st July 2025	
	7:40 closed	
	ACTION Clerk to find out Wi-Fi password at Parish Hall for use at meetings.	Clerk

