

MINUTES OF THE PARISH COUNCIL MEETING

Hursley Parish Council meeting

Parish Hall, Hursley

1830 on Monday 18th May 2026

Hursley Parish Hall

Present	In attendance	Apologies
Cllr Guest	Cllr James Batho	Elizabeth Billingham (Clerk)
Cllr Chik	Ben Lewis - WCC	Cllr Waldron
Cllr Killeen		Cllr Gregory
Cllr Bell		Cllr Lowe
Cllr Edgoose	Plus 1 member of the public	Cllr Hanna

	<u>Minutes of the meeting of the Hursley Parish Council</u>	<u>Pending Actions</u>
Item		
26/01	Welcome to the new parish council and apologies	
	To Elect the following officers: Cllr Chik nominated Cllr Guest, Cllr Killeen seconded the proposal RESOLVED to elect as Chair – Cllr T Guest – all agreed Cllr Guest nominated Cllr Waldron as Vice Chair, Cllr Chik seconded RESOLVED to elect Cllr Waldron as Vice Chair – all agreed Appointments to committees and Parish groups RESOLVED to approve: Cemetery – Cllr Waldron Allotment – Cllr Waldron Planning – Cllr Guest Recreation – Cllr Chik Highways – Cllr Edgoose Footpaths – Tim Manning – ACTION - Clerk to invite parish council meeting. WVT representative – Jerry Barnes Flooding – Cllr Hanna Defib – Cllr Hanna	Clerk
26/02	Annual Governance and Procedure Review and approve Standing Orders and Financial Regulations RESOLVED to agree Standing Orders and Financial Regulations.	
26/03	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 2026 – 31ST May 2027 RESOLVED to continue with Hiscox insurance	
26/04	Review Council membership of HALC, SLCC and other memberships RESOLVED to agree to approve SLCC and CPRE and not to continue with HALC	

26/05	To review Councils policies and procedures: Complaints procedure Freedom of Information Act 1998 procedure. Data Protection Act 1998 and General Data Protection Regulations procedure Meeting of the Hursley Parish Council	
	RESOLVED to agree the above policies.	
	AGM concluded	
	<u>Meeting of the Parish Council</u>	
26/06	Public Participation (limited to 3 mins each)	
	Clerk stated that the ROSPA report had not been received. It was noted the at there had been more repairs to the train – Thanks were made to Alex Bell.	
26/07	To approve the minutes of the last meeting – 12th March 2026	
	RESOLVED to agree	
26/08	Community applause – thanks & appreciation for parishioners who have contributed locally notably since last meeting. Contributions and thanks extended to Christine Eldridge for leading the handed-over village flower troughs activity, together with Roelien, Nicolas, and the rest of the group of voluntary helpers. Call for new nominations for next meeting	
	Also, thanks were made to Martin Paterson for the work around War Memorial	
26/09	District Councillor report WCC Arboriculture Manager, Ben Lewis, on technical detail behind 211 Notice relating to the Holm Oak, 79 Main Road – link to planning 26/00658/TPC No Comment from HPC on this item.	
	Cllr Brophy was not at the meeting – Clerk would forward report when it arrived. Ben Lewis – WCC arboriculture manager, spoke about the Holm Oak. He explained the process of decisions, about the difference between section 211 – Conservation area and a TPO. The council had the opportunity to ask questions. Holm oak replacement AGENDA	AGENDA
26/10	County Councillor report - Update on shared space in Port Lane proposal	
	Cllr James Batho introduced himself as the new county councillor. There was some discussion about the white lines at Port Lane and that they would be put back in correct place next time lines were repainted. There was an overall agreement on 20mph being suitable on Port, Collins, Email Lanes. Reinvestigation by Cllr Edgoose ACTION Clerk to give Cllr Bathos email address to Cllr Edgoose so that they can have further discussions and work together.	Clerk Cllr Edgoose
26/11	Police and Crime report	
	Nothing to update	
26/12	Finance and Council matters	
26/12.1	Item25/82 - HVCA website – It was noted that the HVCA now had a new website - HVCA/Home.org.uk ACTION Clerk to add link to the HPC website. COMPLETE Item 25/43.2 It was noted that Standon pull bus have still not been done completely (Where road ceases to be a road and become a bus stop.) Clarity on which bus stops were affected and it was confirmed that it was Pitt, Standon. IBM – southbound. ACTION – Cllr Waldron – To be completed by Lengthsman ACTION Clerk	Clerk
26/12.2	To agree Payments and Receipts	

	RESOLVED to agree Hursley Parish Council 12 May 2026 (2026 - 2027) PAYMENTS & RECEIPTS LIST <table><tr><th>Vouche</th><th>Code</th><th>Date</th><th>Minute</th><th>Bank</th><th>Payment Ref.</th><th>Description</th><th>Supplier</th><th>VAT Type</th><th>Net</th><th>VAT</th><th>Total</th></tr><tr><td>2</td><td>11</td><td>07/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Water</td><td>Scottish Water</td><td>Z</td><td>-30.18</td><td></td><td>-30.18</td></tr><tr><td>1</td><td>22</td><td>09/04/2026</td><td></td><td>Lloyds Instant</td><td></td><td>Receipt - Interest</td><td>Lloyds</td><td>Z</td><td>7.85</td><td></td><td>7.85</td></tr><tr><td>3</td><td>23</td><td>09/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Receipt - Lengthsman</td><td>Olivers Battery PC</td><td>Z</td><td>440.00</td><td></td><td>440.00</td></tr><tr><td>4</td><td>21</td><td>10/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Receipt - Precept</td><td>WCC</td><td>Z</td><td>21,000.00</td><td></td><td>21,000.00</td></tr><tr><td>5</td><td>24</td><td>10/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Receipt - Cemetery fee</td><td>Blackwells</td><td>Z</td><td>75.00</td><td></td><td>75.00</td></tr><tr><td>3</td><td>17</td><td>16/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Dog bins</td><td>WCC</td><td>E</td><td>-195.00</td><td></td><td>-195.00</td></tr><tr><td>6</td><td>23</td><td>22/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Receipt - Lengthsman</td><td>South Worston PC</td><td>Z</td><td>440.00</td><td></td><td>440.00</td></tr><tr><td>5</td><td>01</td><td>29/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Pension</td><td>HCC Pensions</td><td>Z</td><td>-213.07</td><td></td><td>-213.07</td></tr><tr><td>6</td><td>01</td><td>29/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Pension</td><td>HCC Pensions</td><td>Z</td><td>-263.90</td><td></td><td>-263.90</td></tr><tr><td>4</td><td>13</td><td>29/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Expenses</td><td>E Billingham</td><td>Z</td><td>-231.44</td><td></td><td>-231.44</td></tr><tr><td>9</td><td>01</td><td>29/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - salary</td><td>E Billingham</td><td>E</td><td>-660.21</td><td></td><td>-660.21</td></tr><tr><td>7</td><td>05</td><td>29/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Grant</td><td>PCC Hursley</td><td>E</td><td>-300.00</td><td></td><td>-300.00</td></tr><tr><td>8</td><td>20</td><td>29/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Lengthsman</td><td>E Billingham</td><td>E</td><td>-116.66</td><td></td><td>-116.66</td></tr><tr><td>10</td><td>13</td><td>30/04/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Service charge</td><td>Unity Trust banks</td><td>E</td><td>-7.00</td><td></td><td>-7.00</td></tr><tr><td>7</td><td>26</td><td>01/05/2026</td><td></td><td>Unity Trust</td><td>CLL income</td><td>Receipt - CLL income</td><td>WCC</td><td>Z</td><td>1,648.34</td><td></td><td>1,648.34</td></tr><tr><td>1</td><td>13</td><td>01/05/2026</td><td></td><td>Lloyds</td><td></td><td>Payment - Bank charge</td><td>Lloyds</td><td>Z</td><td>-4.25</td><td></td><td>-4.25</td></tr><tr><td>11</td><td>11</td><td>05/05/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Water</td><td>Scottish Water</td><td>E</td><td>-30.18</td><td></td><td>-30.18</td></tr><tr><td>2</td><td>22</td><td>11/05/2026</td><td></td><td>Lloyds Instant</td><td></td><td>Receipt - Interest</td><td>Lloyds</td><td>Z</td><td>8.11</td><td></td><td>8.11</td></tr><tr><td>12</td><td>01</td><td>11/05/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Pension</td><td>HCC Pensions</td><td>E</td><td>-0.10</td><td></td><td>-0.10</td></tr><tr><td>13</td><td>09</td><td>11/05/2026</td><td></td><td>Unity Trust</td><td></td><td>Payment - Planters</td><td>Ms C Eldridge</td><td>S</td><td>-213.37</td><td>-42.67</td><td>-256.04</td></tr><tr><td colspan="9">Total</td><td>21,353.94</td><td>-42.67</td><td>21,311.27</td></tr></table>	Vouche	Code	Date	Minute	Bank	Payment Ref.	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[Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2026](#)

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.	The council could look at the Lloyds multipay card that can be linked to the Unity Trust account <i>(also raised last two years)</i>
Grant application	The grant application form and policy are not published on the council website	A grant form such as this should be adopted and used from now on. <i>(also raised last two years)</i>
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 1n 2025 but are not on the website	Please ensure that all web published documents are the current versions.
Internal auditor appointment	It is good practice to minute who the internal auditor is each year.	A review of independence and competence f the current appointee should be carried out annually.
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 two year)</i>	Please ensure that the risk assessment is reviewed and approved every year.
Review of internal control	Members are responsible for reviewing internal controls throughout the year.	A policy such as this should be adopted and applied each year.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council now	comply with this test.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test.
F	<i>Cash payments were properly supported by receipts, all 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 wit this</i>	

EleanorGreene@DoTheNumbers.uk

Registered in England No. 7871759

Director: Eleanor S Greene

	<i>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 two 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>	
	The records of the council now	comply with this test.

26/12.4	Annual Governance and Accountability Return a) To make the Annual Governance Statement 2025 2026 - AGREED b) To approve the accounts and Statement for the return AGAR Part 3 RESOLVED to approve To approve the Chair and the Clerk to sign Section 1 - Annual Governance Statement 2025 2026 – RESOLVED to approve. Section 1 was signed. - To approve the Chair to sign Section 2 - Accounting Statements 2025 2026 – RESOLVED to approve Chair to sign – Section 2 was signed. c) External Auditor - Declaration of a Conflict of Interest. To receive councillors' assurance regarding undertaking to the external auditor, BDO LLB, appointed independently by the Smaller Authorities' Audit Appointments Board in 2023, to continue until 2028. RESOLVED to assure d) To approve a Notice of the Period for the Exercise of Public Rights and the declaration that the accounting statements are as yet unaudited. Date of Announcement Monday, 8 June 2026 Inspection period commences Tuesday, 9 June Inspection closes Monday 20th July 2026 RESOLVED to approve ACTION Clerk to action above.	Clerk
26/12.5	APM – To note arrangements for the 1st June 2026	
	ACTION – Clerk to purchase wine and nibbles Beekeeper has been invited – ACTION Cllr Warwick to chase up Southern Water – ACTION Cllr Hanna to follow up. Vicar – ACTION Clerk to remind him again. HVCA report – ACTION Clerk to chase Village Hall report – ACTION Cllr Guest to chase	Cllr Warwick Cllr Hanna Clerk Cllr Guest
26/12.6	To discuss fly-tipping and update on suggested actions by the HPC – ACTION Cllr Hanna	
	Cllr Hanna had sent out a report prior to the meeting. Council agreed in principle – ACTION Clerk to check insurance for height – it was agreed to approach the SLR team and ask if they would install cameras as they had insurance. Location and landowners' permission needed to be investigated if relevant. ACTION Contact WCC fly tipping team and let them know what they would be doing.	
26/12.7	To formerly discuss/agree to CAG working party/advisory group amended terms.	
	AGENDA for next meeting	AGENDA
26/12.8	To discuss HPC communications with residents and agree any changes/way forward	
	HPC use village What's App, Facebook and website to communicate widely. ACTION Clerk and Cllr Killeen to look at what other councils do differently	Cllr Killeen
26/13	Planning	
26/13.1	Planning update and any decisions – Update from clerk as per Yew Tree Cottage alleged car storage issue at Pitt	
	Enforcement have closed case. Deadline to remove cars has been given to land owner.	
26/13.2	WCC Local Plan update – No update since previous meeting, no further update or action at this time	
26/13.3	Neighbourhood Plan update - No update since previous meeting, no further update or action at this time	
26/14	Reports of Council Representatives – any new reports will be added online. To note any relevant updates from local groups. NONE	
26/15	Recreation Ground & Environment Matters. Lengthsman update	
26/15.1	Lengthsman update – Standon bus pull ins	
26/15.2	Recreation Ground report – Cllr Chik – Report on the website ahead of meeting	
	Nothing to add. ACTION Cllr Edgoose to repair/new latch on tennis courts.	Cllr Edgoose
26/15.3	Matters arising – Item 25/93.1 - Signage	

	ACTION Cllr Gregory to contact Clerk to arrange and confirm the order. – On going Item 25/75.7 – Cllr Chik to discuss lighting on path with IBM – Cllr Chik was given different contact details at IBM and would ask about the supply. ACTION Cllr Chik – NOTE this has been repaired. Closed It was noted that IBM or solar supply company might offer a community grant – ACTION Cllr Chik To note Tennis court with net and mini-goals has been reinstated and communicated to residents. Head for bouncy animal has been ordered. Awaiting delivery. Clerk chased.	
26/15.4	To discuss future investment in equipment and/or maintenance of existing structures, and agree any actions needed.	
	To consider options for the basketball court. ACTION Cllr Chik to bring ideas to the next meeting. AGENDA Budget for work - ACTION Clerk	Cllr Chik AGENDA
26/16	Highways report – Cllr Edgoose	
	Nothing new apart from the agreement that the white lines at Port Lane would be reinstated when lines next painted.	Cllr Edgoose
26/17	SLR report – Cllr Edgoose	
	SLR – report sent out. Hope to build data and get camera van out. ACTION Cllr Edgoose to provide a summary report for the public / parish magazine. Update on potential new post. Traffic East had come back with quotes for poles and wanting more details ACTION Clerk and Cllr Killeen to discuss	Cllr Edgoose Cllr Killeen Clerk
26/18	Footpaths – APM report sent in and on website.	
26/19	Allotments	
	No update	
26/20	Cemetery	
	Trimming of overhanging trees completed by Peter Yeates. It was noted that the remaining road plannings would be used to smooth out some further uneven parts on the track. ACTION Cllr Chik to instruct	Cllr Chik
26/21	Next meeting 1st June APM 13th July 14th September (to note this is 2nd Monday) 16th November Meeting ended at 8:05pm	