

All minutes are draft until ratified by the Council at the next meeting

## HEADLEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 9<sup>th</sup> March 2026 at the Parish Office, Arford Road, Headley at 7.30pm

**Present:**

Cllr Mark Dickens

Cllr Neville Merritt

Cllr Sally Laker

Cllr Stephen Thair

Cllr Ann Sherburn-Hall

Cllr Lesley Coombes

Cllr Deborah Chamberlain

Cllr Rebecca Hudson

Cllr Paul Tansley

Cllr Tony Williamson

**In attendance:** Mrs Rachel Audsley (Clerk & Executive Officer) and C.Cllr Curnow-Ford

C203/25

**Apologies for Absence**

Cllr Williams of which reasons were accepted.

C204/25

**Declaration of Interests**

None.

C205/25

**Public Participation**

None.

C206/25

**Council Minutes**

**RESOLVED:** To confirm the Minutes of the Full Council meetings held on 9<sup>th</sup> February 2026

C207/25

**Committee Minutes**

The Planning Minutes from 3<sup>rd</sup> March 2026 were received.

C208/25

**Chairman's Report**

The Chairmans report had been previously circulated and is attached to these minutes.

C209/25

**Hampshire County Council Matters**

- a. County Cllr Debbie Curnow-Ford circulated her report which is attached to these Minutes.
- b. None

C210/25

**East Hants District Council**

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Cllr Williams report had been previously circulated and is attached to these Minutes.

C211/25

**Council Representative reports**

- a. HVH – Next meeting Friday 13<sup>th</sup> March.
- b. Parish Enhancement Group – The Group have revised their Terms of Reference. The bench and memorial policy has now been completed. Both will be issued in advance of the next meeting. A job description has been created to for Trees and Christmas lights and job descriptions for the area leads are being drafted.  
Tree guards to the village green have recently been fitted. Development of the plan for improvements is continuing and will be brought to a future meeting.  
The bus shelter grant application has now been submitted for review.

**Financial matters**

C212/25

**Bank Reconciliations and Trial Balance for 31<sup>st</sup> January 2026**

**RESOLVED:** Members received and approved the bank reconciliations and trial balance for January 2026.

C212/25

**Payments (including credit card payments) for February 2026**

**RESOLVED:** Members received and approved the payments (including credit card payments) for February 2026 consisting of 30 transactions totalling £208,430.79

C213/25

**Pavilion Payments & Receipts (including credit card payments) for February 2026.**

**RESOLVED:** Members received and approved payments (including credit card payments) for February 2026 consisting of 6 transactions totalling £117,399.00

C214/25

**Receipts for February 2026**

**RESOLVED:** Members received and approved the receipts for February 2026.

C215/25

**Income & Expenditure against budget as at 28<sup>th</sup> February 2026**

**RESOLVED:** To approve the income and expenditure for February 2026.

C216/25

**To note any payments made outside of meetings under the Scheme of Delegation.**

John Dorans pétanque £6,500, Turtle Mats £529.75

C217/25

To consider payroll 2026/27 services quotation.

**RESOLVED:** To appoint under the scheme of delegation to a cost of £845 or below, following receipt of the outstanding third quotation.

C218/25

**Internal Council Matters**

- a. To agree Annual Parish meeting date and format.

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**RESOLVED:** To include updates on Chair report, Planning, Open Day, PEG, FVWP. All area owners to feedback initial documentation end of April.

- b. To note and approve Data Protection Policy  
**RESOLVED:** To approve Data Protection & Privacy Policy
- c. To note and approve Data Retention Policy  
**RESOLVED:** To approve Data Retention Policy
- d. To note and approve IT Policy  
**RESOLVED:** To approve IT Policy
- e. To consider Trusted PC Man quotation for commissioning a single Microsoft team communication and file storage platform for file sharing.  
**RESOLVED:** To proceed with quotation

**C219/25 Open Spaces & Sport**

- a. To consider quotation for tree works Arford Common  
Quotation had not yet been received following M Welby's tree report. It was agreed the Clerk would share the information of the report and advise the resident concerned about their property that HPC would be following the advice of M Welby's report.
- b. To note grass cutting contract expiration and consider extending current contractor for two months.  
**RESOLVED:** To proceed using existing contractor.
- c. To note Parish Enhancement Terms of Reference  
**RESOLVED:** Defer to next meeting.
- d. To consider continuing contracting with Grayshott PC with regards to lengthman services until March 2028  
**RESOLVED:** To continue contracting until March 2028
- e. To consider quotation for playground works identified in RoSPA inspection.  
**RESOLVED:** To approve up to £6k under the Scheme of Delegation

**C220/25 New Playing Fields and Pavilion**

- a. Update on variation budget tracker  
**RESOLVED:** Cllr Laker gave an overview of the current tracker.
- b. To note latest invoice relating to pavilion contractor Flint Construction Ltd.  
**RESOLVED:** To note and approve the latest invoice for £125,053.48 inc. VAT
- c. To note appointment of two new staff members undertaking Caretaking and Facilities Management on a job share basis.
- d. To note and approve contract works under the Scheme of Delegation.  
Paul Juniper Building Valuation £600, Mural Artist £2,500, Locks and keys £209.52
- e. To note and approve Working Party notes of 3<sup>rd</sup> March 2026 and recommendations contained therein.

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**RESOLVED:** To accept and approve Working Party recommendations as per the notes of 3<sup>rd</sup> March 2026.

- f. To note meeting with EHDC Wellbeing Manager and Hampshire Cricket Board Development Manager and approve recommendations contained therein.  
Cllr Dickens had previously circulated an update
- g. Communication Update  
Cllr Merritt previously circulated the news update for the noticeboards and website.
- h. To note change of management and operating practice for the newly refurbished pavilion.  
It was noted that the pavilion was formally handed over by Flint Construction to HPC. The working party will now focus on the set up and operation of the pavilion.
- i. To outline the new role of a Sports and Pavilion Operational Group and consider representatives from Councillors  
**RESOLVED:** To form a committee to oversee the operations. A terms of reference will be undertaken with briefing document to outline the role and appeal for volunteers.
- j. To consider Fire Risk quotation  
**RESOLVED:** To accept quotation from MCT Fire Safety Consultancy £390.00

Meeting closed 9.10pm