

HEADLEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 20th April 2026 at the Pavilion, Mill Lane, Headley at 7.30pm

Present:

Cllr Mark Dickens

Cllr Neville Merritt

Cllr Sally Laker

Cllr Stephen Thair

Cllr Ann Sherburn-Hall

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, two Members of the Public.

C228/25 **Apologies for Absence**

Cllr Lesley Coombes of which reasons were accepted.

C229/25 **Declaration of Interests**

None.

C230/25 Cllr Dickens requested an additional item on the agenda to be discussed at the appropriate time in relation to supplying a letter of support to the Home School for nursery provision. All those present agreed.

C231/25 **Co-Option**

The Council heard from two potential candidates.

RESOLVED: To appoint Ben Daunter as Councillor following a vote of 6 Cllrs and agreed by all those present.

The other candidate showed interest in joining the Parish Enhancement Group as a non-appointed member. This was agreed by all Councillors present.

C232/25 **Council Minutes**

RESOLVED: To confirm the Minutes of the Full Council meetings held on 9th March 2026

RESOLVED: To confirm the Minutes of the Extra-Ordinary Meeting of the Full Council on 20th March 2026.

C233/25 **Committee Minutes**

RESOLVED: To confirm The Planning Minutes from 13th April 2026 were received.

C234/25 **Chairman's Report**

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

C235/25 **Hampshire County Council Matters**

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

C236/25 **East Hants District Council**

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

C237/25 **Council Representative reports**

- a. HVH – Tree works to the car park area had been carried out. There was some concern about the water mole and monitoring of use and ongoing heating of the hall. There is a group called MOTH (Maintenance Of The Hall) been set up and will approach Headley CAN for advice. The next item to be looked at is carpark surfacing.
- b. HSA Next meeting this coming Thursday.
- c. River Wey Trust – There is an event at Haslemere Museum this coming Saturday and their next meeting scheduled for 29th April.
- d. Twinning – 14 – 17th May is the Corne trip.
- e. Parish Enhancement Group – The Group met last week. The revised Terms of Reference had been sent out and any feedback welcome. The bench and memorial policy have now been completed. Both will be issued in advance of the June meeting.

Financial matters

C238/25 **Bank Reconciliations and Trial Balance for 28th February 2026**

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

C239/25 **Payments (including credit card payments) for March 2026**

RESOLVED: Members received and approved the payments (including credit card payments) for March 2026 consisting of 52 transactions totalling £39,495.34

C240/25 **Pavilion Payments & Receipts (including credit card payments) for March 2026.**

RESOLVED: Members received and approved payments (including credit card payments) for March 2026 consisting of 13 transactions totalling £154,851.13

- C241/25 **Receipts for March 2026**
RESOLVED: Members received and approved the receipts for March 2026.
- C242/25 **Income & Expenditure against budget as at 31st March 2026**
RESOLVED: To approve the income and expenditure for March 2026.
- The Clerk to ask the RFO what period does the electricity entry cover.
- C243/25 **To note any payments made outside of meetings under the Scheme of Delegation.**
Radio Hire £60.00
Reception food for open day £181.00 M&S order
- C244/25 **To consider Internal Auditor quotation**
Deferred.
- C245/25 **To agree Annual Parish meeting refreshments**
RESOLVED: To purchase any refreshments required.
- C246/25 **Internal Council Matters**

a. To consider introducing MS Teams working proposal
RESOLVED: To explore further with a demonstration in June.
- C247/25 **Open Spaces & Sport**
a. To note Parish Enhancement Group Minutes and recommendations
RESOLVED: To confirm receipt of the PEG Minutes and recommendations.
b. Update on Bus shelter grant and associated works.
Works are due to be carried out from June. There will be a comms strategy to be added to the June agenda.
- C248/25 **New Playing Fields and Pavilion**
a. Update on variation budget tracker
An update on the tracker was discussed.
b. To note and approve latest Flint Construction Invoice
RESOLVED: To approve the invoice for £71,309.09
c. To note and approve Working Party notes of 24th March and 13th April 2026 and recommendations contained therein
RESOLVED: To approve the Working party notes of 24th March and 13th April 2026 and all recommendations contained therein.
d. Communication update
Coverage in the Bordon Herald and Shine Radio in anticipation of the grand opening.
e. To note change of management and operating practice for the newly refurbished Pavilion.

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

Mill Lane users rules and policies on the basis of clubs and private users had been put together on the basis of a Working Group to oversee the operating of the pavilion.

- f. To consider Legionella Risk Assessment quotation.
RESOLVED: To accept the quotation from RETAW at £550.00
- g. To consider laptop for caretakers
RESOLVED: To purchase a laptop upto £500
- h. To consider and agree patio extension quotation
RESOLVED: To accept the quotation from Dorans of Headley at £8,750.00
- i. To agree VIP catering costs
RESOLVED: For Cllr Sherburn-Hall to purchase any necessary items and claim back
- j. To note and agree Pavilion hire rate card
RESOLVED: To adopt the previously circulated rate card.
- k. To consider and agree quotation for bin compound
RESOLVED: To approve under the scheme of delegation to a maximum spend of £800.
- l. To consider and agree quotations for fencing
Deferred
- m. To consider and agree proposal for Cricket usage for Pavilion
RESOLVED: Pay and play for 2026 season. Meeting next Saturday with Cricket Club. Way forward to be approved and signed off via email from Council members.
- n. To consider and agree quotation for new entrance signs to Headley Pavilion
RESOLVED: To accept quotation of £330 exc. VAT per sign
- o. To note music licence cost.
To note music licence expenditure cost of £870
- p. To note confirmation of S106 funding
The S106 funding for the final phase of the Pavilion works was awarded for three separate applications, £49,960, £39,950 and £5,596

C249/25 Support to the Home School funding application for nursery provision.

Cllr Dickens had received an email from the Head of The Holme School seeking a letter of support from HPC for a school led nursery at The Holme.

RESOLVED: Agreed by all those present for Cllr Dickens to draft and send a letter of support.

Meeting closed 9.32pm