

HEADLEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 8 June 2026 at the Pavilion, Mill Lane, Headley at 7.30pm

Present:

Cllr Mark Dickens	Cllr Rebecca Hudson
Cllr Anthony Williams	Cllr Neville Merritt
Cllr Ben Daunter	Cllr Lesley Coombes
Cllr Tony Williamson	Cllr Sally Laker
Cllr Stephen Thair	
Cllr Ann Sherburn-Hall	

In attendance: Mrs Rachel Audsley (Clerk & Executive Officer, Cllr Debbie Curnow-Ford)

- C020/26 **Apologies for absence**
Paul Tansley of which reasons were accepted.
- C021/26 **Public Participation**
An open session for members of the public and Councillors to propose items for discussion on a future Agenda, raise questions* on Parish Council matters and to express their point of view on items for discussion on this Agenda**. Session limited to 15 minutes, 3 minutes per speaker.
- C022/26 **Declaration of Interests**
None.
To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have.

None.
- C023/26 **Council Minutes**
To confirm the minutes of the last meeting of Full Council held on 18th May 2026.
RESOLVED: To confirm the minutes of the Full Council meeting held on 18th May 2026. One slight amendment to Cllr attendance.
- C024/26 **Committee Minutes** To receive the minutes of the Planning Committee held on 1stth June 2026.

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

The minutes of the Planning Committee meeting held on 1st June 2026 were received.

C025/26 Chairmans Report

No formal report this month, however the Chair noted the sad news of the passing of Don Stephens who chaired the HSA for many years and carried out sterling work as the pavilion caretaker. The Chair will prepare a letter of condolences.

C026/26 Hampshire County Council matters

To receive the County Councillor's Report
County Cllr Debbie Curnow-Ford was at the meeting, and her report is attached to these Minutes.

To note any Highways Orders for information
None.

C027/26 East Hampshire District Council

To receive the District Councillor's Report
District Cllr report is attached to these Minutes.

C028/26 Council Representatives

To receive any important reports from Council representatives

Headley Allotment Association – The pond has made a massive difference to any flooding with the water receding quickly. There were some questions around the maintenance around the pond, particularly removal of the comfrey and regular strimming. Some further definition was required to the groundworks and function and vegetation. Cllr Coombes to take back to HAHA.
The defibrillator has been purchased. Cllr Thair to arrange a community wide defib training.

HVH – Meetings on 22nd and 29th. There was a recent Spring Fayre, the leaking roof was discussed and concern over the old glass embedded in the bank. The HVH will conduct monthly inspections. Work was being investigated to make the heating more efficient.

EHAP&TC – Local Government Summit scheduled for Thursday 10-4 in Southampton AGM on 16th or 21st.

HSA – next meeting 23rd July whereby it will formally disband. A donation towards the pavilion of £8,790 will be distributed. It was discussed that possible turf around the patio and entrance area. It was agreed that a plaque in memory for Don Stephens will be placed within the pavilion.

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River Wey Trust – There is now a sign at Standford ford saying sponsored by HPC in recognition of funding towards water testing. The Bramshott open gardens will also include Allees meadow.

Twinning – Next meeting Monday 15th, although Cllr Chamberlain circulated a summary of the trip to Corne.

C029/26 Financial matters

- a. To receive and sign as approved bank reconciliations for March 2026 and accompanying Trial Balances.
RESOLVED: Members received and approved the bank reconciliations and trial balance for March 2026.
- b. To receive and approve the list of payments, including credit card payments for April 2026.
RESOLVED: Members received and approved the payments (including credit card payments) for April 2026 consisting of 71 transactions totalling £230,538.03
- c. To receive and approve the list of receipts for April 2026.
RESOLVED: Members received and approved the receipts for April 2026.
- d. To receive and approve income and expenditure for April 2026.
RESOLVED: To approve the income and expenditure for April 2026.
- e. To receive and sign as approved bank reconciliations for April 2026 and accompanying Trial Balances.
RESOLVED: Members received and approved the bank reconciliations and trial balance for April 2026.
- f. To receive and approve the list of payments, including credit card payments for May 2026.
- g. **RESOLVED:** Members received and approved the payments (including credit card payments) for May 2026 consisting of 60 transactions totalling £244,404.47
- h. To receive and approve the list of receipts for May 2026.
RESOLVED: Members received and approved the receipts for May 2026.
- i. To receive and approve income and expenditure for May 2026.
RESOLVED: To approve the income and expenditure for May 2026.
- j. To note any payments made outside of meetings under the Scheme of Delegation.
To note Insurance provision to Zurich for a three year term commencing 1st June 2026 at a cost of £3,570.92
- k. To approve Earmarked Reserve movements for 2026/27
RESOLVED: To approve the Earmarked Reserve movements.

C030/26 Annual Governance and Accountability Return for year ended 31st March 2026

- a. To note the Annual Internal Auditor Report (previously circulated)

The Internal Auditors report was noted and will be put before the Finance & Policy panel to work through the recommendations.

- b. To review and if appropriate, approve and sign the Annual Governance Statement to be included in the Annual Governance and Accountability Return for the year ended 31st March 2026.

RESOLVED: The Annual Governance Statement for inclusion in the Annual Governance and Accountability Return for the year ended 31st March 2026 was reviewed, approved and signed.

- c. To review and if appropriate, approve and sign the Accounting Statements 2025/26 to be included in the Annual Governance and Accountability Return for the year ended 31st March 2026.

RESOLVED: The Accounting Statements 2025/26 for inclusion in the Annual Governance and Accountability Return for the year ended 31st March 2026 was reviewed, approved and signed.

- d. To review and if appropriate, approve and sign the bank reconciliation and explanation of account variances to be submitted to the External Auditors with the Annual Governance and Accountability Return for the year ended 31st March 2026.

- e. To note the Exercise of Public Rights (as previously circulated) to be Monday 15th June to Wednesday 22nd July 2026.

RESOLVED: The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return was agreed with dates to commence Monday 15th June 2025 ending on Wednesday 22nd July 2025.

- f. To note Conflict of Interest with BDO LLP

RESOLVED: To declare there is no Conflict of Interest with BDO LLP

C031/26 Internal Matters

To note and agree reward for long service for D. Chamberlain.

RESOLVED: To purchase a reward up to £100. Cllrs to feed any ideas to the Clerk within two weeks.

C032/26 Open Space & Sport

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- a. To receive the Parish Enhancement Group minutes of the 21st May 2026 and all recommendations contained therein.

RESOLVED: To approve the minutes of 21st May 2026

- b. To review and approve the previously circulated Memorial and Bench Policy

RESOLVED: To approve the Memorial and Bench Policy

- c. To note Fair request for use of the green 29th July to 10th August.

RESOLVED: To permit use of the green for the fair subject to insurance and risk assessment being provided.

- d. To receive Headley Allotments Holders Association Minutes

RESOLVED: To receive the minutes of the Headley Allotment Holders Association.

C033/26 Pavilion

- a. To approve HPC application for a bar licence with the intention to run via a designated premises license holder with remuneration. HPC will take ownership of all aspects of running the bar.

RESOLVED: Cllr Daunter to apply for the license.

- b. To seek approval to continue to formulate the Sports and Social Club committee Terms of Reference for the next meeting. Any decisions to be delegated under the Scheme of Delegation.

RESOLVED: To agree to permit any decisions under the Scheme of Delegation.

- c. To consider quotations for fencing around bin compound and air conditioning unit at rear of pavilion.

RESOLVED: To seek quotation for the area enclosing air-conditioning unit only and to proceed up to a value of £2000.