

HEADLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 18 May 2026 at the Pavilion, Mill Lane, Headley at 7.00pm

Present:

Cllr Mark Dickens

Cllr Anthony Williams

Cllr Ben Daunter

Cllr Tony Williamson

Cllr Stephen Thair

Cllr Ann Sherburn-Hall

Cllr Rebecca Hudson

Cllr Neville Merritt

Cllr Paul Tansley

Cllr Sally Laker

Cllr Lesley Coombes

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

The Chair opened the meeting and advised all those present that Cllr Deborah Chamberlain had resigned earlier this day.

- C001/26 **Election of Chairman & Declaration of Acceptance of Office**
RESOLVED: That Cllr Mark Dickens be Chairman for the coming year.
Proposed by Cllr Williams, seconded by Cllr Tansley and unanimously agreed by those present.
- C002/26 **Election of Vice Chairman**
RESOLVED: That Cllr Tony Williamson be Vice-Chairman for the coming year.
Proposed by Cllr Williams, seconded by Cllr Hudson and unanimously agreed by those present.
- C003/26 **Register of Interest**
The Clerk reminded those present to regularly check and advise of any updates throughout the year.
- C004/26 **Declaration of Interests**
None declared.
- C005/26 **Public Participation**
None.

C006/26 **Appointment of Planning Committee, Finance & Policy Panel , Parish Enhancement Group and Community Resilience Panel**

RESOLVED: That the following Councillors are appointed to:

Planning Committee

Cllr Tony Williamson

Cllr Sally Laker

Cllr Ben Daunter

Cllr Neville Merritt

Cllr Paul Tansley

Cllr Anthony Williams

Finance & Policy Panel

Cllr Anthony Williams

Cllr Mark Dickens

Cllr Tony Williamson

Cllr Sally Laker

Parish Enhancement Group

Cllr Peter Ellens

Cllr Lesley Coombes

Cllr Tony Williamson

Cllr Stephen Thair

Cllr Mark Dickens

Cllr Ben Daunter

Cllr Neville Merritt

Cllr Rebecca Hudson

Non appointed Cllr Peter Ellens

Non appointed Cllr Sarah Borlotti

Community Resilience

Cllr Stephen Thair

C007/26 **Election of Chairman and Vice-Chairman of the Planning Committee**

RESOLVED: To elect Cllr Tony Williamson as Chairman and Cllr Sally Laker as Vice Chairman for 2026/27.

C008/26 **Council Minutes**

RESOLVED: To confirm the Minutes of the Full Council meetings held on 20th April 2026.

C009/26 **Committee Minutes**

The Planning Minutes from 11th May 2026 were received.

C010/26 **Confirmation of Appointment of Representatives to Outside Bodies 2026/2027**

RESOLVED: The named Councillors were appointed to represent the Council on the following outside bodies:

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

Headley Allotment Association	Ben Daunter, Lesley Coombes, Stephen Thair
Headley Village Hall	Sally Laker Lesley Coombes
EHAP & TC	Rebecca Hudson Stephen Thair
HALC AGM	Anthony Williams
Headley Sports Association	Mark Dickens
River Wey Trust	Anthony Williams Neville Merritt
Policing	Tony Williamson
Headley Twinning Association	Mark Dickens Rebecca Hudson
Transport	Tony Williamson Ben Daunter

C011/26 Hampshire County Council Matters

- a. County Cllr Debbie Curnow-Ford was at the meeting, and her report is attached to these Minutes.

C012/26 East Hants District Council

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

Internal Council Matters

C013/26 To note the Internal Auditor report and recommendations contained therein.

The Internal Auditor report was noted. Due to insufficient information being provided on time, the final Internal Auditor visit could not be completed. This has resulted in an extra visit having to be scheduled. If information is not supplied by the new date, then the Council will not be able to comply with the Accounts and Audit Regulations 2015.

C014/26 To Review and Adopt the Standing Orders

RESOLVED: To agree and adopt the Model Standing Orders.

C015/26 To Review and Adopt the Financial Regulations

RESOLVED: To agree and adopt the Model Financial Regulations.

CO16/26 To review insurance renewal

This has been deferred due to the Asset Register still requiring completion. This is required by 28th May in order for the Internal Auditor visit. Failure to do so will result in the Council being unable to complete the Annual Governance and Accountability Return. This information is also required for the Insurance renewal due 1st June. Any new Insurance renewal will need to be agreed with the Chair and Clerk under the Scheme of Delegation.

CO17/26 To note donation received for the registration on the Gift and Hospitality Register

At the grand opening of the Pavilion and envelope with a gift of £500 cash was received for recognition and thanks to the Council for their work on refurbishing the pavilion for future generations. The gift was specifically for a well-done celebration for the Council. The Council thanks the donator and this will be spent on a small celebration in the coming year.

Pavilion

CO18/26 Approval of the Working Party Notes of 8th May 2026 and recommendations contained therein.

RESOLVED: To approve approve the Working Party notes and recommendations contained there in of 8th May 2026

CO19/26 To consider adopting of the Sports and Social Club committee

RESOLVED: The principle of the SSC was approved. It was agreed that a small sub group meeting would take place to evolve the Terms of Reference and be brought to the next meeting.