

# STRATFIELD SAYE PARISH COUNCIL

## NOTICE OF MEETING

All Councillors are summoned to attend an ordinary meeting of Stratfield Saye Parish Council for the transaction of business as set out in the agenda below.

Date: Monday 13<sup>th</sup> May 2024

Time: 7.30pm

Location: Stratfield Saye Village Hall

**Louise Webb**

Clerk to Stratfield Saye Parish Council

Email: [clerk@stratfieldsaye-pc.gov.uk](mailto:clerk@stratfieldsaye-pc.gov.uk)

**Members of the public and press are welcome to all meetings.**

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## AGENDA

|       |   |
|-------|---|
| 41.24 | To receive and accept apologies for absence.  |
| 42.24 | To receive any declarations of interest relevant to items on the agenda.  |
| 43.24 | To sign as a correct record of the minutes of the Stratfield Saye Parish Council meeting held on Monday 5 <sup>th</sup> February 2024.  |
| 44.24 | Public participation. A maximum of three minutes is permitted for a member of the public to speak. Please read the Public Participation Policy before speaking.   |
|       | <b>To Receive Reports</b>   |
| 45.24 | To receive reports from Borough Councillors.  |
| 46.24 | To receive reports from County Councillors.   |
|       | <b>Clerk's Report</b>   |
| 47.24 | To note that our parish had an election on Thursday 2nd May 2024. Deadline for returning the Candidate Spending Return Form is 31 May 2024. Register of Members Interests to be submitted by 31 May 2024. |
| 48.24 | To confirm that the car park of the recreation ground is now vacant and note the financial contributions received from parishioners.  |
| 49.24 | To note that Cllr Rhydian Vaughan has arranged for a chinook helicopter to fly over the village on 6 <sup>th</sup> June to commemorate the 80th anniversary of D-Day.                                     |
| 50.24 | To note the maintenance arrangements for the defibrillator at The Iron Duke.  |
| 51.24 | To note that SSPC has entered into a new contract with the lengthsman.  |
| 52.24 | To confirm all decisions and actions taken under the Scheme of Delegation.  |

|       |   |
|-------|---|
|       | <b>Parish Matters</b>   |
| 53.24 | To discuss the application to register new footpaths and byways in the village - email from BDBC Planning Department dated 17 <sup>th</sup> November 2023.  |
| 54.24 | To discuss the broken memorial plaque on New Street.  |
| 55.24 | To discuss a new defibrillator being installed at West End Green.   |
| 56.24 | To discuss the new War Memorial and garden on the recreation ground. BDBC Pride in Place Fund application update.   |
| 57.24 | To discuss the removal of the shed at the recreation ground   |
| 58.24 | To discuss and agree tasks for the Lengthsman.  |
| 59.24 | To discuss the Community Transport scheme (formerly known as Dial-a-Ride and Call & Go)   |
| 60.24 | To discuss the condition of the book library in the phone box on New Street.  |
| 61.24 | To discuss the Afternoon Tea on Saturday 8th June 2024 at 2.30pm to commemorate the 80th anniversary of D-Day.  |
| 62.24 | To discuss new governing documentation for the Parish Council and resolve on adoption of the same: -<br><br>New Financial Regulations to be circulated for consideration at the next meeting.   |
| 63.24 | To discuss Thames Water and the pumping station at West End Green   |
|       | <b>Highways</b>   |
| 64.24 | To consider speed calming measures with HCC and the possible purchase of additional Speed Indicator Devices.  |
|       | <b>Planning</b>   |
| 65.24 | To consider applications received and resolve on recommendations to be made on planning applications contained on the Basingstoke and Deane Borough Council weekly lists (basingstoke.gov.uk)<br><br>28.24.5 To discuss the car port at Wigmore Farm. |
|       | <b>Finance</b>  |
| 66.24 | To confirm payments made and received since last meeting.   |
| 67.24 | To authorise any requests for payment due before the next meeting.<br><br>Parish Council Insurance. Renewal in June - quote of £1006.04 (last year £977.51)   |
| 68.24 | To note the current financial situation and sign the Bank Reconciliations   |

|       |  |
|-------|--|
|       | To complete Section 1 of the Annual Governance and Accountability Return   |
| 69.24 | To complete Section 2 of the Annual Governance and Accountability Return   |
| 70.24 | To confirm that no members of the Parish Council to include the Clerk has any conflicts of interest with BDO LLP (External Auditors) |
| 71.24 | To confirm the dates of the Exercise of Public Rights and publication of unaudited Annual Governance and Accountability Return       |
| 72.24 | To agree the date of the next meeting as 7 <sup>th</sup> October 2024 at 7.30pm.   |
| 73.24 | Closing.   |

\*\*\*Following the Meeting there will be a presentation from Beth Elliot who is a Sustainability Advisor from BDBC\*\*\*

# TAX INVOICE

Stratfield Saye Parish Council  
Oakridge  
New Street  
Stratfield Saye  
Reading  
North Hampshire

**Invoice Date**  
01 May 2024

**Account Number**

**Invoice Number**  
18369

**VAT Number**  
GB785375777

Vision ICT Ltd  
2 Arkles Lane  
Liverpool  
L4 2SP

| Description   | Quantity | Unit Price | VAT | Amount GBP |
|---|----------|------------|-----|------------|
| 103, Website hosting and support for July 2024 to June 2025 | 1.00     | 134.38     | 20% | 134.38     |
| Subtotal  |          |            |     | 134.38     |
| Total VAT 20%   |          |            |     | 26.88      |
| Invoice Total   |          |            |     | 161.26     |
| Amount Paid   |          |            |     | 0.00       |
| Amount Due  |          |            |     | 161.26     |

**Due Date: 31 May 2024**

Please pay by BACS into the following account: Account name: Vision ICT Ltd

Sort code: 56-00-49

Account number: 43539769

Please include the invoice number as the reference.

## PAYMENT ADVICE

To: Vision ICT Ltd  
2 Arkles Lane  
Liverpool  
L4 2SP

**Customer** Stratfield Saye Parish Council

**Invoice Number** 18369

**Amount Due** 161.26

**Due Date** 31 May 2024

**Amount Enclosed**

Enter the amount you are paying above





Insurance | Risk Management | Consulting

Stratfield Saye Parish Council  
Oakridge  
New Street  
Stratfield Saye  
Reading  
RG7 2EJ

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

## Pro-Forma Invoice

Client Ref: 1088391  
Policy Ref: 129567209  
Invoice Date: 27 April 2024

|                       |                                  |                       | Amounts (£) | Cost (£) |
|-----------------------|----------------------------------|-----------------------|-------------|----------|
| AJG Community Schemes | Hiscox Insurance Company Limited | Premium               | 907.18      | 1,066.04 |
|                       | Contract No.: 9647383            | Insurance Premium Tax | 108.86      |          |
|                       | Term: 01/06/24 - 31/05/25        | Total Fees            | 50.00       |          |
|                       |                                  |                       |             |          |
| TOTAL                 |                                  |                       |             | 1,066.04 |

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .  
Payments by **direct bank transfer** should be made to the following account, using reference - 1088391.

Bank: Lloyds Bank Plc  
Account Name: AJGIBL GBP CLIENT NST ACCOUNT  
Account Number: 19511668  
Sort Code: 30-80-12  
Swift BIC: LOYDGB21F09  
IBAN Number: GB30 LOYD 3080 1219 5116 68  
COMMENTS :

**FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances\_@ajg.com**

Arthur J. Gallagher Insurance  
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## STRATFIELD SAYE PARISH COUNCIL

### APPENDIX A - Decisions made under the Scheme of Delegation

#### Planning Decisions made under the Scheme of Delegation

|                            |   |
|----------------------------|---|
| <b>Date</b>                | 19 <sup>th</sup> February 2024  |
| <b>Full Council</b>        | Yes   |
| <b>Proposal</b>            | Appeal<br>23/00071/REF at West End House Mortimer Lane West End Green<br>Appeal against refusal of Planning Permission for Erection of 1 no. detached 5 bedroom dwellinghouse, a detached double garage, access and landscaping |
| <b>Interests declared</b>  | None  |
| <b>Vote &amp; Decision</b> | Statement approved by full council and submitted on 20 <sup>th</sup> March 2024.  |

|                            |   |
|----------------------------|---|
| <b>Date</b>                | 20 <sup>th</sup> February 2024  |
| <b>Full Council</b>        | No  |
| <b>Proposal</b>            | 24/00355/LBC & 24/00359/ROC at Goodchilds Hill West End Green<br>Variation of condition 1 of 22/02380/HSE and condition 1 of 22/02381/LBC (Single storey extensions, first floor extension to create additional bedroom with dormer windows, and associated alterations)- Minor design change affecting external appearance (dormers on north elevation). |
| <b>Interests declared</b>  | Yes   |
| <b>Vote &amp; Decision</b> | Vote not required as no comments received   |

**Payments made under the Scheme of Delegation**

| TO                          | ITEM    | Approval/Paid   | AMOUNT - £ |
|-----------------------------|---------|---|------------|
| Castle Water                | Invoice | 21 <sup>st</sup> February 2024<br>In favour (7) Against (0) | 6.30       |
| Ivor Welch                  | Invoice | 15 <sup>th</sup> March 2024<br>In favour (7) Against (0)    | 91.00      |
| Elan City                   | Invoice | 15 <sup>th</sup> March 2024<br>In favour (7) Against (0)    | 217.87     |
| Castle Water                | Invoice | 15 <sup>th</sup> March 2024<br>In favour (7) Against (0)    | 5.89       |
| Enforcement<br>Bailiffs Ltd | Invoice | 8 April 2024<br>In favour (7) Against (0)                   | 960.00     |
| HALC                        | Invoice | 8 April 2024<br>In favour (7) Against (0)                   | 209.00     |
| Vision ICT                  | Invoice | 16 April 2024<br>In favour (7) Against (0)                  | 21.60      |
| Castle Water                | Invoice | 17 <sup>th</sup> April 2024<br>In favour (7) Against (0)    | 6.30       |

**STRATFIELD SAYE PARISH COUNCIL**

**APPENDIX B - Email update from Cllr Tomblin dated 25<sup>th</sup> February 2024 regarding  
Dial A Ride**



**From:** Cllr Chris Tomblin Cllr.Chris.Tomblin@basingstoke.gov.uk   
**Subject:** Dial- a - ride  
**Date:** 25 February 2024 at 08:45  
**To:** StratfieldSaye\_Clerk clerk@stratfieldsaye-pc.gov.uk  
**Cc:** cllr.amanda.harborne@stratfieldsaye-pc.gov.uk



Dear Louise,

I have now had my meeting regarding HCC's proposals for potential cutbacks in travel subsidies.

Any of the services that are subsidised by HCC are at risk which includes Dial-A -Ride . We, BDBC also subsidise this service at about 48%. The view is that the service is therefore on a knife edge as it has already seen the removal of concessions in a bid to help its funding. This may have reduced user numbers as it puts the cost of using the service similar to a bus fare, which is also nearer a taxi fare. It also seems that the administration of the service is finding it hard to recruit and retain drivers.

The HCC Council Future Services Consultation is currently running until 31<sup>st</sup> March and we hope residents are encouraged to respond and support keeping Dial-a Ride as critical transport for rural communities.

This runs until 31st March

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/future-services-consultation>

We should know more of HCC plans by July and will have to see if there is then a way that BDBC can help if the service is potentially dropped at the end of its term ( into next year I believe ).

With kind regards

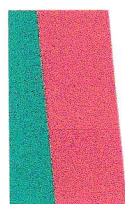
*Chris Tomblin*

Ward councillor for Bramley Ward

Cabinet Member for Climate and Ecological Emergency

Basingstoke and Deane Independent Group

Tel. 07549 637650



**DEBATE  
NOT HATE**  
The right engagement matters.



## STRATFIELD SAYE PARISH COUNCIL

### APPENDIX C - Payments made since last meeting

| TO                          | ITEM  | INVOICE<br>& date paid      | METHOD          | AMOUNT          |
|-----------------------------|---|-----------------------------|-----------------|-----------------|
| Nick Hall                   | Grass cutting at West End Green                 | Receipt<br>29.2.24          | Bank<br>Payment | 14.59           |
| Charlotte Toosey            | New lock  | Receipt<br>29.2.24          | Bank<br>Payment | 9.60            |
| Nick Hall                   | Judge fee for 2022                              | Receipt<br>29.2.24          | Bank<br>Payment | 50.00           |
| Castle Water                | Water   | Invoice<br>21.2.24          | Bank<br>Payment | 6.30            |
| Ivor Welch                  | Assembling SID                                  | Invoice<br>15.3.24          | Bank<br>Payment | 91.00           |
| Elan City                   | 6 mounting bars for SID                         | Invoice<br>04032<br>15.3.24 | Bank<br>Payment | 217.87          |
| Castle Water                | Water   | Invoice<br>15.3.24          | Bank<br>Payment | 5.89            |
| Enforcement<br>Bailiffs Ltd | Removal of travellers from<br>recreation ground | Invoice<br>14454<br>8.4.24  | Bank<br>Payment | 960.00          |
| HALC                        | Membership                                      | Invoice<br>6469<br>8.4.24   | Bank<br>Payment | 209.00          |
| Vision ICT                  | Email accounts - Feb 2024<br>to January 2025    | Invoice<br>17900<br>16.4.24 | Bank<br>Payment | 21.60           |
| Castle Water                | Water   | Invoice<br>17.4.24          | Bank<br>Payment | 6.30            |
|                             |   |                             | <b>TOTAL</b>    | <b>£1592.15</b> |

### Payments received since last meeting

| FROM       | ITEM                               | METHOD                   | AMOUNT          |
|------------|------------------------------------|--------------------------|-----------------|
| Resident A | Contribution towards bailiff costs | Bank transfer<br>4.4.24  | 100             |
| Resident B | Contribution towards bailiff costs | Bank transfer<br>7.5.24  | 250             |
| BDBC       | 1/2 annual precept                 | Bank transfer<br>29.4.24 | 2465.20         |
|            |                                    | <b>TOTAL</b>             | <b>£2815.20</b> |

**APPENDIX D - Payments to be made before next meeting**

| FROM               | ITEM   | INVOICE No         | METHOD       | AMOUNT          |
|--------------------|--|--------------------|--------------|-----------------|
| Vision ICT         | Website hosting and support for July 2024 to June 2025 | 18369<br>1.5.24    | Bank Payment | £161.26         |
| Gallagher Insurers | Council insurance                                      | 1088391<br>27.4.24 | Bank Payment | £1,066.04       |
|                    |  |                    |              |                 |
|                    |  |                    | <b>TOTAL</b> | <b>£1227.30</b> |

**STRATFIELD SAYE PARISH COUNCIL**

**APPENDIX E - Current Financial Situation**



Stratfield Saye Parish Council

**DARBRIDGE**

**NEW STREET**

STRATFIELD SAYE

**RG7 2EJ**

## Your Account

Sort Code

**30-19-45**

Account Number

**00500654**

## TREASURERS ACCOUNT

01 February 2024 to 29 February 2024

|           |        |                             |           |
|-----------|--------|-----------------------------|-----------|
| Money In  | £0.00  | Balance on 01 February 2024 | £8,744.32 |
| Money Out | £80.49 | Balance on 29 February 2024 | £8,663.83 |

## Your Transactions

| Date      | Description                                    | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--|------|--------------|---------------|-------------|
| 21 Feb 24 | CASTLE WATER LTD<br>200000001293130676 2278631 | FPO  |              | 6.30          | 8,738.02    |
| 29 Feb 24 | NICK HALL<br>500000001302320810 SSPC           | FPO  |              | 14.59         | 8,723.43    |
| 29 Feb 24 | NICK HALL<br>300000001305653085 SSPC           | FPO  |              | 50.00         | 8,673.43    |
| 29 Feb 24 | CHARLOTTE TOOSEY<br>200000001298209011 LOCK    | FPO  |              | 9.60          | 8,663.83    |

## Transaction types

|                              |                               |                              |                               |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>BGC</b> Bank Giro Credit  | <b>BP</b> Bill Payments       | <b>CHG</b> Charge            | <b>CHQ</b> Cheque             |
| <b>COR</b> Correction        | <b>CPT</b> Cashpoint          | <b>DD</b> Direct Debit       | <b>DEB</b> Debit Card         |
| <b>DEP</b> Deposit           | <b>FEE</b> Fixed Service      | <b>FPI</b> Faster Payment In | <b>FPO</b> Faster Payment Out |
| <b>MPI</b> Mobile Payment In | <b>MPO</b> Mobile Payment Out | <b>PAY</b> Payment           | <b>SO</b> Standing Order      |
| <b>TFR</b> Transfer          |                               |                              |                               |



Stratfield Saye Parish Council

OAKRIDGE

NEW STREET

STRATFIELD SAYE

RG7 2EJ

## Your Account

Sort Code

30-18-45

Account Number

00560654

## TREASURERS ACCOUNT

01 March 2024 to 31 March 2024

|           |         |                          |           |
|-----------|---------|--------------------------|-----------|
| Money In  | £0.00   | Balance on 01 March 2024 | £8,663.83 |
| Money Out | £314.76 | Balance on 31 March 2024 | £8,349.07 |

## Your Transactions

| Date      | Description                                    | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|--|------|--------------|---------------|-------------|
| 15 Mar 24 | IVOR WELCH<br>300000001314943929 SID           | FPO  |              | 91.00         | 8,572.83    |
| 15 Mar 24 | ELAN CITY LTD<br>600000001311259052 06212      | FPO  |              | 217.87        | 8,354.96    |
| 15 Mar 24 | CASTLE WATER LTD<br>200000001307521766 2278631 | FPO  |              | 5.89          | 8,349.07    |

## Transaction types

|                              |                               |                              |                               |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>BGC</b> Bank Giro Credit  | <b>BP</b> Bill Payments       | <b>CHG</b> Charge            | <b>CHQ</b> Cheque             |
| <b>COR</b> Correction        | <b>CPT</b> Cashpoint          | <b>DD</b> Direct Debit       | <b>DEB</b> Debit Card         |
| <b>DEP</b> Deposit           | <b>FEE</b> Fixed Service      | <b>FPI</b> Faster Payment In | <b>FPO</b> Faster Payment Out |
| <b>MPI</b> Mobile Payment In | <b>MPO</b> Mobile Payment Out | <b>PAY</b> Payment           | <b>SO</b> Standing Order      |
| <b>TFR</b> Transfer          |                               |                              |                               |

Stratfield Saye Parish Council

OAKRIDGE

NEW STREET

STRATFIELD SAYE

RG7 2EJ

## Your Account

Sort Code

30-18-45

Account Number

00560654

## TREASURERS ACCOUNT

01 April 2024 to 30 April 2024

|           |           |                          |           |
|-----------|-----------|--------------------------|-----------|
| Money In  | £2,565.20 | Balance on 01 April 2024 | £8,349.07 |
| Money Out | £1,196.90 | Balance on 30 April 2024 | £9,717.37 |

## Your Transactions

| Date      | Description   | Type | Money In (£) | Money Out (£) | Balance (£) |
|-----------|---|------|--------------|---------------|-------------|
| 04 Apr 24 | HARBORNE A M HARBORNE:<br>TRVLRS 51194256578256000N | FPI  | 100.00       |               | 8,449.07    |
| 08 Apr 24 | ENFORCEMENT BAILIF<br>200000001322160440 14454      | FPO  |              | 960.00        | 7,489.07    |
| 08 Apr 24 | HALC 100000001322923641<br>6469 089299 10 08APR24   | FPO  |              | 209.00        | 7,280.07    |
| 16 Apr 24 | VISION ICT<br>500000001330806023 17900              | FPO  |              | 21.60         | 7,258.47    |
| 17 Apr 24 | CASTLE WATER LTD<br>600000001331213676 2278631      | FPO  |              | 6.30          | 7,252.17    |
| 29 Apr 24 | BDBC CREDIT ACCT 100242                             | BGC  | 2,465.20     |               | 9,717.37    |

## Transaction types

|                              |                               |                              |                               |
|------------------------------|-------------------------------|------------------------------|-------------------------------|
| <b>BGC</b> Bank Giro Credit  | <b>BP</b> Bill Payments       | <b>CHG</b> Charge            | <b>CHQ</b> Cheque             |
| <b>COR</b> Correction        | <b>CPT</b> Cashpoint          | <b>DD</b> Direct Debit       | <b>DEB</b> Debit Card         |
| <b>DEP</b> Deposit           | <b>FEE</b> Fixed Service      | <b>FPI</b> Faster Payment In | <b>FPO</b> Faster Payment Out |
| <b>MPI</b> Mobile Payment In | <b>MPO</b> Mobile Payment Out | <b>PAY</b> Payment           | <b>SO</b> Standing Order      |
| <b>TFR</b> Transfer          |                               |                              |                               |

## STRATFIELD SAYE PARISH COUNCIL

### APPENDIX F - Bank Reconciliations

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#### BANK RECONCILLIATION FOR THE MONTH OF FEBRUARY 2024

|                             |          |                 |
|-----------------------------|----------|-----------------|
| LLOYD'S BANK BALANCE AS AT  | 29/2/202 | 8663.83         |
| MINUS UNREPRESENTED CHEQUES |          | <u>0</u>        |
|                             |          | <b>8,663.83</b> |
| ADD INCOME NOT YET BANKED   |          | <u>0</u>        |
| TOTAL                       |          | <b>8,663.83</b> |

#### CASH BOOK RECONCILLIATION

|                                  |                 |
|----------------------------------|-----------------|
| BALANCE PER CASH BOOK IS         | <b>8,663.83</b> |
| DIFFERENCE EXCLUDING ADJUSTMENTS |                 |
| IS                               | <u>0</u>        |
| UNRECONCILED DIFFERENCE IS       | <u>0</u>        |

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#### BANK RECONCILLIATION FOR THE MONTH OF MARCH 2024

|                             |         |                |
|-----------------------------|---------|----------------|
| LLOYD'S BANK BALANCE AS AT  | 31/3/24 | 8349.07        |
| MINUS UNREPRESENTED CHEQUES |         | <u>0</u>       |
|                             |         | <b>8349.07</b> |
| ADD INCOME NOT YET BANKED   |         | <u>0</u>       |
| TOTAL                       |         | <b>8349.07</b> |

#### CASH BOOK RECONCILLIATION

|                                  |                |
|----------------------------------|----------------|
| BALANCE PER CASH BOOK IS         | <b>8349.07</b> |
| DIFFERENCE EXCLUDING ADJUSTMENTS |                |
| IS                               | <u>0</u>       |
| UNRECONCILED DIFFERENCE IS       | <u>0</u>       |

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**BANK RECONCILIATION FOR THE  
MONTH OF APRIL 2024**

|                             |         |                |
|-----------------------------|---------|----------------|
| LLOYD'S BANK BALANCE AS AT  | 30/4/24 | 9717.37        |
| MINUS UNREPRESENTED CHEQUES |         | <u>0</u>       |
|                             |         | <b>9717.37</b> |
| ADD INCOME NOT YET BANKED   |         | <u>0</u>       |
| TOTAL                       |         | <b>9717.37</b> |

**CASH BOOK RECONCILIATION**

|                                  |                |
|----------------------------------|----------------|
| BALANCE PER CASH BOOK IS         | <b>9717.37</b> |
| DIFFERENCE EXCLUDING ADJUSTMENTS |                |
| IS                               | <u>0</u>       |
| UNRECONCILED DIFFERENCE IS       | <u>0</u>       |