

STRATFIELD SAYE PARISH COUNCIL

NOTICE OF ANNUAL MEETING

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

Date: Monday 12th May 2025

Time: 7pm

Location: Stratfield Saye Village Hall

Louise Webb

Clerk to Stratfield Saye Parish Council

Email: clerk@stratfieldsaye-pc.gov.uk

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

AGENDA

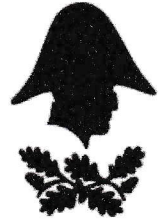
28.25	Election of Chairman To elect the Chairman for the coming year. Signing of Declaration of Acceptance of Office
29.25	Election of Vice Chairman To elect the Vice Chairman for the coming year. Signing of Declaration of Acceptance of Office
30.25	To receive and accept apologies for Absence
31.25	To receive any declaration of interest relevant to items on the agenda
32.25	To approve the minutes of the Annual Parish Council Meeting on 13th May 2024 and the Parish Meeting on 24th February 2025
33.25	Election of Officers a. Village Hall b. Basingstoke & Deane Association of Parish Councils and Hampshire Associate of Town Councils c. Footpaths & Recreation Ground d. Trees Environment and Pond e. Media f. Transport g. Mornington Cup Garden Competitions

34.25	Public participation Parishioners are requested to keep their comments short and should speak for no more than 3 minutes each. Please read the Public Participation Policy before speaking
	To receive reports
35.25	To receive reports from Borough Councillors
36.25	To receive reports from County Councillors
	Clerk's report
37.25	To note that the village woodwork group will salvage and repair a wooden bench from the recreation ground
38.25	To note that a lock has been placed on the new height restriction barrier at the Recreation Ground. Clerk has the key.
39.25	To confirm all decisions and actions taken under the Scheme of Delegation.
	Parish Matters
40.25	To discuss the grass cutting arrangements for the recreation ground and resolution to accept quote from Tactical Facilities Management.
41.25	To discuss the new War Memorial and garden on the recreation ground:- 1. Update on the project including the Pride In Place grant. 2. Resolution to pay for the work by the Wellington Estate in the sum of £8500 plus VAT and pay for the plants supplied by Hortus Loci in the sum of £4000 plus VAT. 3. Estate to give the PC a Licence to Occupy the land it owns behind the houses to regularise matters. 4. Resolution to spend £1530 S.106 monies (not spent on height restrictor). 5. To discuss and agree whether to host an opening party and resolution for expenditure.
42.25	To discuss a new defibrillator being installed in the village
43.25	To discuss and agree tasks for the Lengthsman
44.25	To discuss the Thames Water pumping station at West End Green
45.25	To discuss the future of the pavilion

46.25	To discuss the re-opening of the Iron Duke pub.
47.25	Highways
	Planning
48.25	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), including any received after the agenda has been published.
49.25	To discuss the car port at Wigmore Farm.
	Finance
50.25	To confirm payments made and received since last meeting.
51.25	To authorise any requests for payment due before the next meeting. Parish Council Insurance. Renewal due in June. Tactical Facilities Management - £120 per calendar month. HALC membership - £226
52.25	To note the current financial situation and sign the Bank Reconciliations
53.25	To consider transferring £3000 from the PC current account back to the savings account and resolution for the same.
54.25	To note the retirement of our auditor, Paul Reynolds, and resolution to appoint Mulberry Local Authority Services Ltd at a cost £70 per hour plus VAT.
55.25	To note that the PC is not exempt from an external audit this year as our income exceeded £25,000.
56.25	To complete Section 1 of the Annual Governance and Accountability Return
57.25	To complete Section 2 of the Annual Governance and Accountability Return
58.25	To confirm that no members of the Parish Council to include the Clerk has any conflicts of interest with BDO LLP (External Auditors)
59.25	To confirm the dates for the Exercise of Public Rights
60.25	To agree the date of the next meeting as 6th October 2025 at 7pm.
61.25	Closing.

Invoice

SSE-202673



Wellington Estates

Stratfield Saye Parish Council - FAO: Louise Webb

The Estate Office
Stratfield Saye
RG7 2BT
Great Britain

www.wellington.co.uk
accounts@wellington.co.uk
01256882694

Document Date

Due Date

Payment Terms

31 March 2025

31 March 2025

Payment due on receipt

No.	Description	Quantity	Unit	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
	For works to the Recreation ground as Stratfield Saye:	1		8,500.00	20	8,500.00
	1 - Resurfacing of Car Park					
	2 - Supply and installation for Height Restrictive Barrier					
	3 - Supply and installation of 4 benches					
	4 - Supply and installation of 'Tommy Statues'					
Subtotal						8,500.00
20% VAT						1,700.00
Total £						10,200.00

Bank
Coutts & Co

Bank Sort Code
18-00-02

Account No.
05475937

VAT Registration No.
200374222

From:

Hortus Loci Ltd
Hound Green
Hook
Hampshire
RG27 8LQ

Tel: 01189326495

Email: Laura.Bissett@hortusloci.co.uk

VAT Reg No: 913557815

EORI No:

HORTUS LOCI

the garden places

INVOICE**Page 1**

Invoice No	3301
Invoice Date	11/03/2025
Order No	
Account Ref	SSPC

Reason for Export:**Sold To:**

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

VAT Reg No:

Product Code	Description	Qty	HS Tariff Code	Country of Origin	Unit Wt (Kgs)	Unit Price	Net Amt
S1	Plants to the value of:	1.00				4,000.00	4,000.00

BACS Details

Hortus Loci Ltd
Sort Code: 40 - 21 - 27
Account Number: 11547623

Total Net Amount	£	4,000.00
Carriage Net	£	0.00
Total Tax Amount	£	800.00
Invoice Total	£	4,800.00

Please note that our payment terms are strictly on receipt of invoice.

All plants remain full property of Hortus Loci Ltd until payment is received in full and confirmed.

Full terms and conditions available on request.



Quotation for the Grounds Maintenance Contract on behalf of Stratfield Saye Parish Council

Quotation provided by Tactical Facilities Management Ltd

Who we are?

We are an innovative medium sized FM company based in Burghfield, West Berkshire supplying a variety of services including commercial grounds maintenance, internal and external cleaning and waste management. These services are provided by us to over 250 clients predominantly Parish and Town Councils.

Points of contact

Operations

Henry Matthews | Director of Grounds Maintenance | henry@tactical-fm.com

Invoicing

Natasha Hawkins | Finance | natasha@tactical-fm.com

Tender Process

Shane Jury | Commercial Director | shane@tactical-fm.com

Scheduling

Esther Longley | Head Office/Business Support | esther@tactical-fm.com

Compliance

As a company we strive to adhere to industry standards and practices. We understand that working intimately with Town and Parish Councils in the public sector, we are acting as representatives and have a duty to ensure our client is represented in a professional manner. We adhere to the following.

- Always have clean sign written vehicles
- Wear clean uniform
- Always wear and use the correct PPE
- Carry out dynamic risk assessments before commencement of work, ensuring all risks are accounted for and incidents avoided.
- Politely engage with members of the public.
- Work in a safe and professional manner.

We appreciate listing this doesn't fully demonstrate our commitment to safety, quality and environmental practices so we are currently audited to the following nationally recognised accreditations, ensuring we remain at the forefront of our industry practices.



ISO 9001
ISO 14001
ISO 45001



Toro Turfmaster Mower



John Deere 1565



Grillo 44d out-front



Insurance

At Tactical FM, we understand how important it is for the company and the client to ensure we are fully covered to protect all parties. We have attached our certificate below, along with our waste carriers' licence for when we are requested to provide a collecting mow service.



Tactical Facilities Management Ltd
Unit 3b Green Farm Reading Road
Reading
RG30 3RJ

TO WHOM IT MAY CONCERN

Policy Number - TMTOS1001941

Policy Insurer - Tokio Marine HCC

We have pleasure confirming cover as follows:

Section	Limit of Indemnity
Public Liability	£10,000,000
Employers Liability	£10,000,000
Hired In Plant	£100,000
Own Plant & Machinery	£30,000

Inception Date	16/02/2025
Expiry Date	15/02/2026

If you have any questions, please do not hesitate to contact us on **02920 808 949**.

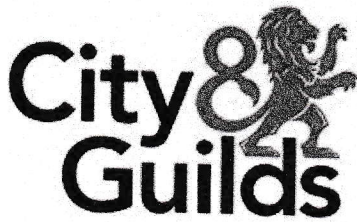
Yours sincerely

Moorhouse Group Limited



Before commencement of work on this contract, all staff will be supplied with the following basic training.

- Lantra safe use of Strimmers
- Lantra Safe use of Hedge Cutters
- Lantra safe use of handheld Leaf blowers
- City and Guilds Operating of compact tractors and ride on mowers.



Due to the nature of our work and the services in which we supply to our clients, we are suitably prepared for emergency work and quick turnaround contract mobilisations.

What we are offering you

Price excluding VAT

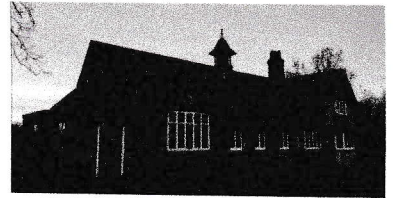
Regular fortnightly cutting of the field (mulched) ensuring the grass stays at a suitable level allowing the community to use safely.

20 cuts per year

Price per cut - £65.00

Price per annum - £1,300.00

12 equal invoiced payments of £108.33.00



Executive Summary

Having met with The Clerk and discussed the requirements, we feel the cost put together by us is the most economically advantageous possible, especially having many contracts in the area and being based 15 minutes away, allowing us to reduce the cost slightly.

We hope when contacting our references they will reiterate that we have demonstrated that we always carry out a very prompt and efficient service and deliver clear and prompt communication.

We see ourselves as more of a strategic partner rather than a stop gap contractor and have a long-term vision that could hopefully grow beyond the contract in place. As well as grounds maintenance we provide many services in the facilities management sector and can assist with most activities required to ensure a smooth, safe and efficient running Parish Council.

We hope our presentation is successful and we thank you for allowing us to quote and the possibility of becoming a long-term partner to Stratfield Parish Council.

Quotation provided by

Shane Jury

Director (Commercial)





Tactical Facilities Management Ltd

Unit 3B, Green Farm, Green Farm Road,
Burghfield
Reading, Berkshire, RG30 3RJ
United Kingdom

Telephone: 0118 929 1447
Mobile 07443 091832
Email info@tactical-fm.com

Invoice To:

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

Deliver To:

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

SALES INVOICE

Invoice Date
25/04/2025

Due Date
25/05/2025

Reference
Grounds Apr 25

Invoice Number
SI-3457

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
65454	Stratfield Saye Grounds Monthly Charge	1.00	108.33	20.00	108.33

VAT Rate

Standard 20.00% (20.00%)

Net

£108.33

VAT

£21.67

Total Net

108.33

Total VAT

21.67

TOTAL

£130.00

Notes:

PLEASE NOTE CHANGE OF BANK DETAILS BELOW:

The amount due under this invoice is assigned to and must be paid to:
BIBBY COMMERCIAL FINANCE LIMITED 8th Floor, Anchorage Two,
Anchorage,
Salford Quays,
Manchester, M50 3XE


For cheques please send to:
Bibby Financial Services Ltd, 8th Floor, Building 2, Anchorage Quay, Salford Quays, Salford, M50 3XE.

For BACS payment please send to:
Barclays Bank plc, Corporate Banking, 48b - 50 Lord Street, Liverpool, L2 1TD
Sort code: 22 54 74
Account Number: 20149977

Please make sure that you reference the invoice number when making payment to allow allocation to take place.

Terms and Conditions:

Payment terms are 30 days. Failure to do so will incur a 5% late payment fee.
Please reference the SI number when making payment.

From: Hampshire ALC Finance messaging-service@post.xero.com 
Subject: Invoice INV-7198 from Hampshire Association of Local Councils Ltd for STRATFIELD SAYE PARISH COUNCIL
Date: 15 April 2025 at 12:56
To: Louise Webb clerk@stratfieldsaye-pc.gov.uk



Hampshire Association of Local Councils Ltd

£226.00 GBP

Due 15 May 2025

Invoice #: INV-7198

[View Invoice](#)

Dear Louise,

Please find attached invoice INV-7198 for £GBP 226.00.

The amount outstanding of £GBP 226.00 is due on 15 May 2025.

View and invoice online:

<https://in.xero.com/aDyND3F1Zcqcf5K1x2uB1xQRgDLV4jbLtSZ0HT9V>

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please contact the office.

Many thanks,
Hampshire Association of Local Councils Ltd

Description	Amount
HALC Affiliation Fees 2025/26	207.00


NALC Levy 2025/26	19.00
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Subtotal	226.00
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VAT 0%	0.00
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Amount Due	GBP226.00
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[View Invoice](#)

Powered by 

Invoice INV-7198.pdf
52 KB



From: Andy Beams andy@mulberrylas.co.uk  
Subject: Internal Audit
Date: 14 April 2025 at 20:42
To: clerk@stratfieldsaye-pc.gov.uk

AB

Hi Louise

Thanks for your email.

We are aware of Paul's situation and have been able to help many of the councils he had previously supported.

We have capacity to assist, although if you require an on-site visit, this will not be until June due to existing diary commitments.

However, if you are happy for the year-end to be done remotely, then we can fit this in either end of April or in May. For the remote audits, we ask you to send us the requested information for review and then agree a date and time for a telephone conversation to discuss the findings before issuing our final report within 48 of the call.

I've attached our formal quote which I hope is self-explanatory, along with a copy of our internal audit guide, which includes details of the information we require at year-end.

If you have any questions, please feel free to give me a call.

Andy Beams
Director, Mulberry Local Authority Services Ltd
Tel: 07428 647069
Web: www.mulberrylas.co.uk

Join us for our
**FINANCE &
GOVERNANCE
NETWORKING DAY**

THURSDAY 10TH JULY 2025
FELBRIDGE HOTEL, EAST GRINSTEAD



£7,644.64

Available: £7,644.64

Overdraft limit: £0.00

Open an Instant Access Savings account



Search

January

February

March

25 Feb 25

ELAN CITY LTD

£4,714.54

£4,894.78

25 Feb 25

STRATFIELD SAYE PA

£9,609.32

+ £4,894.78

25 Feb 25

NICK HALL

£4,714.54

£7.52

25 Feb 25

NICK HALL

£4,722.06

£50.00

18 Feb 25

CASTLE WATER

£4,772.06

£6.67

In

+ £4,894.78

Out

- £4,958.97



Home



Apply



Payments



Support



Cards

£7,644.64

Available: £7,644.64

Overdraft limit: £0.00

Open an Instant Access Savings account



Search

February

March

April

24 Mar 25

MICHAEL TOMS

£8,583.69

£37.65

24 Mar 25

SSE ENERGY SOLUTIO

£8,621.34

£32.93

14 Mar 25

HORTUS LOCI LTD

£8,654.27

£4,800.00

12 Mar 25

CASTLE WATER

£13,454.27

£6.02

10 Mar 25

BASINGSTOKE&DEANE

£13,460.29

+ £8,750.00

04 Mar 25

SERVICE CHARGES

£4,710.29

£4.25

In



+ £8,750.00

Out



- £4,880.85



Home



Apply



Payments



Support



Cards

£7,644.64

Available: £7,644.64

Overdraft limit: £0.00

Open an Instant Access Savings account



Search

March

April

May

28 Apr 25

BASINGSTOKE&DEANE

£7,644.64

+ £3,750.00

28 Apr 25

BASINGSTOKE&DEANE

£3,894.64

+ £2,515.20

17 Apr 25

WELLINGTON ESTATE

£1,379.44

£10,200.00

17 Apr 25

STRATFIELD SAYE PA

£11,579.44

+ £3,000.00

01 Apr 25

SERVICE CHARGES

£8,579.44

£4.25

In

+ £9,265.20

Out

- £10,204.25



Home



Apply



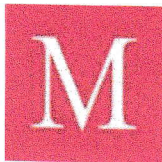
Payments



Support



Cards



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 07428 647069
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Dear Clerk/RFO

As part of a range of services we offer to town and parish councils, Mulberry Local Authority Services Ltd provide an internal audit service which is conducted in accordance with current guidelines and accounting practices as set out in the Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide.

Generally, we conduct two audits a year as a minimum. The first (interim audit) concentrates on the governance and accountability functions of the council and deals with procedural aspects of the audit (Financial Regulations, Standing Orders, risk assessments, internal control systems, processes, policies, etc.).

The second (final audit) focuses on the financial aspects and the checking of the Annual Governance and Accountability Return (AGAR) and supporting information being submitted to the external auditors.

Our councils have found this approach beneficial, as it provides an opportunity to address any weaknesses identified at the interim audit before completion of the Annual Internal Audit Report at the final audit, although we are always happy to consider different arrangements to suit your council's needs. We are also happy to answer any questions that may arise during the year.

Mulberry Local Authority Services Ltd (previously as part of Mulberry & Co) have been conducting internal audits for local councils for over 15 years. Our team of auditors have extensive sector specific knowledge and experience and can rotate between councils to ensure complete independence is maintained throughout your engagement period with us.

Last year, we completed over 230 internal audits ranging from small councils exempt from a limited assurance review to larger Town and Parish Councils with multi-million pound turnovers and complex financial arrangements.

We base our charges on an hourly rate and for the financial year commencing on 1 April 2024 this is £70 per hour + VAT. Travel costs for on-site visits are charged at the standard HMRC rate of 45p per mile. We do not charge for travel time. The audit can also be carried out remotely if preferred.

The length of time for the audit(s) will depend on the scale and complexity of your council's financial operations, and once appointed, your assigned internal auditor will be happy to discuss this with you in more detail.

We offer engagement periods of either one or three years. If you choose to appoint us for three years, we guarantee the hourly rate will not increase for the duration of that engagement period.

If you have any further questions, please do not hesitate to contact me.

Andy

Andy Beams
Director, Mulberry Local Authority Services Ltd