**STRATFIELD SAYE PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF**

**STRATFIELD SAYE PARISH COUNCIL HELD ON**

Monday 12th May 2025 at 7pm

in the Stratfield Saye Village Hall

**COUNCIL MEMBERS**

|  |  |  |  |
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|  | **In attendance** | **Apologies** | **Absent** |
| **Cllr Hall** | **☑** |  |  |
| **Cllr Harborne** | **☑** |  |  |
| **Cllr Peck** | **☑** |  |  |
| **Cllr Preston** | **☑** |  |  |
| **Cllr Toms** | **☑** |  |  |
| **Cllr Toosey** |  | **☑** |  |
| **Cllr Wainwright** | **☑** |  |  |

**ALSO IN ATTENDANCE:** Louise Webb (Clerk) and 3 members of the public.

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| 28.25 | **Election of Chairman**  It was **RESOLVED** to elect Cllr Peck as Chairman and the signed declaration of acceptance of office form was **RECEIVED**. |
| 29.25 | **Election of Vice Chairman**  **RESOLVED** to elect Cllr Preston as Vice- Chairman. It is not necessary for the Vice-Chairman to sign a declaration of acceptance of office. |
| 30.25 | **To receive and accept apologies for Absence**  Apologies were **RECEIVED** and accepted from Councillor Toosey.  Apologies were also received from County Councillor Vaughan and Borough Councillor Oborn. |
| 31.25 | **To receive any declaration of interest relevant to items on the agenda**  Cllr Peck declared that he is employed by the Wellington Estate, although it was noted he does not have a personal interest in any matter. |
| 32.25 | **To approve the minutes of the Annual Parish Council Meeting on 13th May 2024 and the Parish Meeting on 24th February 2025**  **APPROVED** the minutes of the Annual Meeting of the Parish Council held on 13th May 2024 as a true record of the meeting.  **APPROVED** the minutes of the ordinary Parish Council meeting held on 24th February 2025 as a true record of the meeting. |
| 33.25 | **Election of Officers**  a. Village Hall - Cllr Harborne  b. Basingstoke & Deane Association of Parish Councils and Hampshire Associate of Town Councils - Cllr Preston  c. Footpaths & Recreation Ground - Cllr Toosey  d. Trees Environment - Cllr Toosey  e. Pond - Cllr Hall & Cllr Preston  f. Media - Cllr Wainwright  g. Transport - Cllr Toms  h. Mornington Cup Garden Competitions - Cllr Hall |
| 34.25 | **Public participation**  Nothing to report. |
|  | **To receive reports** |
| 35.25 | **To receive reports from Borough Councillors**  Nothing to report |
| 36.25 | **To receive reports from County Councillors**  Nothing to report |
|  | **Clerk’s report** |
| 37.25 | **To note that the village woodwork group will salvage and repair a wooden bench from the recreation ground.**  It was **NOTED** that permission has been given to the village woodwork group to salvage and repair a wooden bench from the recreation ground. Its final location to be decided at a later date. Two additional benches also in need of repair. Mrs Upton will ask the woodwork group for us. |
| 38.25 | **To note that a lock has been placed on the new height restriction barrier at the Recreation Ground. Clerk has the key.**  It was **NOTED** that a lock has been placed on the new height restriction barrier at the Recreation Ground. Clerk has the key. A copy of the key has also been given to the Estate and to Tactical Facilities Management (see 40.25 below). Cllr Peck to source a stronger lock to replace it. |
| 39.25 | **To confirm all decisions and actions taken under the Scheme of Delegation.**  The decisions listed in the table in **Appendix A** were **APPROVED** as made 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.**  A copy of the quote can be found in **Appendix B**. It was **RESOLVED** to accept the quote and the Clerk was authorised to make the payment of £130 each month. Leave the wild flowers for now but mow in the summer. |
| 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.**   Cllr Toms gave an update on the project. Money has been put aside by Hortus Loci for mulch, grit and feed. 26th May delivery of plants and planting and installing the seats, tommy statues and removal of goal posts and shed. Cllr Toms will water the plants - does the pavilion have guttering for water butts? Clerk to advise PC.   1. **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.**   It was **RESOLVED** to accept the quotes from The Wellington Estate and Hortus Loci (**Appendix C**).   1. **Estate to give the PC a Licence to Occupy the land it owns behind the houses to regularise matters.**   Cllr Peck to instruct a solicitor.   1. **Resolution to spend £1530 S.106 monies (not spent on height restrictor).**   Cllr Peck to investigate the costs involved in operating a playground. It was **AGREED** to discuss at the next meeting.   1. **To discuss and agree whether to host an opening party and resolution for expenditure.**   It was **AGREED** that we should combine this with the re-opening party of the pub.  Treasure hunt around the rec? Ribbon cutting ceremony. We will ask the British Legion to attend. |
| 42.25 | **To discuss a new defibrillator being installed in the village**  Funding from BHF has been refused. Clerk to speak to Heartstart about a 2nd defibrillator. |
| 43.25 | **To discuss and agree tasks for the Lengthsman**   1. Spray the edges of the rec ground path in Spring. 2. Clear away the grass and clean the village signs and traffic signs. |
| 44.25 | **To discuss the Thames Water pumping station at West End Green**  Cllr Toms speaking to Thames Water. Tankers moving at anti-social times. Thames Water has agreed not to attend before 8am or after 5pm. They are investigating why there is so much surface water run off. Clean water from old porous pipes is filling up the sewage station. No resolution currently suggested by Thames Water. Englefield Wood is still flooded but it has stopped flooding the road in West End Green. |
| 45.25 | **To discuss the future of the pavilion**  Summer party venue? Councillors to view before next meeting. **AGREED** to discuss at the next meeting. |
| 46.25 | **To discuss the re-opening of the Iron Duke pub.**  Progressing well. New disabled toilet fitted and baby-changing facilities. The Estate is planning a opening party this summer. |
| 47.25 | **Highways**   1. Terrible pot holes near the Estate Office. Caused by a Thames Water leak, it is their responsibility to fix it. Cllr Toms to email the MD of Thames Water. 2. Warranty on the first SID purchased in 2023 expires on 27th September 2025. Extended warranty offered until 27th September 2028 at a cost of £196 plus VAT per annum. If it breaks or malfunctions without a warranty in place, the diagnostic fee is £196 plus VAT and plus repair costs. Seems expensive and we will have 3 to cover once the 2 new devices are 2 years old, so full cover would then be £597 per annum. It was **AGREED** to not take up the offer of an extended warranty. |
|  | **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.**  Nothing to discuss. |
| 49.25 | **To discuss the car port at Wigmore Farm.**  Clerk to write tothe tenant at Wigmore Farm. Cllr Peck will also speak to him. |
|  | **Finance** |
| 50.25 | **To confirm payments made and received since last meeting.**  The payments as listed in the table in **Appendix D** were **APPROVED** as paid. |
| 51.25 | **To authorise any requests for payment due before the next meeting.**  The payments as listed in the table in **Appendix E** were **APPROVED** for payment. |
| 52.25 | **To note the current financial situation and sign the Bank Reconciliations**  The current financial situation was **NOTED** at **Appendix F** and the reconciliation of the bank balance was **AGREED**. The Bank Reconciliations can be found as **Appendix G**. |
| 53.25 | **To consider transferring £3000 from the PC current account back to the savings account and resolution for the same.**  It was **RESOLVED** to transfer the money back to our savings account. |
| 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.**  Five new auditors contacted by the clerk. It was **RESOLVED** to appoint Mulberry Local Authority Services Ltd at a cost £70 per hour plus VAT as our auditor. A more detailed quote from them will be received and circulated shortly. |
| 55.25 | **To note that the PC is not exempt from an external audit this year as our income exceeded £25,000.**  Our precept combined with the large CIL payment and the grant received from Pride in Place has taken the PC’s income over the £25,000 annual threshold, so the accounts will also need to be inspected by BDO LLP this year. |
| 56.25 | **To complete Section 1 of the Annual Governance and Accountability Return**  **COMPLETED** Section 1 of the Annual Governance and Accountability Return and the Certificate of exemption. The statements set out in Section 1 were read by the Council and confirmed as correct. |
| 57.25 | **To complete Section 2 of the Annual Governance and Accountability Return**  **COMPLETED** 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)**  It was **CONFIRMED** 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**  **CONFIRMED** the dates of the Exercise of Public Rights and publication of unaudited Annual Governance and Accountability Return are Tuesday 3rd June – Monday 14th July 2025. |
| 60.25 | **To agree the date of the next meeting as 6th October 2025 at 7pm.**  **AGREED** The next meeting will be on Monday 6th October at 7pm in Stratfield Saye Village Hall. |
| 61.25 | **Closing.**  The meeting was closed at 8.20pm by Cllr Peck. |

**STRATFIELD SAYE PARISH COUNCIL**

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

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

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| **Date** | 4th March 2025 |
| **Full Council** | Yes |
| **Proposal** | 25/00278/HSE at Ives Farm  Mill Lane Stratfield Saye Hampshire RG7 2DE for LBC Partial removal of an existing single storey rear extension and addition of new single storey extensions including single storey part-glazed extension connecting the dwelling and an existing outbuilding to the site. |
| **Interests declared** | None |
| **Vote & Decision** | Vote not required as no comments received |

**Payments made under the Scheme of Delegation**

|  |  |  |  |
| --- | --- | --- | --- |
| TO | ITEM | Approval/Paid | AMOUNT - £ |
| Castle Water | Invoice | 12th March 2025  In favour (7) Against (0) | 6.02 |
| Hortus Loci | Invoice | 14th March 2025  In favour (7) Against (0) | 4800.00 |
| SSE | Invoice | 24th March 2025  In favour (7) Against (0) | 32.93 |
| Wellington Estate | Invoice | 17th April 2025  In favour (6) Against (0) Abstain (1) | 10,200.00 |

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**APPENDIX B - Quote from Tactical Facilities Management**

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**APPENDIX C - Quotes from** **The Wellington Estate and Hortus Loci**

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**APPENDIX D - Payments made since last meeting**

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| --- | --- | --- | --- | --- |
| TO | ITEM | INVOICE | METHOD | AMOUNT |
| Nick Hall | Petrol WEG grass and judge fee for 2024 | Receipt | Bank Payment | 57.52 |
| Elan City | 2 SIDS | Invoice | Bank Payment | 4894.78 |
| Castle Water | Water | Invoice | Bank Payment | 6.02 |
| Hortus Loci | Plants for rec ground | Invoice | Bank Payment | 4,800.00 |
| SSE | Electricity | Invoice | Bank Payment | 32.93 |
| Mike Toms | 3 padlocks for SIDs | Receipt | Bank Payment | 37.65 |
| Wellington Estate | Labour & machinery for works at the rec ground including resurfacing car park, height restrictive barrier, 4 benches, 4 tommy statues | Invoice | Bank Payment | 10,200.00 |
|  |  |  | **TOTAL** | **£20,028.90** |

**Payments received since last meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | ITEM | METHOD | AMOUNT |
| BDBC Pride In Place | Grant for rec ground - pt 1 | Bank transfer | 8750 |
| BDBC Pride In Place | Grant for rec ground - pt 2 | Bank transfer | 3750 |
| BDBC | 1/2 annual precept | Bank transfer | 2515.20 |
|  |  | **TOTAL** | **£15,015.20** |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM | ITEM | INVOICE No | METHOD | AMOUNT |
| Vision ICT | Website hosting and support for July 2025 to June 2026 | 20130 | Bank Payment | 161.26 |
| Gallagher Insurers | Council insurance | 4th May 2025 | Bank Payment | 1,067.53 |
| HALC | Membership | 7198 | Bank Payment | 226.00 |
| \*\*Tactical Facilities Mgt Ltd | Grass cutting | SI 3457 | Bank Payment | 130.00 \*\* |
| Castle Water | Water | 9th April 2025 | Bank Payment | 6.67 |
|  |  |  | **TOTAL** | **£1591.46** |

\*\* This amount is payable each month to Tactical Facilities Mgt Ltd

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**APPENDIX F - Current Financial Situation**

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**APPENDIX G - Bank Reconciliations**

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