



Village Hall, Arford Road, Headley, Bordon, Hampshire, GU35 8LJ
Tel: (01428) 713132 - e-mail: clerk@headleypc.co.uk
www.headleyparish.com

4th March 2025

Dear Councillor

You are hereby summoned to attend a meeting of Full Council at the Village Hall, Arford Road, Headley on **Monday 10th March 2025 at 7.30pm.**

Yours sincerely

Rachel Audsley

Rachel Audsley
Clerk & Executive Officer

AGENDA

1. Apologies for absence

2. 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.

3. Declaration of Interests

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.

4. Council Minutes

To confirm the minutes of the last meetings of Full Council held on 10th February 2025.

5. Committee Minutes

- a. To confirm the minutes of the Planning Committee held on 3rd February 2025.
- b. To note comments made outside of the cancelled Planning Committee 3rd March 2025

6. Chairman's report

7. Hampshire County Council matters

- a. To receive the County Councillor's Report
- b. To note any Highways Orders for information

8. East Hampshire District Council

To receive the District Councillor's Report.

9. Council Representatives

- a. To receive any important reports from Council representatives

Headley Allotment Association	Peter Ellens, Lesley Coombes, Sue Bettins
Headley Village Hall	Sally Laker Lesley Coombes
EHAP & TC	Deborah Chamberlain Stephen Thair
HALC AGM	Anthony Williams
Headley Sports Association	Deborah Chamberlain Mark Dickens Lesley Coombes
River Wey Trust	Anthony Williams Neville Merritt
Policing	Mark Dickens Tony Williamson
Headley Twinning Association	Anthony Williams Deborah Chamberlain
Transport	Tony Williamson Sue Bettin

10. Financial matters

- a. To receive and sign as approved bank reconciliations as of 31st January 2025 and accompanying Trial Balance
- b. To receive and approve the list of payments for February 2025
- c. To receive and approve the list of credit card payments for February 2025
- d. To receive and approve the list of receipts for February 2025
- e. To receive and approve income and expenditure to 28th February 2025
- f. To note any payments made outside of meetings under the Scheme of Delegation.

11. To consider appointment of Internal Auditor for financial year 2025/26.

12. To consider quotation to repair and install a bollard at the Telephone Box by The Holly Bush.

13. Internal Council matters

- a. Annual Parish Meeting – to review date and format.
- b. To consider quotation from Trusted PC Man

14. Open Space & Sport

- a. To approve the updated Memorandum between Headley Parish Council and the Headley Allotment Holders Association (HAHA).
- b. HPC to consider and agree retaining responsibility for pipework and associated costs in the Allotments.

15. New Playing Fields and Pavilion

- a. To receive update and consider Working Party recommendations
- b. To permit approval for the Chairman and Clerk to sign contracts for the Pavilion Contractor and issue a letter of intent.
- c. All to consider and feedback name suggestions for the Pavilion.
- d. To confirm anticipated commencement date of works.
- e. To permit approval for draw down of the PWLB Loan in readiness for commencement of works.
- f. To permit approach for discussion with HSA and Clubs in the future running of the Pavilion.
- g. Approval to apply for CIL top up funding.
- h. Approval to apply for S106 funding.
- i. To consider quotations for associated groundworks at Playing Fields.

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
105	VAT Control A/c			241.71	
200	Current Bank & Reserve A/c			8,229.41	
203	Direct Reserve			65,864.47	
204	CCLA Deposit			113,704.56	
206	Unity Trust			724.60	
207	Nationwide Building Society			82,370.69	
208	Unity Trust Instant			85,742.49	
310	General Reserves				44,978.24
321	Election Fund				5,000.00
322	Christmas Tree Lights				1,837.90
323	Land Purchase				50,000.00
324	Devolution of Services				2,000.00
325	CIL Payments				100,570.63
327	Nodwood S106				2,289.00
328	Pension Deficit				10,000.00
331	Deposits Held				40.00
332	Tennis Court Repairs/Renewals				3,400.00
334	Pavilion Maintenance				23,011.88
335	War Memorial				1,810.00
336	Field 6 Refurbishment				29,000.00
337	Mill Lane Playground Refurbish				12,405.11
340	Headley Hill Woods				9,525.00
344	Pavilion Refurbishment				45,000.00
505	Allotments Charity Fund				12,088.92
1076	Precept	100	Income Council		167,000.00
1090	Bank Interest	100	Income Council		8,883.45
1106	CIL Receipts	100	Income Council		6,369.84
1150	S.106 Contribution	100	Income Council		31,410.16
1160	Tennis Club	200	Income OS & S		1,500.00
1164	Other Income	200	Income OS & S		5,679.96
1301	Allotment Income	301	Allotment Association		1,972.00
4000	Salaries	103	Staffing Costs	43,742.77	
4002	HPC NI Contribution	103	Staffing Costs	1,943.16	
4003	Superannuation	103	Staffing Costs	9,395.37	
4011	Councillors MMA/Expenses	101	Administration	32.40	
4015	Christmas Lights Maintenance	101	Administration	92.00	
4019	Bank Charges	101	Administration	376.45	
4021	Insurance	101	Administration	3,145.27	
4022	Legal Fees	101	Administration	2,276.45	
4023	Councillor Training & Seminars	101	Administration	368.22	
4024	Subscriptions	101	Administration	1,596.25	
4025	Grants Agreed	101	Administration	6,545.00	

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4026	Meeting Room Hire	101	Administration	322.50	
4035	Parish Office Rent	102	Parish Office	4,394.90	
4037	Electricity	102	Parish Office	994.39	
4038	Telephone & Internet	102	Parish Office	672.70	
4040	Stationery	102	Parish Office	305.21	
4041	Postage	102	Parish Office	46.60	
4042	Photocopying	102	Parish Office	212.34	
4043	Office Maintenance	102	Parish Office	616.05	
4047	Admin Contingency	101	Administration	1,177.10	
4048	IT Support & Licences	101	Administration	1,678.65	
4064	Chairman's Expenses	101	Administration	200.00	
4066	SLR Deployments	101	Administration	885.90	
4076	Online Digital Mapping	101	Administration	240.00	
4080	Liphook Road Allotment Hedge	201	Expenditure OS & S	222.00	
4081	Village Green	201	Expenditure OS & S	1,613.00	
4086	Bowling Green	201	Expenditure OS & S	377.00	
4090	Cricket	201	Expenditure OS & S	1,938.00	
4091	Cricket Open Space	201	Expenditure OS & S	2,382.00	
4092	Football	201	Expenditure OS & S	2,396.32	
4093	Football Open Space	201	Expenditure OS & S	2,967.00	
4094	Land Rental	201	Expenditure OS & S	1,437.50	
4095	New Football Pitches	201	Expenditure OS & S	290.64	
4096	Tennis	201	Expenditure OS & S	192.00	
4097	Standford Green	201	Expenditure OS & S	221.00	
4098	Other Grass Cutting	201	Expenditure OS & S	158.00	
4105	Play Equipment Maintenance	201	Expenditure OS & S	3,303.50	
4110	Litter & Refuse Collections	201	Expenditure OS & S	1,685.64	
4129	Arford Common	201	Expenditure OS & S	600.00	
4130	Tree Maintenance	201	Expenditure OS & S	1,303.89	
4149	Field 6 Refurbishment	201	Expenditure OS & S	12,758.51	
4158	Football Pitches End Season	201	Expenditure OS & S	2,370.00	
4164	Headley Hill Woods	201	Expenditure OS & S	195.00	
4172	Pavilion Refurbishment	201	Expenditure OS & S	61,148.39	
4173	Mill Lane Overheads	201	Expenditure OS & S	1,760.00	
4176	Allotment Pond	201	Expenditure OS & S	14,403.37	
4179	Bowling Green Cabin	201	Expenditure OS & S	6,834.03	
4183	War Memorial Cleaning	201	Expenditure OS & S	290.00	
4501	Allotment Expenditure	301	Allotment Association	1,577.69	
5308	Allotment Deposits	308	Allotment Deposits		350.00
6000	Transfer from Earmarked Reserv	201	Expenditure OS & S		290.00
6001	Transfer to Earmarked Reserv	100	Income Council	15,850.00	

Headley Parish Council 2024/2025

Bank - Cash and Investment Reconciliation as at 31 January 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2025	Nat West Current A/c	8,229.41
31/01/2025	Direct Reserve	65,864.47
31/01/2025	CCLA Deposit	113,704.56
31/01/2025	Credit Card	0.00
31/01/2025	Unity Trust Bank	724.60
31/01/2025	Nationwide Building Society	82,370.69
31/01/2025	Unity Trust Instant	85,742.49

356,636.22

Receipts not on Bank Statement

0.00

Closing Balance

356,636.22

All Cash & Bank Accounts

1	Current Bank & Reserve A/c	8,229.41
3	Direct Reserve	65,864.47
4	CCLA Deposit	113,704.56
5	Credit Card	0.00
6	Unity Trust	724.60
7	Nationwide Building Society	82,370.69
8	Unity Trust Instant	85,742.49
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	356,636.22

Detailed Income & Expenditure by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income Council							
1076 Precept	167,000	167,000	0			100.0%	
1090 Bank Interest	8,944	5,000	(3,944)			178.9%	
1106 CIL Receipts	6,370	0	(6,370)			0.0%	
1150 S.106 Contribution	31,410	0	(31,410)			0.0%	
Income Council :- Income	213,724	172,000	(41,724)			124.3%	0
Net Income	213,724	172,000	(41,724)				
6001 less Transfer to Earmarked Reserv	15,850	0	(15,850)				
Movement to/(from) Gen Reserve	197,874	172,000	(25,874)				
101 Administration							
4011 Councillors MMA/Expenses	32	200	168		168	16.2%	
4015 Christmas Lights Maintenance	92	1,000	908		908	9.2%	
4016 Advertising	0	200	200		200	0.0%	
4018 Audit Fee	0	1,200	1,200		1,200	0.0%	
4019 Bank Charges	458	550	92		92	83.3%	
4020 Books & Publications	0	100	100		100	0.0%	
4021 Insurance	3,145	4,000	855		855	78.6%	
4022 Legal Fees	2,276	2,000	(276)		(276)	113.8%	
4023 Councillor Training & Seminars	368	450	82		82	81.8%	
4024 Subscriptions	1,596	2,000	404		404	79.8%	
4025 Grants Agreed	8,045	9,545	1,500		1,500	84.3%	
4026 Meeting Room Hire	370	700	330		330	52.9%	
4047 Admin Contingency	1,240	1,500	260		260	82.6%	
4048 IT Support & Licences	1,759	1,800	41		41	97.7%	
4064 Chairman's Expenses	200	200	0		0	100.0%	
4066 SLR Deployments	886	900	14		14	98.4%	
4067 Community Engagement	0	500	500		500	0.0%	
4072 Loan Repayment	0	12,000	12,000		12,000	0.0%	
4075 Parish Website Development	0	200	200		200	0.0%	
4076 Online Digital Mapping	240	300	60		60	80.0%	
Administration :- Indirect Expenditure	20,708	39,345	18,637	0	18,637	52.6%	0
Net Expenditure	(20,708)	(39,345)	(18,637)				
102 Parish Office							
4035 Parish Office Rent	5,860	8,090	2,230		2,230	72.4%	
4037 Electricity	1,165	1,600	435		435	72.8%	
4038 Telephone & Internet	752	750	(2)		(2)	100.3%	

Detailed Income & Expenditure by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Fire Extinguishers	0	300	300		300	0.0%	
4040 Stationery	360	200	(160)		(160)	180.1%	
4041 Postage	47	50	3		3	93.2%	
4042 Photocopying	232	300	68		68	77.4%	
4043 Office Maintenance	616	600	(16)		(16)	102.7%	
Parish Office :- Indirect Expenditure	9,033	11,890	2,857	0	2,857	76.0%	0
Net Expenditure	(9,033)	(11,890)	(2,857)				
<u>103 Staffing Costs</u>							
4000 Salaries	46,774	48,600	1,826		1,826	96.2%	
4002 HPC NI Contribution	1,943	3,950	2,007		2,007	49.2%	
4003 Superannuation	9,395	10,300	905		905	91.2%	
4004 Staff Mileage	0	300	300		300	0.0%	
4005 Staff training	0	800	800		800	0.0%	
4007 Eye Tests	0	40	40		40	0.0%	
Staffing Costs :- Indirect Expenditure	58,112	63,990	5,878	0	5,878	90.8%	0
Net Expenditure	(58,112)	(63,990)	(5,878)				
<u>200 Income OS & S</u>							
1156 Village Green Hire	0	300	300			0.0%	
1158 Football Clubs	0	1,342	1,342			0.0%	
1160 Tennis Club	1,500	1,572	72			95.4%	
1164 Other Income	5,680	0	(5,680)			0.0%	
1169 Bowling Club	0	768	768			0.0%	
1170 Cricket Club	0	851	851			0.0%	
Income OS & S :- Income	7,180	4,833	(2,347)			148.6%	0
Net Income	7,180	4,833	(2,347)				
<u>201 Expenditure OS & S</u>							
4080 Liphook Road Allotment Hedge	222	222	0		0	100.0%	
4081 Village Green	1,613	1,599	(14)		(14)	100.9%	
4086 Bowling Green	377	3,070	2,693		2,693	12.3%	
4087 Bowling HPC	0	364	364		364	0.0%	
4090 Cricket	1,938	3,405	1,467		1,467	56.9%	
4091 Cricket Open Space	2,382	2,336	(46)		(46)	102.0%	
4092 Football	2,396	5,369	2,973		2,973	44.6%	
4093 Football Open Space	2,967	3,022	55		55	98.2%	
4094 Land Rental	1,438	2,875	1,438		1,438	50.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4095 New Football Pitches	291	0	(291)		(291)	0.0%	
4096 Tennis	192	288	96		96	66.7%	
4097 Stanford Green	221	371	150		150	59.6%	
4098 Other Grass Cutting	158	169	11		11	93.5%	
4105 Play Equipment Maintenance	3,304	2,000	(1,304)		(1,304)	165.2%	
4110 Litter & Refuse Collections	1,760	3,500	1,740		1,740	50.3%	
4113 Village Repairs & Enhancements	0	2,000	2,000		2,000	0.0%	
4116 Bus Shelter Maintenance	0	500	500		500	0.0%	
4129 Arford Common	600	3,000	2,400		2,400	20.0%	
4130 Tree Maintenance	1,304	3,500	2,196		2,196	37.3%	
4132 Priority Footpath Maintenance	0	500	500		500	0.0%	
4149 Field 6 Refurbishment	12,759	0	(12,759)		(12,759)	0.0%	
4158 Football Pitches End Season	2,370	0	(2,370)		(2,370)	0.0%	
4164 Headley Hill Woods	195	2,000	1,805		1,805	9.8%	
4170 Community Planting Scheme	0	500	500		500	0.0%	
4172 Pavilion Refurbishment	62,348	0	(62,348)		(62,348)	0.0%	
4173 Mill Lane Overheads	1,760	3,000	1,240		1,240	58.7%	
4176 Allotment Pond	14,403	0	(14,403)		(14,403)	0.0%	
4179 Bowling Green Cabin	6,834	0	(6,834)		(6,834)	0.0%	
4183 War Memorial Cleaning	290	0	(290)		(290)	0.0%	290
Expenditure OS & S :- Indirect Expenditure	122,121	43,590	(78,531)	0	(78,531)	280.2%	290
Net Expenditure	(122,121)	(43,590)	78,531				
6000 plus Transfer from Earmarked Reserv	290	0	(290)				
Movement to/(from) Gen Reserve	(121,831)	(43,590)	78,241				
<u>301 Allotment Association</u>							
1301 Allotment Income	1,991	0	(1,991)			0.0%	
Allotment Association :- Income	1,991	0	(1,991)				0
4501 Allotment Expenditure	1,578	0	(1,578)		(1,578)	0.0%	
Allotment Association :- Indirect Expenditure	1,578	0	(1,578)	0	(1,578)		0
Net Income over Expenditure	413	0	(413)				
<u>308 Allotment Deposits</u>							
5308 Allotment Deposits	325	0	(325)			0.0%	
Allotment Deposits :- Income	325	0	(325)				0
Net Income	325	0	(325)				

Detailed Income & Expenditure by Budget Heading 28/02/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	223,220	176,833	(46,387)			126.2%	
Expenditure	211,551	158,815	(52,736)	0	(52,736)	133.2%	
Net Income over Expenditure	11,668	18,018	6,350				
plus Transfer from Earmarked Reserv	290	0	(290)				
less Transfer to Earmarked Reserv	15,850	0	(15,850)				
Movement to/(from) Gen Reserve	(3,892)	18,018	21,910				

Current Account

Cash Received between 01/02/2025 and 28/02/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/02/2025	██████████		Allotment deposit and rent	95.00
07/02/2025	Direct Reserve	Trfr	Transfer of funds	4,000.00
14/02/2025	HM Revenue & Customs		VAT repayment	241.71
			Total Receipts	<u>4,336.71</u>

List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/02/2025	British Gas Lite	DD	179.62		Electricity
10/02/2025	[REDACTED]	BACS	50.00		Allotment deposit refund
10/02/2025	Premier Managed Technologies	BACS	24.00		Photocopying
10/02/2025	Headley Village Hall Trustees	BACS	23.75		Hall hire 11/11
10/02/2025	Friends of All Saints Headley	BACS	1,500.00		Grant 24/25
10/02/2025	Hampshire County Council	BACS	65.90		Stationery
10/02/2025	Veolia Environmental Services	BACS	89.42		Wheelie bin emptying
10/02/2025	[REDACTED]	BACS	1.00		Allotment overpayment
10/02/2025	The Parkinson Partnership LLP	BACS	1,440.00		VAT advice Pavilion
10/02/2025	Headley Village Hall Trustees	BACS	23.75		Hall hire 13/1
10/02/2025	Headley Village Hall Trustees	BACS	1,465.30		Office rent
10/02/2025	[REDACTED]	BACS	50.00		Allotment deposit refund
17/02/2025	Nat West	DD	24.95		Bankline
21/02/2025	Sage UK Ltd	DD	24.10		Payroll support
22/02/2025	Salaries	SO	3,030.82		February
28/02/2025	Onecom Ltd	DD	95.09		Telephone and internet
28/02/2025	Credit Card	Trfr	152.30		Credit card payment
28/02/2025	Nat West	DD	26.60		Bank charges
	Total Payments		<u>8,266.60</u>		