

HEADLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 12 May 2025 at the Parish Office, Arford Road, Headley at 7.30pm

Present:

Cllr Mark Dickens	Cllr Sue Bettin
Cllr Anthony Williams	Cllr Neville Merritt
Cllr Deborah Chamberlain	Cllr Paul Tansley
Cllr Tony Williamson	Cllr Sally Laker
Cllr Stephen Thair	Cllr Lesley Coombes
Cllr Peter Ellens	

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

- C001/25 **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 Chamberlain and unanimously agreed by a show of hands.
- C002/25 **Election of Vice Chairman**
RESOLVED: That Cllr Tony Williamson be Vice-Chairman for the coming year.
Proposed by Cllr Chamberlain, seconded by Cllr Merritt and unanimously agreed by a show of hands.
- C003/25 **Apologies for Absence**
Apologies were received and accepted from Cllr Stephen Thair. It was noted that Cllr Mark Johson had resigned earlier in the day and therefore was not present. A vacancy notice has been issued.
- C004/25 **Declaration of Interests**
None declared.
- C005/25 **Public Participation**
None.
- C006/25 **Chairman's Report**
The Chairman reported that:
- Noted the Pavilion project continues to be disruptive to HPC stewardship and acknowledge it is taking considerable time from the Working Party and Office staff. The Clerk noted the impact on the

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office and some proposed changes to office opening to public and councillors.

- In the coming months, they would like to improve the office appearance and will be looking at proposals to bring back to council.
- Smarter team collaboration with the extension of Teams and Sharepoint to reduce the volume of email and duplication.

C007/25 **To note and approve (previously circulated) Terms of Reference (TOR) for the following committees and working groups:**

It was agreed to defer this item to the Finance & Policy panel and a future council meeting.

C008/25 **Appointment of Planning Committee, Finance & Policy Panel and Sport & Community Sub-Group/Working Party**

RESOLVED: That the following Councillors are appointed to:

Planning Committee

Cllr Tony Williamson	Cllr Sally Laker
Cllr Deborah Chamberlain	Cllr Peter Ellens
Cllr Paul Tansley	Cllr Neville Merritt
Cllr Anthony Williams	

Finance & Policy Panel

Cllr Anthony Williams	Cllr Mark Dickens
Cllr Tony Williamson	Cllr Sally Laker

Pavilion & Playing Fields Management Group

Cllr Deborah Chamberlain	Cllr Mark Dickens
Cllr Neville Merritt	Cllr Anthony Williams
Cllr Lesley Coombes	Cllr Sally Laker

Arford Common and Headley Hill Woods Warden & Deputy

Cllr Sue Bettin
Cllr Peter Ellens

Standford Land & Standford Green Warden

Cllr Peter Ellens

Parish Enhancement Group

Cllr Peter Ellens
Cllr Lesley Coombes
Cllr Tony Williamson
Cllr Stephen Thair

C009/25 **Election of Chairman and Vice-Chairman of the Planning Committee**

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RESOLVED: To elect Cllr Tony Williamson as Chairman and Cllr Sally Laker as Vice Chairman for 2025/26.

C010/25

Council Minutes

RESOLVED: To confirm the Minutes of the Full Council meetings held on 14th April 2025.

C011/25

Committee Minutes

The Planning Minutes from 8th May 2025 were received.

C012/25

Confirmation of Appointment of Representatives to Outside Bodies 2025/2026

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

Headley Allotment Association	Peter Ellens, Lesley Coombes, Sue Bettin
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 Neville Merritt
River Wey Trust	Anthony Williams Neville Merritt
Policing	Mark Dickens Tony Williamson
Headley Twinning Association	Mark Dickens Peter Ellens
Transport	Tony Williamson Sue Bettin

C013/25

Hampshire County Council Matters

- a. County Cllr Debbie Curnow-Ford was at the meeting and her report is attached to these Minutes. Cllr Curnow-Ford will investigate timelines for works for the B3002 from the Grayshott Road to Mill Lane for resurfacing.
Investigation into who will be funding the fly-tipping drones and CCTV initiative.

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- b. Drainage Cleansing 15th May for two nights 20.00:06.00 Beech Hill and Fullers Vales at the junction with Pond Road and Gentles Lane with Pond desilting works in Pond Road
Carriageway surface dressings due to start 19th May for up to 5 days 09.30:19.00
Headley/Grayshott Road, Beech Hill to Waggoners Way.
Mill Lane Liphook Road to High Street.
Standford Lane, Mill Lane to Whitehill Road

- C014/25 **East Hants District Council**
Cllr Williams report had been previously circulated and is attached to these Minutes.
- C015/25 **Council Representative reports**
Cllr Ellens gave an overview of the tree safety works recently undertaken at Headley Hill Woods.

Financial matters
- C016/25 **Bank Reconciliations and Trial Balance for March 2025**
RESOLVED: Members received and approved the bank reconciliations and trial balance for March 2025.
- C017/25 **Payments (including credit card payments) for April 2025**
RESOLVED: Members received and approved the payments (including credit card payments) for April 2025 consisting of 27 transactions totalling £15,243.69.
- C019/25 **Receipts for April 2025**
RESOLVED: Members received and approved the receipts for April 2025.
- C020/25 **Income & Expenditure against budget as at 30th April 2025**
RESOLVED: To approve the income and expenditure for April 2025.
- C021/25 **To note any payments made outside of meetings under the Scheme of Delegation.**
It was noted that £840.00 was spent instructing Dr Jones to carryout essential tree works to Headley Hill Woods.
- C022/25 **To approve Earmarked Reserve movements for 2024/2025**
RESOLVED: To approve the Earmarked Reserve movements.
- C023/25 To receive the Internal Auditor’s report for 2024/25.
The Internal Auditors report was noted and will be put before the Finance & Policy panel to work through the recommendations.
It was noted the Pavilion Project budget code spreadsheet showing the total cost of the project of £1,158,665.00 awarded to Flint Construction Ltd. This will now be reviewed on regular basis against actual spend to ensure costs

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remains in target and any over/underspend will require further decisions on variations by the Parish Council.

Fidelity level was noted. It was agreed to request the RFO increase cover to a minimum of £540k.

C024/25 To note 2025/26 new Internal Auditor arranged with introductory meeting scheduled to set timetables for visits for 2025/26 audits.

It was noted the Internal Auditor introductory meeting with the RFO and Clerk has been arranged for 9th July.

Annual Governance and Accountability Return for year ended 31st March 2025

C025/25 To review and if appropriate, approve and sign the Annual Governance Statement to be included in the Annual Governance and Accountability Return for the year ended 31st March 2025.

RESOLVED: The Annual Governance Statement for inclusion in the Annual Governance and Accountability Return for the year ended 31st March 2025 was reviewed, approved and signed.

C026/25 To review and if appropriate, approve and sign the Accounting Statements 2024/25 to be included in the Annual Governance and Accountability Return for the year ended 31st March 2025.

RESOLVED: The Accounting Statements 2024/25 for inclusion in the Annual Governance and Accountability Return for the year ended 31st March 2025 was reviewed, approved and signed.

C027/25 To note the Exercise of Public Rights (as previously circulated) to be Monday 9th June to Friday 18th July 2025.

RESOLVED: The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return was agreed with dates to commence Monday 9th June 2025 ending on Friday 18th July 2025.

Internal Council Matters

C028/25 **To Review and Adopt the Standing Orders**

RESOLVED: To agree and adopt the Model Standing Orders.

C029/25 **To Review and Adopt the Financial Regulations**

RESOLVED: To agree and adopt the Model Financial Regulations.

C030/25 **To review insurance renewal**

It was noted that the RFO had reviewed the policy and the next Long Term Arrangement (LTA) fee was due for renewal 1st June 2025.

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CO31/25 **HALC advice of devolution change planning.**
There hasn't been much communication to date on the likely impact on Parish Councils, however some forward planning is prudent, therefore the Clerk to seek public land and asset ownership details from HCC and EHDC with the intention of quantifying potential devolvement issues and cost liabilities

Open Spaces & Sport

CO32/25 **Headley village fete 13th September 2025.**
The Chairman asked for confirmation that HPC would be present. It was agreed they would, and all were encouraged to note the date and attend. Formal arrangements will be discussed closer to the date.

CO33/25 **To consider upgrading the vandalised vehicle barrier at Headley Pavilion and Playing Fields.**
The quote was unavailable at this time and therefore deferred to a later meeting, however the Clerk gave an update on the proposed electronic barrier with proximity cards that would add extra security to the premises.

The Pavilion and Playing Fields

To receive an update on the Pavilion and consider recommendations from the Working Party.

CO34/25 To note Flint Construction Ltd as pavilion contractor and funding streams.

It was confirmed that a top up CIL application had been submitted for £67,500 to support but not limited to, rainwater harvesting, soft landscaping, internal window dressings.

S106 funding applications are currently being considered.

CO35/25 To note a recommendation to freeze both Tennis and Council contributions to a Tennis Court surfacing EMR for 2025.

RESOLVED: To freeze payments for 2025 and reallocate Council contribution to Pavilion development funding.

CO36/25 To note temporary license for Cricket Club fees to be made toward retention of pitch and storage facilities.

RESOLVED: To request Cricket Club contribution for 2025 grass cutting would be allocated to retention of the pitch and on site storage facilities.

There being no further business the meeting closed at 9.33pm.

DISTRICT COUNCILLOR REPORT – May 2025

May is the end of the Civic Year for both the Parish and District Councils. The Annual Council Meeting of East Hampshire District Council takes place on 15 May when Cllr Catherine Clark's term of office comes to an end. Catherine in my opinion has been an excellent Chairman, and has just become the Mayor of Whitehill. Long standing Alton District Councillor – Graham Hill is due to be appointed the EHDC Chairman on Thursday.

During the last month I attended Planning Site visits at Monkwood, near Ropley, and at Bowcot Hill. Deborah represented the Parish Council at the latter visit and spoke at the Planning Committee on 15 April. As most Parish Councillors are aware the application was given permission. I attended three of the weekly Teams Planning Briefings during the month. This gives Angela Glass (the Planning Portfolio holder on Cabinet) and myself, the opportunity to receive updates from specific planning officers (Local Plan, Development Management – ie dealing with Planning Applications, and Enforcement) and ask questions about their updates. Unfortunately the backlog in validating and processing planning applications following the introduction of new software remains, although the recent “backlog busting week” has slightly reduced the backlog to “about 7 weeks”.

Full Council on 24 April dealt included a report on the recent Corporate Peer Challenge Report whereby EHDC is examined by members of other Local Authorities who review our systems and interview Officers and Councillors. Their comments included that we are a “well run Council” and “can deliver on its priorities”, and that we have “passionate and committed staff”. However the most important aspect is to receive comments on their suggested improvements and these recommendations have become an Action Plan, that will be reviewed in 6 months time. One other item on the Full Council Agenda was a proposal to amend the Constitution so that the default title Chairman and Vice Chairman become Chair and Vice Chair but with the important proviso that the holders of such offices could choose to use the traditional titles.

So concludes my twenty eighth year as one of the two District Councillors for Headley.

Anthony Williams

Update from your Hampshire County Councillor – May 2025

Greetings to the Officers, Staff and Members of Bramshott and Liphook, Headley, and Grayshott Parish Councils. I hope this monthly report finds you all well. Whilst I'm sure we're all praying for some rain for our gardens, the weather has been great for local 80th VE Day Anniversary celebrations.

Bramshott & Liphook

Highways engineers met with a resident and I to discuss persistent flooding and bank erosion due to wash from passing vehicles on Hewshott Lane. There was standing water despite no rain for several weeks. Whilst this issue has been logged, it is unlikely to become a priority because premises are not at risk at this sunken lane location. It was agreed to work together with residents, colleagues at EHDC to develop a possible solution to bring to Bramshott & Liphook Parish Council for consideration as a possible Community Funded Initiative (CFI) project.



Headley

Drainage cleansing works are programmed to start Thursday 15th May 2025 and are expected to take up to 2 nights to complete, during which time Pond Road will be closed to vehicular traffic and temporary traffic lights will be in operation in Fuller Vale, Beech Hill and Gentles Lane between 20:00 to 06:00hrs (Monday – Friday working). Pond desilting works will then follow on from Monday 19th May 2025 and are expected to take up to 10 days to complete, during which time Pond Road will be closed to vehicular traffic between 07:30 to 18:00hrs (Monday – Friday working).

I have written to Highways regarding the coincidence of the closure of Pond Road and the B3002 Headley Road/Grayshott Road, Headley Down from Beech Hill Roundabout to Waggoners Way due to planned resurfacing.

Grayshott

Unfortunately, despite a long wait for work to start on new traffic calming measures and resurfacing of Headley Road to remove the potholes, communications issues, not least short or no notice, with Surrey County Council (SCC) and residents have caused work to be postponed until matters are resolved. HCC are now in discussions with SCC, and I have written to the Highways Planned Maintenance team to echo residents' concerns re: the short notice of closures of B3002 Headley Road and the impact this will have on local businesses incl Applegarth and GreenAcres Heatherley Park.

Councillor Grants

No decisions have yet been taken on the availability or not of County Councillor grant pots for the year 2025-26. I am expecting that the decision will be taken in September 2025. I am afraid that this means that I will not be able to consider any new grant requests until then.

News from Hampshire County Council (HCC)

Hampshire celebrates 80th Anniversary of VE day

On the 80th anniversary of Victory in Europe Day, 8 May 2025, Hampshire County Council proudly raised the Union Flag outside the Great Hall in Winchester in celebration of the day in 1945 which brought an end to the nearly six years of World War II

Devolution, Combined Mayoral Authority and Local Gov't Reform

All parties (Hampshire County, District, Borough Councils and Southampton, Portsmouth and Isle of Wight Unitary Authorities) to the Hampshire and Solent interim plan received feedback from the Ministry of Housing, Communities and Local Government on 7th May. This reflects feedback on the Interim Plan submitted on behalf of all 15 Local Authorities across Hampshire and the Solent on 21 March.

Feedback has been provided on each of the areas where the parties asked for some greater clarity from Government. In particular, the Government has been clear that proposals are to be submitted by 26 September 2025 and not November as was requested. So, a lot of work to be done in 4 months!

More information can be found at.:

[Devolution and local government reorganisation | About the Council | Hampshire County Council](#)

Primary school place offers confirmed by Hampshire County Council

The County Council has processed more than 20,000 applications for children to start school in reception year (Year R) and to move from infant to their first year of junior education (Year 3).

More than 98 per cent (98.67 per cent) of parents have been offered a reception year place for their child in one of their three preferred schools, with over 92 per cent (92.27 per cent) allocated a place at their first preference school. More information can be found here.:

[Primary school place offers confirmed by Hampshire County Council | Hampshire County Council](#)

Deadline reminder for parents applying for School Transport

Hampshire parents who would like their children to be considered for School Transport from September 2025 must apply on time to make sure their applications are reviewed before the new school year starts. More information.:

[Deadline reminder for parents applying for School Transport | Hampshire County Council](#)

New Recycling Facility approved by HCC

Plans to construct a new, state-of-the-art recycling facility for Hampshire have been given the go-ahead, enabling residents to recycle a wider range of household materials at the kerbside in future.

The proposal to build a new £50.5 million Materials Recovery Facility has been developed in conjunction with Hampshire's neighbouring waste disposal partners, Portsmouth City Council and Southampton City

Council, who will jointly fund the project ensuring a consistent service across the region. Based in Eastleigh, the new Materials Recovery Facility (MRF) is expected to be up and running by the end of 2027, and will support all households across the Hampshire region to recycle:

- a much wider range of plastics, including pots, tubs, trays, cartons, and soft plastic film
- glass
- metal
- paper and cardboard

Commenting on her decision to green light the investment, Hampshire County Council's Cabinet Member for Universal Services, Councillor Kirsty North said:

"I know residents are keen to do more, and I receive regular questions about when and how a greater variety of materials will be able to be recycled more easily from home. To help people recycle well and recycle better, we need the right processing facilities in place to make that happen."

Currently we send a tiny proportion of waste to landfill in Hampshire, with the bulk either recycled or incinerated. Any waste we can divert from incineration is not only better for the environment, creating less carbon, but also increases our recycling rate, costs less to dispose of, and has a second or third or fourth life as a new product. Importantly, it also helps ensure we maximise return for local taxpayers.

Greater powers to tackle fly-tipping

On the subject of waste management, HCC strongly welcomes the Government's announcement of a new crackdown on cowboy waste operators to tackle fly-tipping and clean up our streets, lanes, and rural areas.

Key Points:

- Councils will work with the police to identify, seize, and crush vehicles of waste criminals.
- Drones and mobile CCTV cameras will be used to identify and destroy cars and vans belonging to fly-tippers.
- A rapid review will slash red tape, allowing councils to seize and crush vehicles more easily. Fly-tippers will cover the costs, saving money for councils and taxpayers.
- Waste criminals will now face up to five years in prison for illegal operations.
- The Environment Agency will conduct identity and criminal record checks on operators, with increased resources and powers to revoke permits, issue enforcement notices, and impose hefty fines.

As you know, EHDC has for many years been at the forefront of the fight against fly tipping in East Hampshire. I really hope these new powers are brought in quickly and are used by all Hampshire local authorities to tackle the criminals who blight our beautiful county with their selfish, greedy and thoughtless behaviour.

Getting ready for a spring clean?

And on the subject of waste disposal, please don't be tempted to engage with people on social media who offer to remove your waste, unless they are licensed waste carriers.

It is your duty of care to dispose of your waste correctly. You could be fined an unlimited amount if your waste ends up fly tipped.

Check your waste carrier is licensed here: <http://bit.ly/2Hn8ygE>

SDNPA takes enforcement action in the High Court

Town and Parish Councillors will be encouraged to note that the SDNPA has taken successful High Court enforcement action for planning breaches within the National Park. There are grounds for optimism that a message has been sent, a precedent has been set, and similar action will now follow in East Hampshire.

A woman was sentenced to four months in jail, suspended for four years, after ignoring a planning injunction to remove a caravan that had been illegally placed on agricultural fields at Long Road, Soberton. Judge Dunne observed that had she not moved the caravans off the plot prior to the hearing, she was at risk of immediate imprisonment. Judge Dunne also awarded the South Downs National Park Authority its costs, to the sum of £14,945, in bringing the proceedings. These should be paid to the Authority within 12 months.

I think it is worth including here the quote issued by Tim Slaney, Director of Planning at the South Downs National Park Authority. He said:

“Court action is not something we choose to do lightly and is often a last resort for us.

The National Park is a very special landscape that has been designated for the benefit of the entire nation because of its natural beauty, wildlife and cultural heritage. Without a planning system that everyone adheres to, it could be harmed by any number of illegal developments and would cease to be a special place for people to live, work and enjoy. This enforcement case is an example of strong partnership working and we're very grateful to Winchester City Council for their support.”

Let's hope the issue of the illegal travellers' encampment near Lurgashall, West Sussex is resolved quickly.

Myths about animals in Hampshire's countryside

The British countryside is steeped in centuries of myth, superstition, and storytelling — and we're here to share some of the most fascinating traditions with you!

From bees to butterflies, mice to rabbits, each creature was once believed to carry hidden meanings, omens, and even magical powers.



Mice: If mice invaded your home, it was seen as a bad omen, a warning of illness or even death. But don't worry — folklore offers a humane solution! Simply ask the mice politely to leave, explaining that your home is not convenient for them.



Eels: It was once believed you could create an eel by tossing horsehair into a running stream! Eels were thought to cure deafness and rheumatism, though many people were wary of eating them.



Bees: Bees were considered sacred and wise. Tradition says you must always speak kindly around bees, inform them of major family events like weddings or funerals, and even feed them cake from these celebrations to keep them happy and loyal.



Rabbits: The rabbit's foot — especially the left hind leg — was a symbol of good luck, tracing back to Celtic beliefs. Rabbits were seen as messengers between our world and the spirit realm. (Just to be clear, we don't recommend collecting rabbit feet today!)



Butterflies: Superstitions say that a white butterfly in your home brings good luck, a brown butterfly brings important news, and a yellow one promises sunny days ahead. Some even believed butterflies were the souls of loved ones visiting from beyond.

The countryside isn't just beautiful — it's alive with ancient stories.

Want to know more? Hampshire's Countryside Service has more detail in their blog and podcast you can find here: <https://www.hants.gov.uk/.../countryside/blog/202410-myths>

End of Purdah period

As mentioned in my last report, HCC has been in purdah during April due to two by-elections taking place today. That means there have not been many announcements and hence this report is a short one. I look forward to seeing many of you at Annual Parish Meetings later this month!

News from Hampshire Highways

Uneven road surfaces

I've had a few comments from Parish Cllrs, concerned that the road repairs, notable on Mill Lane, Headley and some other local roads appear unfinished. They have certainly been left uneven and unsightly.

The uneven surface is because of 'crack sealing', which is undertaken to seal any cracks identified in the road, most particularly along the joins of previous utility repairs.

This is preparatory work for resurfacing of the road, the principle being that by sealing the cracks in the current surface then once the new surface is laid then it makes it less likely that there is damage to the undersurface of the road due to water ingress or movement during cold weather. This therefore reduces the likelihood of potholes forming in the new surface and thereby elongates the life of the road surface.

Reporting Highway Problems

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedges: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Rights of Way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

When reporting an issue, you'll be sent an email confirming a reference (Enquiry) number for the report. If you would like me to follow this up for you then please forward that message to me and I will chase for you.

Please check for planned and emergency road closures and diversions at [Causeway one.network](#) and for problems relating to the A3 please go to Highways England at <https://m.highwaysengland.co.uk/>

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You can keep up to date with HCC news through these channels:

[Keep updated at @hantsconnect](#)

[Hampshire County Council | Hampshire County Council \(hants.gov.uk\)](#)

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[Hampshire County Council | Winchester | Facebook](#)

[Hampshire County Council \(@hampshire_county_council\) • Instagram photos and videos](#)

Please do not hesitate to email me with any feedback, suggestions, and questions.

Kind regards– Debbie

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11th May 2025