



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

3rd June 2025

Dear Councillor

You are hereby summoned to attend a meeting of Full Council at the Village Hall, Arford Road, Headley on **Monday 9th June 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 12th May 2025.

5. Committee Minutes

- a. To receive the minutes of the Planning Committee held on 2nd June 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 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

10. Financial matters

- a. To receive and sign as approved bank reconciliations as of 30th April 2025 and accompanying Trial Balance
- b. To receive and approve the list of payments for May 2025
- c. To receive and approve the list of credit card payments for May 2025
- d. To receive and approve the list of receipts for May 2025
- e. To receive and approve income and expenditure to 31st May 2025
- f. To note any payments made outside of meetings under the Scheme of Delegation.
- g. To note signatories for council held bank accounts
- h. To note list of regular payments.

11. Internal Council matters

- a. To note and approve previously circulated IT Policy
- b. To note and consider request of grant of £500 for Headley Fete
- c. To agree purchase of defibrillator pads.

12. Open Space & Sport

- a. To consider quotation for Playground Repairs and Village green signage
- b. To consider quotation for Tree works identified within the recent Tree Survey.
- c. To note use of green for Headley CAN 28th June

13. New Playing Fields and Pavilion

- a. To receive update and consider Working Party recommendations.
- b. To approve (previously) circulated schedule of invoices relating to pavilion contractor Flint Construction Ltd.
- c. To note additional expense for roofing and drainage and to agree the expense from the contingency budget.
- d. To note appointment of Tricia Kerr for additional design consultation.
- e. To note expenditure of £1144.53 for SGN repositioning underground utilities.
- f. To consider kitchen quotation.
- g. To note state of main hall floor update and to agree possible alternative and appropriate costing.

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			428.13	
200	Current Bank & Reserve A/c			94,966.07	
203	Direct Reserve			31,016.38	
204	CCLA Deposit			114,997.31	
206	Unity Trust			718.60	
207	Nationwide Building Society			82,756.17	
208	Unity Trust Instant			86,282.32	
209	Pavilion Account			209,320.50	
310	General Reserves				57,333.57
321	Election Fund				5,000.00
322	Christmas Tree Lights				4,245.90
323	Land Purchase				25,000.00
324	Devolution of Services				2,000.00
325	CIL Payments				106,940.47
327	Nodwood S106				2,289.00
328	Pension Deficit				12,000.00
331	Deposits Held				40.00
332	Tennis Court Repairs/Renewals				7,900.00
333	Arford Common				2,400.00
334	Pavilion Maintenance				25,011.88
335	War Memorial				2,160.00
336	Field 6 Refurbishment				29,000.00
337	Mill Lane Playground Refurbish				14,405.11
340	Headley Hill Woods				11,330.00
344	Pavilion Refurbishment				2,000.00
345	Petanque Club				30,000.00
346	Fete Committee Grant				1,500.00
505	Allotments Charity Fund				12,227.23
1076	Precept	100	Income Council		88,250.00
1090	Bank Interest	100	Income Council		600.82
1104	SLR contributions	100	Income Council	295.30	
1160	Tennis Club	200	Income OS & S	24.00	
1169	Bowling Club	200	Income OS & S	414.25	
1301	Allotment Income	301	Allotment Association		60.00
1401	Pavilion Loan	400	Pavilion Rebuild Receipts		209,926.50
4000	Salaries	103	Staffing Costs	3,109.23	
4019	Bank Charges	101	Administration	41.90	
4024	Subscriptions	101	Administration	1,291.00	
4037	Electricity	102	Parish Office	157.15	
4038	Telephone & Internet	102	Parish Office	63.09	
4042	Photocopying	102	Parish Office	20.00	
4047	Admin Contingency	101	Administration	351.46	

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>
4048	IT Support & Licences	101	Administration	421.87	
4222	Professional Fees	401	Pavilion Rebuild Expenditure	1,250.00	
4223	Construction Insurance	401	Pavilion Rebuild Expenditure	6,630.31	
4224	Utilities	401	Pavilion Rebuild Expenditure	401.38	
4225	Sundry	401	Pavilion Rebuild Expenditure	895.00	
4501	Allotment Expenditure	301	Allotment Association	19.06	
5308	Allotment Deposits	308	Allotment Deposits		100.00
6001	Transfer to Earmarked Reserv	100	Income Council	15,850.00	
Trial Balance Totals :				651,720.48	651,720.48
Difference				0.00	

Headley Parish Council 2025/2026

Bank - Cash and Investment Reconciliation as at 30 April 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

30/04/2025	Nat West Current A/c	94,966.07
30/04/2025	Direct Reserve	31,016.38
30/04/2025	CCLA Deposit	114,997.31
30/04/2025	Credit Card	0.00
30/04/2025	Unity Trust Bank	718.60
30/04/2025	Nationwide Building Society	82,756.17
30/04/2025	Unity Trust Instant	86,282.32
30/04/2025	Pavilion Account	209,320.50

620,057.35

Receipts not on Bank Statement

0.00

Closing Balance

620,057.35

All Cash & Bank Accounts

1	Current Bank & Reserve A/c	94,966.07
3	Direct Reserve	31,016.38
4	CCLA Deposit	114,997.31
5	Credit Card	0.00
6	Unity Trust	718.60
7	Nationwide Building Society	82,756.17
8	Unity Trust Instant	86,282.32
9	Pavilion Account	209,320.50
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	620,057.35

Detailed Income & Expenditure by Budget Heading 31/05/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income Council</u>							
1076 Precept	88,250	176,500	88,250			50.0%	
1090 Bank Interest	680	5,000	4,320			13.6%	
Income Council :- Income	88,930	181,500	92,570			49.0%	0
Net Income	88,930	181,500	92,570				
6001 less Transfer to Earmarked Reserv	15,850	0	(15,850)				
Movement to/(from) Gen Reserve	73,080	181,500	108,420				
<u>101</u> <u>Administration</u>							
4011 Councillors MMA/Expenses	0	200	200		200	0.0%	
4015 Christmas Lights Maintenance	0	1,000	1,000		1,000	0.0%	
4016 Advertising	0	200	200		200	0.0%	
4018 Audit Fee	500	1,200	700		700	41.7%	
4019 Bank Charges	75	550	475		475	13.6%	
4020 Books & Publications	0	100	100		100	0.0%	
4021 Insurance	0	3,500	3,500		3,500	0.0%	
4022 Legal Fees	0	1,500	1,500		1,500	0.0%	
4023 Councillor Training & Seminars	0	450	450		450	0.0%	
4024 Subscriptions	1,291	2,000	709		709	64.5%	
4025 Grants Agreed	8,175	10,175	2,000		2,000	80.3%	
4026 Meeting Room Hire	24	700	676		676	3.4%	
4047 Admin Contingency	432	1,500	1,068		1,068	28.8%	
4048 IT Support & Licences	518	1,800	1,282		1,282	28.8%	
4064 Chairman's Expenses	0	200	200		200	0.0%	
4066 SLR Deployments	0	900	900		900	0.0%	
4067 Community Engagement	0	500	500		500	0.0%	
4075 Parish Website Development	0	200	200		200	0.0%	
4076 Online Digital Mapping	0	300	300		300	0.0%	
4077 PWLB repayment	0	20,000	20,000		20,000	0.0%	
Administration :- Indirect Expenditure	11,014	46,975	35,961	0	35,961	23.4%	0
Net Expenditure	(11,014)	(46,975)	(35,961)				
<u>102</u> <u>Parish Office</u>							
4035 Parish Office Rent	1,472	6,500	5,028		5,028	22.6%	
4037 Electricity	259	1,600	1,341		1,341	16.2%	
4038 Telephone & Internet	106	750	644		644	14.2%	
4039 Fire Extinguishers	0	300	300		300	0.0%	
4040 Stationery	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 Postage	11	50	39		39	21.2%	
4042 Photocopying	20	300	280		280	6.7%	
4043 Office Maintenance	25	600	575		575	4.2%	
Parish Office :- Indirect Expenditure	1,893	10,300	8,407	0	8,407	18.4%	0
Net Expenditure	(1,893)	(10,300)	(8,407)				
<u>103 Staffing Costs</u>							
4000 Salaries	6,583	57,342	50,759		50,759	11.5%	
4002 HPC NI Contribution	0	6,353	6,353		6,353	0.0%	
4003 Superannuation	1,607	12,272	10,665		10,665	13.1%	
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	8,190	77,107	68,917	0	68,917	10.6%	0
Net Expenditure	(8,190)	(77,107)	(68,917)				
<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	(24)	1,572	1,596			(1.5%)	
1169 Bowling Club	(414)	768	1,182			(53.9%)	
1170 Cricket Club	0	851	851			0.0%	
Income OS & S :- Income	(438)	4,833	5,271			(9.1%)	0
Net Income	(438)	4,833	5,271				
<u>201 Expenditure OS & S</u>							
4080 Liphook Road Allotment Hedge	0	222	222		222	0.0%	
4081 Village Green	201	2,000	1,799		1,799	10.1%	
4086 Bowling Green	0	3,070	3,070		3,070	0.0%	
4087 Bowling HPC	0	364	364		364	0.0%	
4090 Cricket	0	4,000	4,000		4,000	0.0%	
4091 Cricket Open Space	428	2,336	1,908		1,908	18.3%	
4092 Football	0	6,000	6,000		6,000	0.0%	
4093 Football Open Space	221	3,022	2,801		2,801	7.3%	
4094 Land Rental	0	2,875	2,875		2,875	0.0%	
4095 New Football Pitches	0	4,000	4,000		4,000	0.0%	
4096 Tennis	12	288	276		276	4.2%	
4097 Standford Green	31	371	340		340	8.4%	

Detailed Income & Expenditure by Budget Heading 31/05/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4098 Other Grass Cutting	15	169	154		154	8.9%	
4105 Play Equipment Maintenance	130	2,000	1,870		1,870	6.5%	
4110 Litter & Refuse Collections	75	3,700	3,625		3,625	2.0%	
4113 Village Repairs & Enhancements	1,730	2,000	270		270	86.5%	
4116 Bus Shelter Maintenance	0	500	500		500	0.0%	
4129 Arford Common	0	2,500	2,500		2,500	0.0%	
4130 Tree Maintenance	1,875	3,500	1,625		1,625	53.6%	
4132 Priority Footpath Maintenance	0	500	500		500	0.0%	
4164 Headley Hill Woods	0	1,000	1,000		1,000	0.0%	
4170 Community Planting Scheme	0	500	500		500	0.0%	
4173 Mill Lane Overheads	640	3,000	2,360		2,360	21.3%	
Expenditure OS & S :- Indirect Expenditure	5,358	47,917	42,559	0	42,559	11.2%	0
Net Expenditure	(5,358)	(47,917)	(42,559)				
<u>301 Allotment Association</u>							
1301 Allotment Income	60	0	(60)			0.0%	
Allotment Association :- Income	60	0	(60)				0
4501 Allotment Expenditure	32	0	(32)		(32)	0.0%	
Allotment Association :- Indirect Expenditure	32	0	(32)	0	(32)		0
Net Income over Expenditure	28	0	(28)				
<u>308 Allotment Deposits</u>							
5308 Allotment Deposits	100	0	(100)			0.0%	
Allotment Deposits :- Income	100	0	(100)				0
Net Income	100	0	(100)				
<u>400 Pavilion Rebuild Receipts</u>							
1401 Pavilion Loan	209,927	210,000	74			100.0%	
1402 Pavilion S106	0	300,000	300,000			0.0%	
1403 Strategic CIL	0	411,622	411,622			0.0%	
1404 Field 6 Remainder S106	0	8,441	8,441			0.0%	
1405 S106 Generic Funds	0	15,374	15,374			0.0%	
1412 Football Foundation	0	20,000	20,000			0.0%	
Pavilion Rebuild Receipts :- Income	209,927	965,437	755,511			21.7%	0
Net Income	209,927	965,437	755,511				

Detailed Income & Expenditure by Budget Heading 31/05/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Pavilion Rebuild Expenditure							
4201 Demolition and Alterations	0	54,560	54,560		54,560	0.0%	
4202 Substructure	0	40,625	40,625		40,625	0.0%	
4203 Frame	0	9,400	9,400		9,400	0.0%	
4204 Upper Floors	0	2,250	2,250		2,250	0.0%	
4205 Roof	0	51,265	51,265		51,265	0.0%	
4206 External Walls	0	30,050	30,050		30,050	0.0%	
4207 Windows and External Doors	0	35,640	35,640		35,640	0.0%	
4208 Internal Walls	0	30,085	30,085		30,085	0.0%	
4209 Internal Doors	0	33,150	33,150		33,150	0.0%	
4210 Wall Finishes	0	20,840	20,840		20,840	0.0%	
4211 Floor Finishes	0	41,374	41,374		41,374	0.0%	
4212 Ceiling Finishes	0	23,080	23,080		23,080	0.0%	
4213 Fixtures and Fittings	0	61,700	61,700		61,700	0.0%	
4214 Sanitary Fittings	0	42,000	42,000		42,000	0.0%	
4215 Mechanical Services	0	91,550	91,550		91,550	0.0%	
4216 Electrical Services	0	98,875	98,875		98,875	0.0%	
4217 Builders - Connection Services	0	7,000	7,000		7,000	0.0%	
4218 External Works and Landscaping	0	55,260	55,260		55,260	0.0%	
4219 Parking	0	31,500	31,500		31,500	0.0%	
4220 Water Drainage	0	15,000	15,000		15,000	0.0%	
4221 Temporary Facilities	0	5,000	5,000		5,000	0.0%	
4222 Professional Fees	5,950	28,450	22,500		22,500	20.9%	
4223 Construction Insurance	6,630	0	(6,630)		(6,630)	0.0%	
4224 Utilities	854	0	(854)		(854)	0.0%	
4225 Sundry	1,040	0	(1,040)		(1,040)	0.0%	
4226 Additional Groundworks	1,225	0	(1,225)		(1,225)	0.0%	
Pavilion Rebuild Expenditure :- Indirect Expenditure	15,699	808,654	792,955	0	792,955	1.9%	0
Net Expenditure	(15,699)	(808,654)	(792,955)				
Grand Totals:- Income	298,578	1,151,770	853,192			25.9%	
Expenditure	42,187	990,953	948,766	0	948,766	4.3%	
Net Income over Expenditure	256,391	160,817	(95,574)				
less Transfer to Earmarked Reserv	15,850	0	(15,850)				
Movement to/(from) Gen Reserve	240,541	160,817	(79,724)				

Current Account

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/05/2025	British Gas Lite	DD	107.09		Electricity
07/05/2025	Direct Reserve	Trfr	80,000.00		Transfer of precept
13/05/2025	Dr Jones Tree Surgery	BACS	840.00		Beech Hill Rd tree
13/05/2025	Farnham Tool & Plant Hire	BACS	85.80		Key cutting
13/05/2025	The Post Office	BACS	10.60		Postage
13/05/2025	Nature in Balance	BACS	30.00		Bowling green mole
13/05/2025	Veolia Environmental Services	BACS	89.78		Wheellie bin emptying
13/05/2025	R J Playground Services Ltd	BACS	156.00		Sand play unit bearing
13/05/2025	Headley Village Hall Trustees	BACS	1,471.70		Office rent
13/05/2025	Hampshire Pension Fund	BACS	1,016.48		Superannuation April
13/05/2025	Farnham Tool & Plant Hire	BACS	2.17		Chain
13/05/2025	Farnham Tool & Plant Hire	BACS	1.90		Jubilee clips
13/05/2025	Grasstex Ltd	BACS	1,105.20		April maintenance
13/05/2025	Farnham Tool & Plant Hire	BACS	7.13		Jubilee clips
13/05/2025	Do the Numbers Ltd	BACS	500.00		Internal audit
13/05/2025	Sam Standing	BACS	25.00		Window cleaning
13/05/2025	Headley Village Hall Trustees	BACS	23.75		Hall hire 14/4
15/05/2025	Nat West	DD	27.65		Bankline
15/05/2025	British Gas Lite	DD	109.41		Pavilion electricity
20/05/2025	Friends of Holme School	BACS	900.00		Grant 2025/26
20/05/2025	East Hampshire CAB	BACS	3,000.00		Grant 2025/26
20/05/2025	Mark Welby	BACS	1,410.00		Tree condition assessments
20/05/2025	Hampshire Pension Fund	BACS	1,016.48		Supperannuation May
20/05/2025	East Hampshire D.C	BACS	239.52		Pavilion rates
20/05/2025	Headley Down Playing Field	BACS	400.00		Grant 2025/26
20/05/2025	Homestart	BACS	1,200.00		Grant 2025/26
20/05/2025	Headley Twinning Association	BACS	500.00		Grant 2025/26
20/05/2025	Friends of All Saints Church	BACS	600.00		Grant 2025/26
20/05/2025	Fullers Vale Wildlife Pond	BACS	230.00		Grant 2025/26
20/05/2025	Headley Down Nature Reserve	BACS	745.00		Grant 2025/26
20/05/2025	River Wey Trust	BACS	500.00		Grant 2025/26
20/05/2025	John Dorans	BACS	3,565.00		Various work undertaken
20/05/2025	Oakmoor School	BACS	100.00		Awards Evening 2025/26
21/05/2025	British Gas Lite	DD	114.20		Pavilion electricity
22/05/2025	Salaries	SO	3,048.23		May
22/05/2025	Sage UK Ltd	DD	24.10		Payroll support
30/05/2025	Onecom Ltd	DD	51.77		Telephone and internet
30/05/2025	Nat West	DD	5.25		Bank charges
31/05/2025	Credit Card	Trfr	249.65		Credit card payment
Total Payments			103,508.86		

Credit Card

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2025	Barrett Corp & Harrington Ltd	CC	174.00		Desktop valuation Pavilion
31/05/2025	Microsoft	CC	36.45		Microsoft Office
31/05/2025	Microsoft	CC	39.20		Microsoft Office

Total Payments 249.65

Pavilion Account

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/05/2025	MEA Construction Consultants	BACS	1,200.00		Preparing contract documents
13/05/2025	Gordon Kerr & Associates	BACS	2,400.00		Stage 3/4 tender issue
13/05/2025	MEA Construction Consultants	BACS	1,800.00		Quantity surveying
20/05/2025	Pattern Associates Ltd	BACS	240.00		Site Visit
Total Payments			<u>5,640.00</u>		

08:33

Current Account

Cash Received between 01/05/2025 and 31/05/2025

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
19/05/2025	Direct Reserve	Trfr	Transfer of funds	6,000.00
19/05/2025	Direct Reserve	Trfr	Transfer of funds	8,000.00
14/05/2025	Greatham PC		SLR contribution	354.36
20/05/2025	HM Revenue & Customs		VAT repayment	428.13
Total Receipts				<u>14,782.49</u>