

All minutes are draft until ratified by the Council at the next meeting

HEADLEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 10th November 2025 at the Parish Office, Arford Road, Headley at 7.30pm

Present:

Cllr Mark Dickens

Cllr Neville Merritt

Cllr Tony Williamson

Cllr Stephen Thair

Cllr Ann Sherburn-Hall

Cllr Anthony Williams

Cllr Deborah Chamberlain

Cllr Sally Laker

Cllr Paul Tansley

Cllr Lesley Coombes

In attendance: Mrs Rachel Audsley (Clerk & Executive Officer) and County Councillor Debbie Curnow-Ford

- C116/25 **Apologies for Absence**
None, although the Clerk noted that she had received the resignation of Cllr Sue Bettin.
- C117/25 **Declaration of Interests**

None.
- C118/25 **Public Participation**

None.
- C119/25 **Council Minutes**
RESOLVED: To confirm the Minutes of the Full Council meetings held on 13th October 2025.

RESOLVED: To confirm the Minutes of the Confidential Council meeting held on 13th October 2025.
- C120/25 **Committee Minutes**
The Planning Minutes from 3rd November 2025 were received.
- C121/25 **Chairman's Report**
The Chairmans report had been previously circulated and is attached to these minutes.
- C122/25 **Hampshire County Council Matters**

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- a. County Cllr Debbie Curnow-Ford circulated her report is attached to these Minutes. The issue of Christmas lights and recent license issues around the tree in the High St. were raised. It was agreed that the Clerk would speak to Cllr Curnow-Ford to investigate a way forward for next year, including the possibility of HPC taking ownership. Cllr Curnow-Ford reminded everyone about the small grant available, and any local organisation may apply.
- b. None

C123/25

East Hants District Council

Cllr Williams report had been previously circulated and is attached to these Minutes.

C124/25

Council Representative reports

- a. Allotments – Cllr Williams gave an update on possible funding sources for the new defibrillator. The Allotment AGM is due to be held on Thursday 13th November.
- b. Headley Village Hall – Jo Smith gave a history talk on 24th October and the centenary embroidery hanging will be hung in the hall shortly.
- c. HALC AGM Cllr Williams attended the AGM and Conference. HALC confirmed that the affiliation fee will reduce next year from £920 for Headley to £876. Two sessions attended at the conference consisted of ‘Communications in your community’. The Clerk will circulate the slides once received. Cllr Williams will circulate a summary on rural housing.
- d. HSA – There will be little requirement for the HSA to continue from April 2026 in its current form and will be put into dormancy when HPC take over.
- e. River Wey Trust – There is currently an increased focus on publicity with a successful float at the recent Liphook Carnival.
- f. Twinning – Continue to focus on fundraising. They have their upcoming quiz on 15th November, Curling event on 6th February and Barn Dance on 7th March. Tickets available at Tina’s Hairdressers in the High St. The next visit to Corne is 14th to 17th May 2026.
- g. Parish Enhancement Group – The Group are currently looking at a number of areas that can be focused on early in the new year, such as bus shelter improvements. More detailed projects will be investigated, and formal recommendations will be put before council over the coming months.

Financial matters

C125/25

Bank Reconciliations and Trial Balance for 30th September 2025

RESOLVED: Members received and approved the bank reconciliations and trial balance for September 2025.

C126/25

Payments (including credit card payments) for October 2025

RESOLVED: Members received and approved the payments (including credit card payments) for October 2025 consisting of 27 transactions totalling £130,744.89

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- C127/25 **Pavilion Payments & Receipts (including credit card payments) for October 2025.**
RESOLVED: Members received and approved payments (including credit card payments) for October 2025 consisting of 6 transactions totalling £181635.42.
- C128/25 **Receipts for October 2025**
RESOLVED: Members received and approved the receipts for October 2025.
- C129/25 **Income & Expenditure against budget as at 31st October 2025**
RESOLVED: To approve the income and expenditure for October 2025.
- C130/25 **To consider the Finance & Policy Panel Recommendations.**
The Finance & Policy Panel has met and some discussions around current underspends are ongoing. The panel will meet on 24th November and will circulate their recommendations in advance of the next Council meeting.
- C131/25 **To note any payments made outside of meetings under the Scheme of Delegation.**
None.
- C132/25 **To note Internal Auditor Report Recommendations**
The report was noted. The Clerk will address the recommendations with the RFO and put forward any necessary actions before the March meeting. The Clerk will circulate the report to Councillors for consideration.
- C133/25 **To review the Grant Applications for 2025/26**

RESOLVED: To issue the following grants under General Power of Competence.
- | | |
|-----------------|----------|
| River Wey Trust | £1250.00 |
|-----------------|----------|
- Friends of The Holme will be considered at the next meeting.
- C134/25 **To note Neighbourhood CIL and consider allocation of funds.**
Neighbourhood CIL of £1625.17 was available. **RESOLVED:** To apply for the CIL amount and allocate towards the kitchen and bar fit out of the Pavilion.
- C135/25 **Internal Council Matters**
a. To consider and approve the Terms of Reference for The Parish Enhancement Group
RESOLVED: To approve the circulated Terms of Reference with the addition to include 'other landowners such as the Diocese and Abri'. All future meetings of the Parish Enhancement Group will be minuted and recommendations will be put before Council for approval.

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- b. To consider and approve the Terms of Reference for The Finance and Policy Panel
RESOLVED: To approve the circulated Terms of Reference with the amendment to the membership to now read Chair OR Vice Chair and the addition to the last paragraph 'The RFO will be required to attend the panel during the budget setting plus all matters requiring financial input'. All future meetings of the Finance and Policy Panel will be minuted and recommendations will be put before Council for approval
- c. To review and agree HPC Communication Strategy
Cllr Thair gave an overview of current works in progress which will include updating the Council's forward plan and reviving the Council's facebook page, linking to a Headley community page and next door. This will allow ongoing sharing of information such as meeting details, community grants, highways announcements etc. Once a formal strategic document is in place, this will be brought to a future meeting for consideration.
- d. To consider Remembrance Poppy decorations for next year.
RESOLVED: To purchase the large lamppost poppies for next year. To investigate the cost and possible additional soldier silhouettes. The Poppy Display 2026 will be a joint Parish Enhancement Group/Royal British Legion initiative. The Parish Enhancement Group and Cllr Sherburn-Hall to liaise with community groups to come together for additional ground poppies and knitted poppy displays for next year.
- e. To consider current Christmas lights arrangements and consider extension on the Village Green.
RESOLVED: To apply for grant funding for new lights. Depending on discussions with Cllr Curnow-Ford, further discussion will be required on licenses and agreements with the tree in the village. The Clerk to add to a future meeting for discussion about extending the lights on the Village Green and the electricity requirements.
- f. To note 2026 meeting dates.
RESOLVED: To accept the circulated dates. The Clerk to add to the schedule future working group dates for internal use and information.

C136/25 Open Spaces & Sport

- a. To review the proposed increase in rent for the Allotments from January 2027.
RESOLVED: To increase the annual rents.

2027 Rent
1 Plot £28
2 Plot £41
3 Plots £60
4 Plots £73

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C137/25 New Playing Fields and Pavilion

- a. Update on variation budget tracker

RESOLVED: Cllr Laker confirmed we are on budget and will circulate a copy of the tracker.

- b. To note latest invoice relating to pavilion contractor Flint Construction Ltd.

RESOLVED: To note and approve the latest invoice for £92,123.80 inc. VAT

- c. To receive update and consider Working Party recommendations.

RESOLVED: To accept and approve Working Party recommendations as per the notes of 7th October 2025.

- d. To note and consider site meeting notes of 25th September including Q&A on points Cllrs wish to raise

- e. Pavilion name consideration

RESOLVED: All to accept 'Headley Pavilion' as the name going forward.

Meeting closed 9.44pm