



MINUTES OF THE MEETING HELD ON THURSDAY 30th JULY 2026

Present

Councillors Mrs C Read (Chair), Mrs Wyatt-Tilby (Vice Chair), Mr T Crutchfield, Mr P Luckett, Mr A Milne and the Clerk, Mr S Marshall.

County Cllr Tom Thacker and members of the public were present.

1. Welcome & Apologies

The Chair welcomed Councillors to the meeting, apologising for the late start of the meeting.

Cllr Smail had conveyed his apologies.

2. Declaration of interest

Cllr Milne declared an interest in the Village Hall as Chair of the management committee.

3. Minutes of previous meeting for approval

The minutes of the meetings held on Thursday 4 June 2026 were approved by the Chair and signed by the Chair as a true record.

4. Matters arising & Outstanding Action Points

Following a complaint against Cllr Read and Cllr Wyatt-Tilby, the Clerk reported that the Legal department of the Borough Council had investigated the complaint and had concluded that no further action needed to be taken.

The Chair and Clerk had conveyed the Parish Council's appreciation to residents and the children of residents in Drury Close for all their hard work and commitment in repairing, decorating and converting the unused bus shelter into a community 'mini library'.

5. Co-option of a Parish Councillor

The Chair was pleased to propose the co-option of Mrs Cathy Chapman, a resident of Tufton who has had a varied professional career. Cllr Wyatt- Tilby seconded the proposal which was unanimously approved by a show of hands of those Councillors present.

Mrs Chapman was asked to join the meeting and signed her 'Declaration of Acceptance of Office' which was duly witnessed by the Clerk as Proper Officer of the Parish Council.

6. Recess

Mr & Mrs Burgess raised the issue of a Hampshire Highways licence being granted to the Parish Council which would enable it to maintain the common land adjacent to the riverside at Tufton. The Chair confirmed that the licence would need to outline the specific areas of responsibility.

Further discussion ensued regarding the dead trees, supplied by the Parish Council for the common land area because of their unsuitability for chalk soil.

The Chair agreed that there would be full consultation with residents as to the choice of suitable replacement trees or shrubs for planting later in the year.

7. Reports

County Councillor

Cllr Thacker confirmed that he had conveyed the appropriate information provided by the Chair to Hampshire Highways as to how the common land would be used under licence.

Cllr Thacker reported on the restrictions under which he was able to offer a County Councillor grant to the Parish Council, and the Chair would be replying to his request to explain the Parish Council's approach to funding the Pavilion Refurbishment Project.*

Chair of the Parish Council

The Chair explained to the meeting the outcome of a meeting with representatives from the Cricket Club and herself, the Vice Chair and the Clerk.

The outcome of a very constructive meeting was that the Cricket Club from next year was to benefit from the receipt of all hire charges of the cricket wicket but in turn would be responsible for the costs associated with the upkeep of the cricket wicket.

The Parish Council would be entitled to hire out the Pavilion and/or the Recreation ground on dates of its choice throughout the year including the traditional cricket season.

It was agreed to draw up a legally binding agreement between the Cricket Club and the Parish Council to confirm the new arrangements from 2027 to include the transfer of ownership of cricket related equipment and machinery from the Parish Council to the Cricket Club. This new working relationship would be reviewed annually.

Parish Councillors' Reports

Cllr Luckett confirmed a meeting had taken place between him, the Chair and an acoustic specialist to determine the details of testing the effectiveness of the acoustic fencing which had been installed at St Mary's Hill. There had been no response from BDBC following this meeting.

Cllr Luckett further reported on the potential installation of 'rumble strips' in relation to the planning application by Chapmansford Farm and the Crossroads which is an accident hot spot. The Parish Council had commented in their response to the planning application that the Highways department look again at installing 'rumble strips' at the crossroads especially given they now plan to add additional dwellings.

Cllr Luckett reported to the meeting that Southern Water were planning to have the road under the viaduct temporarily closed for essential works in September which would have a detrimental effect on all road users but also block the only access route for Vitacress vehicles.

Cllr Chapman reported on the grass cutting work undertaken at Tufton which had been well done by the contractor. Cllr Chapman reported her concern regarding fencing adjacent to a footpath that needed repair and which the resident of the property was aware of. The Chair asked the Clerk to write to the resident on behalf of the Parish Council to express their concern over the need to have full access along the footpath which necessitated the repairs to the fencing being undertaken.*

The Clerk confirmed to Cllr Chapman that the contractor had been requested to provide a quote to manage a local footpath which had excessive nettle growth which impeded the access along the said footpath.

Cllr Milne in his capacity as Chair of the Village Hall management committee presented the 2025/2026 'Statement of Accounts';

Hurstbourne Priors Village Hall

Statement of Accounts 2025-26

	01/04/2025 to 31/03/2026		01/04/2024 to 31/03/2025	
Receipts				
Hall Hire	5072.25		4740.75	
May Fair	3304.56		2016.96	
Interest	558.83		649.08	
Sub Total		8935.64		7406.79
Bank Balances				
31/03/2025		Bank Balances		
Current Account	32973.06		37055.14	
COIF	13751.20		13102.12	
Sub Total		46724.26		50157.26
Total		55659.90		57564.05
Expenditure				
Maintenance	4208.00		1589.11	
Utilities	3988.20		2573.61	
Staff Costs	562.00		433.00	
Insurance	1217.02		1204.67	
Capital Projects	2358.57		4507.20	
Wi-Fi	566.28		532.20	
Sub Total		12900.07		10839.79
Total		42759.83		46724.26
Bank Balances				
31/03/2026		Bank Balances		
Current Account	28449.80		32973.06	
COIF	14310.03		13751.20	
Total		42759.83		46724.26

Clerk to the Council

Southern Water Invoices

The Clerk reflected on the details of a water leak at the Pavilion which resulted in invoices totalling over £1100. Following successful negotiations with both Southern Water as the wholesaler and Business Stream, the Clerk was pleased to report that a full refund of £1100 had been agreed and only charges as they relate to a typical 180 days of consumption at that time of year would be applied which would be about £100. Furthermore, a new SMART water meter had been installed to allow remote recording of consumption resulting in more accurate and timely invoicing.

Playground Inspections

The Clerk provided information regarding the prevailing guidelines for the inspection of playground equipment. These guidelines mandate regular risk assessments and independent safety audits to ensure equipment is properly maintained and safe for public use. Inspections are broken down into three specific categories, each serving a different purpose:

- a. Routine Visual Inspections
 - Frequency: Weekly or daily.
- b. Operational Inspections
 - Frequency: Quarterly or monthly, based on risk assessments.
- c. Annual Main Inspections
 - Frequency: Once a year and undertaken by independent, qualified specialists (e.g., inspectors registered with the Register of Play Inspectors International).

The Clerk confirmed that the Parish Council now has in place a regime of mandatory inspections carried out at a total inspection cost for the year of £285 carried out by BDBC inspectors and then an independent inspector on an annual basis.

8. **Adoption of a revised budget 2026/2027**

The Clerk had previously presented a revised budget to Councillors following the need to revise income and expenditure estimates. Following a question from Cllr Crutchfield, the Clerk confirmed that whilst the current Precept level would need to remain in place for 2 financial years, it was still the Parish Council's aim that the Precept would be reduced in subsequent years. The Chair proposed the adoption of the revised budget for 2026/2027 which was seconded by the Vice Chair and unanimously adopted by a show of hands from Councillors present.

HURSTBOURNE PRIORS PARISH COUNCIL

REVISED BUDGET PROPOSAL 2026/2027

	Adopted budg. Nov'26	Proposed revised budget	NOTES
	£	£	
Income Category			
Precept	35000	35000	£21k> yr on yr
BDBC grant - Grass cutting	755	755	Check % > Apply for > 27/28
CIL contribution	0	683	
S106 contributions	0	15000	
Pavilion hire income	400	200	Ltd hire period-£470 25/26-£500 Prov bkg 2
May Fair contribution	0	£245	
B/CClfr community grants	0	1500	
Bank interest	0	50	Open dep. a/c
VAT refunds	0	483	
Total Income	36155	41916	
Expenditure Category			
Clerk's gross salary inc Employer tax	3948	9000	8hrs pwk(Prov)@£19.47(Prov) +£900 paid f
Clerk's home office allowance	0	1100	Heat, light & office equip costs
Clerk's travel	0	800	55p per mile as per HMRC - 6 rts tripa ytd - 4 remaining
Administration costs : Audits	600	900	2026/26 - Int.auditor 400 & BDO audit 500
Website	400	1500	Web mngt 900 - Ytd: Mch 370 Jnos 200
Postage/stationery	450	500	No stationery stock
Misc.	0	650	Subs60 VJHhire145 govemailsk217 Survey20
New PC Website-design & implementation	0	1800	
Pavilion-water heater/1 no shower strip	0	1600	Prov sum
Insurances	4300	4300	2026/27 - Pav.2.9K Gen.1.4k
Rec.grnd maint. inc. p/grnd inspects	3088	3000	TVBC 2250(26/27)-Inspscs.281 + Hedges 1
Cricket Club contributions	0	700	25/26 - Equipt.service 200 Materials 495
S137 grants	284	500	H&V 284 Disrupt.200
Pavilion running costs	900	1250	Efflu. 270 Elec 450 Water 250 Cleans/deep 1
Village maintenance	500	1500	Defib.batts 113 SID batts ? Pest Control 520
Tuflon - ground maintenance	1260	1120	£140 x 8 grass cut pa
Section S106 spend	0	15000	
Bank charges	0	120	
General reserve			Add contingent for 2027/28
Contingency			Add contingent for 2027/28
Total Expenditure	18730	45340	
Net Surplus / Deficit	20425	16576	

NOTE: POUNDS ROUNDED TO NEAREST POUND

9. Adoption of 'Code of Conduct' as governed by the 'Localism Act 2011'

The Clerk had previously circulated copies of the 'Code of Conduct' and explained that a Parish Councillor's 'Code of Conduct' outlines the legal and ethical standards for holding public office. Governed under the Localism Act 2011, it is underpinned by the Nolan Principles (integrity, honesty, objectivity, accountability, openness, selflessness, and leadership). Councillors sign a formal 'Declaration of Acceptance of Office' committing to these rules.

It was important that Councillors can be held accountable and all adopt the behaviours and responsibilities associated with the role. Importantly, Parish Councillors should be able to undertake the role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the public. This Code had been designed to protect Councillors' democratic role, encourage good conduct and safeguard the public's trust in local government.

The Chair proposed the adoption of the 'Code of Conduct' by the Parish Council which was seconded by the Vice Chair and unanimously adopted by a show of hands from Councillors present.

10. Footpaths & Highways issues

Such issues had been previously dealt with.

11. Planning Applications

T/00254/26/TCA – Cilcoed, Stoke Lane, HP

- Tree surgery

No objection

T/00300/26/TCA – Fellowes Cottage, 35 Longparish Road, HP

- Tree surgery

No objection

Land at Horseshoe Barn, Harroway, Hurstbourne Priors

- Conversion of existing agricultural buildings to a self-build dwelling residential

No objection but observations sent to BDBC

The Vice Chair commented on the fact that the Planning department of BDBC had not informed the Parish Council of the appeal meeting to discuss the planning application for Southrope in Hursbourne Priors and the Vice Chair had requested that fact to be minuted at the meeting.

12. Recreation Ground & Pavilion Refurbishment Project

Clerk's verbatim report;

“As a preamble about the Pavilion, before explaining what has been done and is being done regarding fund raising for the refurbishment of the Pavilion, I would like to explain a few items that have already been addressed in the Pavilion and at the ‘manorial’ lych gate - entrance to the recreation ground;

- We have found an excellent Master Carpenter in the form of Scott Flitter who has advised us on works that need to be undertaken on the supporting beams of the lych gate, the retaining walls and the suitable replacement to the pair of gates. We have also engaged the services of a structural engineer to advise on the integrity of the lych gate following it being rammed with a vehicle – the outcome of that report is encouraging as it confirms the need for certain repairs, but the integrity of the structure has not been compromised by the impact from the vehicle
- We now have a permanent Pavilion cleaner – Mike Bailey – who cleans the building between matches and empties the 2 recreation ground bins by the lych gate & is now an Employee of the PC
- Several internal maintenance jobs have been completed in order to keep the building in the best possible state before the refurbishment starts in earnest, and this strategy will be ongoing
- A written Fire Risk Assessment for the building will be carried out shortly which is a statutory requirement for a public building as well as a condition of our building insurance
- In conjunction with this the fire extinguishers will be replaced and signed and a kitchen fire blanket installed at a cost of £172
- In addition, and as part of our evolving Fire Safety Plan for the Pavilion, Portable Appliance Testing will be carried out next month for all portable electrical equipment housed in the Pavilion to ensure the safety of such items and their safe use - at a cost of ca. £80

We have kicked off the refurbishment of the Pavilion with the renewal of the hot water system, whereby the kitchen will have a new and independent hot water system as will the toilet facilities – the cost of this will be almost fully met by the Borough Councillors Community Grant Scheme, thanks to Cllr Sam Carr.

A review will take place at the end of the second quarter of this financial year – i.e. September to review year to date spend and hopefully plan as to what additional works could be carried out in the Pavilion.

The process of applying for grants has been complex and extensive. However, securing even very limited funds has proved difficult and reflects the difficulties facing the UK's national economy. I'm going to just highlight the progress on a few applications but anyone requiring a full list of the 18+ applications, please do let me know.

Applications:

BDBC – A new application has been started for the Community Infrastructure Fund (CIF) – An expression of interest has been registered which outlines the 3 phases of the Pavilion Refurbishment Project;

- Phase 1 which undertakes the installation of a new thatch (the existing thatch being installed in 1987) with the quote guaranteed until early 2027 with our Master Thatcher – although this represents a 14% increase in the original quote but an alternative quote from an alternative Master Thatcher confirms that our preferred contractor is offering value for money on his fixed price.
- The flat roof element which was put out to tender with a fixed price guarantee until early next year.
- Phase 2 of the project relates to internal works and includes hot water supply, new showers, an electric radiator heating system & redecoration
- Phase 3 of the project external works which relate to wood treatment and replacement as well as window refurbishment
- Parts of the various phases will not necessarily be carried out chronologically as the works will be dependent upon the available funding but the details of the phases of refurbishment are required for our grant application to BDBC

So continuing with the BDBC CIF application; we have been invited to Stage 2 of the grant application process, the results of that stage being known by the end of October 2026.

Following extensive conversations with the Grant Officers, a good understanding of what criteria they are looking for has been established and this essentially includes feedback from residents as to what they would like to see in a refurbished Pavilion which will necessitate a Residents' Survey being undertaken. The Vice Chair and I have worked on a residents survey, and we have a quote from Social Engine; a survey company used by BDBC for a survey design and a QR response for residents to use or for the completed survey to be returned directly to us.

Whilst the National Lottery Heritage Fund has rejected our grant application, the National Lottery Community Fund is being considered with a decision at the end of August 2026.

Vitacress Limited – A £1000 grant has been recommended to the board of trustees, and we await a final decision. We have received £660 from the James Nicholson private cricket match earlier this month.

I'm in the process of agreeing with Four Lanes Trust for their contribution of £500 to go towards the electrical radiator heating project.

So, in conclusion; we currently have added over £3000 to the Pavilion Refurbishment Fund – established a projected surplus of £16,500 for the year end which has increased by £1500 as a result of a marquee wedding reception on the recreation ground to £18,000 – and the prospect of a good result from our grant application to BDBC and still in with a chance with the National Lottery Community Fund.”

13. Financial statement

Mr S Marshall - Clerk's salary April – July 2026 & allowances - £4506.71

Mr S Marshall – Clerk's BACS payments – June -July 2026 - £996.71 – **PAID**

- KT Design – Logo designs - £205.00
- IT Services Ltd - .gov domain email - £27.00
- Cllr C Read – Retirement presents & Pavilion cleaning - £212.97
- Bus shelter – mini library – materials - £89.74
- Mr M Bailey – Tufton grass cutting - £140.00
- Eclipse Pest Control - £130.00
- Test Valley GM Ltd – Cricket club machinery servicing - £192.00

Vector Structures Ltd – Structural engineer report for lych gate structure £780.0 **PAID**

Lloyds Bank – Service charges - £11.75

Mr M Bailey - Various jobs - £652.95

Test Valley Borough Council – Grounds maintenance – SO - £504.78

Hiscox Insurance – Parish Council insurances – SO - £236.60

Eon Electricity – Pavilion electricity supply – SO - £68.62

Bramley Business Services Ltd – PAYE/HMRC Employee tax - £751.20

& PAYE Administration - £60.00

KT Design – 50% payment for new website design - £900.00

& £900 on completion of project

Electric Workz – 50% payment for new water systems in Pavilion - £611.40

& £611.40 on completion of works

Safe Way Fire Prevent. Service- 5 fire extinguishers & kitchen fire blanket - £206.40

14. Financial statement – June & July 2026

Opening Balance 01/06/2026 = £35,384.42

+ Income = £10,148.21

- Cricket pitch hires - £260.00
- Wedding reception deposit - £500.00
- May Fair contribution – £8245.04
- HMRC VAT refund - £483.17
- Pavilion refurbishment donation - £660.00

Less Expenditure = £11,592

= Bank account balance = £33,940.00

Working balance £13,602

General reserves £5,000

Playground equipment £1,194

Pavilion Refurbishment Fund £14,144

Totals = £33,940.00

15. Date of the next meeting

Thursday 24th September 2026 at 6.30pm in Hurstbourne Priors Village Hall.
Councillors were provided with a list of the 2027 dates for Parish Council Meetings which include the Annual Parish Meeting and the Annual Parish Council Meeting.

The Chair declared the meeting closed at 8.37pm.

*Denotes an action point