



MINUTES OF THE PARISH COUNCIL MEETING

TUES 29 OCTOBER 2024, 8pm Village Hall

Parish Councillors – Simon Richards (Chairman), James Ashmore, Ian Bowman, Brenda Hunt, Rick Scholes; Guest – Brian Baker for the Village Hall

2024.

56 WELCOME & APOLOGIES Apologies Dianne Kirk, Susan Turner.

57 PUBLIC SESSION No members of the public present.

58 MINUTES OF PREVIOUS MEETING of 10 September, agreed and signed.

59 DECLARATIONS OF INTEREST in items on the Agenda, none.

60 FINANCE

.1 Conclusion of external audit 2023/24 – form at **APPENDIX I**.

.2 Accounts to date APPENDIX II Reconciliation at 25 October = £16,982.36.

Payments since last meeting

12 GoFundMe – for Action for Kids £250.00

13 BDO LLP – external audit £252.00

14 Clerk Salay -Sept £120.00

15 HMRC PAYE-Tax-Jul-Aug-Sept £180.00

16 PGGM Scalpings-Chuch Lane South £55.20

Payments pending

Larkstel – Bin emptying Oct-Mar £216.00

Remembrance wreaths £80.00

.3 Budget update APPENDIX III

.4 Precept request 2025/26

Precept request forms and estimated tax base expected from Hart early November, with confirmation of the January date for requests to be submitted.

AGREED (provisionally) that the Precept request for next year will remain at £16K.

Precept request to be confirmed at next meeting.

61 VILLAGE HALL

.1 Confirmation of grant award of £15,576 from HCC Parish & Town Council Investment fund towards energy efficiency measures for the Village Hall. Email received 24 October, awaiting formal offer letter and grant acceptance forms.

.2 Energy efficiency measures – priority – ref Focus Green energy audit.

.1 Secondary glazing

.2 Destratification Fans and installation

.3 LED lighting and installation (to replace / upgrade existing)

.4 Nest thermostats and installation plus new thermostat relocated for small hall

AGREED To instruct contractors for work listed above as per quotes supplied. Action ST.

AGREED Parish Council to cover any funding shortfall for agreed work as above up to £4K. (This will be taken from the £8K budgeted for the Village Hall / Cottages.)

.3 Mythicals gig Village Hall Sat 16 November. Ticket sales 68 to date, costs covered.

.4 Native hedging from Wildlife Trust to be planted along rear boundary in spring.

62 PLANNING

Planning update at **APPENDIX III**

Parish Planning applications for discussion

24/02106/HOU (Validated 23 Oct 2024) 3 St Legers Way. Erection of a single storey rear extension, conversion of garage into habitable accommodation with new front bay window and insertion of one door ground floor side.

Parish Council noted loss of facility for car parking, however the property has three additional off-road parking spaces; therefore no objection, no comment.

For signature (p1 of 2)*Simon Richards*.....

[24/02078/TPO](#) (Validated 16 Oct 2024) Heckfield Place. T1- Cedrus libani [Cedar of Lebanon].
Crown reduction of up to 3m of radial growing limbs and overall height.
Parish Council no objection, no comment.

63 REMEMBRANCE WREATHS

- .1 Two locally-made wreaths, to be collected. Action IB.

64 FURTHER REPORTS / UPDATES

- .1 Application submitted to County Councillor devolved budget for £1K towards Village Hall defibrillator.
- .2 Yateley Police Station reopening 28 November, Parish Councils to be invited.
- .3 PACT (Police & Community Together) meetings to be restarted, awaiting date.
- .4 Lengthman tasks – Scalpings for Church Lane South 03 October..

65 NEXT MEETING

7.30pm Tuesday 7th January, Village Hall

Meeting close 9pm with thanks to all

For signature (p2 of 2)*Simon Richards*..... Date7th January 2025.....

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APPENDIX I

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of EN Heckfield Parish CouncilTY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The Internal auditor did not answer all of the recommended objectives to confirm compliance the relevant procedures and controls in operation were being achieved throughout the financial year as the following questions were not answered:

Test 1 - Periodic bank account reconciliations were properly carried out during the year.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name BDO LLP - SouthamptonOF EXTERNAL AUDITOR

External Auditor Signature DocuSigned by: **SIGNATURE REQUIRED**
James Evans
467DFB746A8A428... Date 13 September 2024YY

APPENDIX II – ACCOUNTS TO DATE

HECKFIELD PARISH COUNCIL INCOME 2024/25 - @ 26 Oct									
Balance brought forward 1st April 2024							£4,075.59		
Date received	Payee	Description		Precept	Grant	Other	VAT reclaim	Interest	Total
11/04/24	Hart DC	Parish Precept		£16,000.00					£16,000.00
2024-25	Metrobank Inst Access	Bank interest						£102.93	£102.93
Total				£16,000.00	£0.00	£0.00	£0.00	£102.93	£16,102.93
				£16,102.93					
RECEIPTS & PAYMENTS SUMMARY									
Bal brought forward 1st April 2024				£4,075.59					
Plus income				£16,102.93					
Minus expenditure				£3,196.16					
Balance				£16,982.36					
BANK RECONCILIATION									
Metro Current				£61.13					
METRO Business instant access				£16,921.23					
TOTAL ACCOUNTS				£16,982.36					
VAT to claim from last year =				£355.60					
VAT to claim from this last year =				£90.20					

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APPENDIX III – BUDGET UPDATE

HPC YEAR END COMPARISON			2024/25 TO DATE 26 OCT	2023/24 LATEST ESTIMATE 26 OCT	HPC BUDGET – 3-YEAR PLAN		
Item	22/23 Year End	23/24 Year End			2024/25 budget (@ Jan 2024)	25/26DRAFT budget (@OCT 2024)	26/27DRAFT budget (@OCT 2024)
INCOME							
Precept	£16,000.00	£16,000.00	£16,000.00	£16,000.00	£16,000.00	£16,000.00	£16,000.00
Grant funding	£1,000.00	£2,750.00		£1,000.00			
Returned funds-VH	£9,850.00						
VillageHall-PTCI-grant		£1,495.00					
Bank interest	£44.14	£72.14	£102.93	£130.00	£100.00	£100.00	£100.00
VAT reclaim	£1,848.80	£3,544.63		£445.80			
Total Income	£28,742.94	£23,861.77	£16,102.93	£17,575.80	£16,100.00	£16,100.00	£16,100.00
EXPENDITURE							
Salary	£2,700.00	£3,600.00	£1,800.00	£3,600.00	£3,600.00	£3,600.00	£3,600.00
Finance/Governance	£600.97	£994.26	£814.96	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Community	£103.00	£494.00	£445.00	£1,000.00	£500.00	£1,000.00	£1,000.00
Expenses				£300.00	£500.00	£500.00	£500.00
Training					£300.00	£300.00	£300.00
Churchyard	£325.00						
Village-access/upkeep	£435.00	£1,335.00	£46.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Devil's Highway							
Village Hall	£114.42			£1,500.00			
VH-Energy-efficiency		£1,495.00		£4,000.00			
VH & COTTAGE-1	£37,017.27	£17,835.15			£8,000.00	£7,000.00	£7,000.00
VH & COTTAGE-2				£3,500.00			
Defib		£1,444.00					
VAT	£2,031.74	£1,835.49	£90.20	£90.20			
Total Expenditure	£43,327.40	£29,032.90	£3,196.16	£16,990.20	£15,900.00	£15,400.00	£15,400.00
SURPLUS/DEFICIT	£14,584.46	£5,171.13	£12,906.77	£585.60	£200.00	£700.00	£700.00
BALANCE	£9,246.72	£4,075.59	£16,982.36	£4,661.19	£4,275.59	£5,361.19	£6,061.19

APPENDIX IV PLANNING UPDATE – HECKFIELD – 26 OCT 2024

NEW APPLICATIONS NEW SINCE LAST MEETING of 10 Sept

24/02106/HOU (Validated 23 Oct 2024) 3 St Legers Way. Erection of a single storey rear extension, conversion of garage into habitable accommodation with new front bay window and insertion of one door ground floor side.

24/02078/TPO (Validated 16 Oct 2024) Heckfield Place. T1- *Cedrus libani* - Crown reduction of up to 3m of radial growing limbs and overall height.

24/01961/PDTEL (*Opinion issued* 10 Oct – Hart no objection subject to works being permitted development) Telecom Telecommunications Tower The Causeway. Cornerstone LPA Reg 5 Notification, NOTIFICATION UNDER THE ELECTRONIC COMMUNICATIONS CODE (CONDITIONS AND RESTRICTIONS) REGULATIONS 2003 (AS AMENDED) TO UTILISE PERMITTED DEVELOPMENT RIGHTS. *PC No objection*

APPLICATIONS PENDING / RECENTLY DECIDED

24/01723/FUL (*Pending* Validated 10 Sep 2024) Dukes Field Cottage, Norton Road Riseley. Erection of a three bedroom dwellinghouse with associated car and cycle parking, access, refuse storage and landscaping following demolition of the existing Old School House. *PC Objection: 'The Old School House' is not a former dwelling. The Parish Council is opposed to ongoing attempts to further develop this line of green space, the Devils Highway land, which divides the built form of Heckfield and Riseley; the proposal involves loss of mature native trees abutting a TPO woodland.*

24/01714/LBC (*Pending* Validated 21 Aug 2024) Heckfield House, Church Lane. Creation of a new opening within an existing wall for French doors. *No objection*

24/01673/HOU (*Pending* Validated 22 Aug 2024) Heckfield, Church Lane. Erection of a tennis court within existing walled garden. *No objection*

24/01354/FUL (*Grant* 27 Sept, Validated 03 Jul 2024) Burlington, Bramshill Road. Erection of a replacement dwelling and a triple bay garage, following the demolition of six buildings, including the existing dwelling, two barns and three stable blocks. The application site, which covers the area of PDL, mixed use residential and equestrian, is to be residential in use.

APPEALS

APPEAL IN PROGRESS APP/N1730/W/24/3347208 Hart ref 24/00033/REFUSE (08 July 2024) Burlington Bramshill Road. Erection of a replacement dwelling and detached triple garage, following the demolition of six buildings, including the existing dwelling, two barns and three stables.