

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Minutes of the meeting of Bramdean & Hinton Ampner Parish Council held at the Village Hall, Bramdean at 7.30pm on
Wednesday 7th May 2025

Present.

Cllr K Hawkings	Chair
Cllr J Catling	Councillor
Cllr A Cox	Councillor
Cllr J Silk	Councillor

Ms E Billingham	Clerk
Cllr Pett	District Councillor

		ACTION
25/1	Election of Chair. a) To elect a Chair for the municipal year 2025 2026 b) To receive the declaration of acceptance of office by the Chair.	
	RESOLVED to approve that Cllr Hawkings be elected Chair of the BHAPC Proposed by Cllr Cox and Cllr Catling.	
25/2	Election of Vice-Chair. a) To elect a Vice-Chair for the municipal year 2025 2026. b) To receive the declaration of acceptance of office by the Vice Chair.	
	RESOLVED to approve that Cllr Cox be elected Vice Chair of the BHAPC. Propose Cllr Hawkings and Cllr Silk.	
25/3	Apologies for absence Cllr McCrystal, Cllr Morton, Cllr Harding	
25/4	To receive declarations of Interest rising from the agenda None	
25/5	To approve the minutes of the last meeting on 8th January 2025 RESOLVED to approve the minutes	
25/6	Public Session – The meeting will recess for a period of 10 minutes to allow members of the public to address the meeting It was noted that an adjustment needed to be made to the budget on the last minutes. This would be done and signed at the next meeting. ACTION Clerk	Clerk
25/7	Report from the County Councillor Cllr Pett – report was sent ahead of the meeting ACTION Clerk to ensure it was resent to all Councillors Highlights of the report: Grant funds – To let Village Hall committee know about relevant grants ACTION Clerk to send link to hall committee WINAC – Energy efficient homes - linking residents with others who have already done schemes. Moody's – no update on the Planning inspectorate website yet. It was noted that a site visit had not happened to date.	Clerk
25/8	Report from the District Councillor None	
25/9	Finance and Council Matters:	
25/9/1	Policies – Annual review of policies and procedures <ul style="list-style-type: none"> To approve the Parish Council's Standing Orders for 2025 - 2026 To approve the Parish Council's Financial Regulations for 2025 2026 To approve Councils policies and procedures: 	
	RESOLVED to approve. All would be updated on the website. It was noted by the Clerk that Councils should be moving to the .gov.uk It was agreed that Clerk would investigate and bring to the next meeting. ACTION Clerk It was also agreed that it would be beneficial to add links to available grants including Parish	Clerk

Chair's signature

date.....

	Council grant and links for services such as reporting potholes. ACTION Clerk to update							Clerk
25/9/2	Recreation Committee. To allocate members to sit on the Recreation Committee and co-opt non-councillor members.							
	RESOLVED to approve: Cllr McCrystal - Chair, Cllr Hawkings, Anne Newsom, Adrian Taylor were all voted onto the Recreation Committee. It was agreed that Anne Newsom and Adrian Taylor would be noted as volunteers for the Council and would be covered under the Councils insurance.							
25/9/3	Councillor Responsibilities and Councillor approved duties To allocate individual councilor's responsibilities including Planning, Licensing, Environment, Highways & Transport and then to consider any approved duties for Parish Councillors for the forthcoming municipal year for them to be covered by the Parish Council's insurance schedule.							
	RESOLVED that volunteers using the Speed Limit reminder would be covered under the Councils insurance. No one councillor was responsible for Planning etc. Cllr Hawkings would oversee Lengthsman worksheets with the Clerk.							
25/9/4	To approve annual review of Insurance policy							
	After discussion to ensure that the policy adequately covered that Council it was RESOLVED to approve the insurance for 2025 2026.							
25/9/5	To receive orders of payment and bank statements							
	31/01/24		Brendan V Gibbs		January 2025 salary		339.00	1,564.77
	20/01/25		WDCA				100.00	1,464.77
	20/01/25		HMRC		HMRC PAY NI Month 7-9		254.40	1,210.37
	14/01/25		Playdale Playgrounds		Play equipment		651.73	558.64
	14/01/25		Grass and Grounds				79.20	479.44
	12/02/25		Lloyds Bank		Transfer from Savings	500.00		979.44
	28/02/25		Elizabeth Billingham		February 2024 Salary		333.47	145.97
	28/02/25		Brendan V Gibbs		February 2024 Salary		169.70	-23.73
	28/03/2025		Service charges		March		4.25	472.02
	28/03/25		Elizabeth Billingham		Expenses Claim		104.96	367.06
	10/03/25		Lloyds Bank		Transfer from Savings	500.00		867.06
	28/03/25		HMRC		HMRC PAYE NI Month 10-12		84.80	782.26
	28/03/25		E Billingham		March Salary		333.27	448.99
			Annual interest in savings		Interest	41.58		
	31/03/25		Playdale Playgrounds		Balance due		651.74	-202.75
	31/03/25		Lloyds Bank		Transfer from Savings	500.00		297.25
	E Billingham		Salary				347.47	297.25
	HMRC		PAYE April				69.20	228.05
	DM Payroll services		Annual fee payroll				120.00	108.05
	Bredan Gibbs		Expenses				225.80	-117.75
	HALC		Subscription				321.00	-438.75
	WCC		Precept	4,521.00				4,082.25
								4,082.25
	Lloyds		Service charge				4.25	4,078.00
	Do The Numbers		Audit				190.00	3,888.00
	RESOLVED to approve the above payments Lloyds Current account balance - £3766.33 Lloyds Instant access balance - £13562.26 Discussed the IA recommendation on bank account RESOLVED to change mandate to allow two signatories and add Cllr Harding, Cllr Hawkings, Cllr Morton onto online banking approval. ACTION Clerk							Clerk
25/9/6	To consider applications for the Boomtown Grant funding							
	RESOLVED to approve that £175 would be approved to purchase a Tommy from Royal British Legion. RESOLVED to approve that the balance be awarded the fund to move the War memorial. It would be transferred once the bank account for this fund had been set up. ACTION Cllr Hawkings and Clerk to let applicants know the outcome.							Clerk Cllr Hawkings
25/9/7	To consider applications for grants from BHAPC grant fund.							
	RESOLVED to approve: WVT £100 Bramdean Church for maintaining the churchyard £250 CAB Already approved £100 and would now donate a further £50							Clerk

Chair's signature

Date.....

	ACTION Clerk to arrange the above. ACTION Clerk to review the grant policy application and present at the next meeting. AGENDA	AGENDA
25/10 /1	Annual Governance and Accountability Return 2023-24. a) To note that the Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31st March 2024 and has completed an audit report.	
	Noted and received.	
25/10/2	b) To approve an action plan to respond to the Internal Auditor's report.	
	Clerk had written an action plan and it would be included in the minutes It was noted that the Council would no longer provide an honorarium but would pay expenses to Mr. Taylor relating to the Recreation Ground. It was noted and confirmed that the Council had advertised the role of the Clerk with HALC and SLCC. It had received one applicant who was successful and offered the position as agreed. They would be paid £5000 per annum. Contract had been agreed and signed and a relevant handover had taken place.	
25/10/3	c) To approve the annual governance statement for 2024 2025 - Section 1 on page 4 of the Annual Governance & Accountability Return (copy to be tabled at meeting).	
	RESOLVED to approve It was noted that due to income and expenditure being under £25,000 the BHAPC would certify themselves exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) regulations 2015.	
25/10/4	d) To approve the annual governance statement for 2024 2025 - Section 1 on page 4 of the Annual Governance & Accountability Return (copy to be tabled at meeting).	
	RESOLVED to approve	
25/10/5	e) To approve the accounting statements for 2024 2025 - Section 2 on page 5 of the Annual Governance & Accountability Return (copy to be tabled at meeting).	
	RESOLVED to approve	
25/0/6	f) Authorize the Chairman and Clerk to sign Section 1 and Chairman and RFO to sign Section 2 of the Annual Governance & Accountability Return.	
	RESOLVED to approve	
25/10/7	g) To approve publication of the Public Rights of Inspection form 2024 2025 (Copy to be tabled at meeting).	
	RESOLVED to approve It was noted that due to BHAPC income and expenditure levels the Parish Council was exempt.	
25/11	Planning and licensing	
25/11/1	To consider delegating limited powers to the Clerk to the Council when coordinating and responding to planning or licensing applications between meetings.	
	RESOLVED to approve that the Clerk be given delegated powers under Section 101 of the Local Government Act 1972 to respond to planning applications (having previously consulted with Councillors and collected their responses) that are received between meetings for the duration of the municipal year 2025 2026	
25/11/2	To consider any planning applications and agree decision.	
	Proposal: Variation of Condition 1 relating to Winchester City Council planning approval 08/02622/FUL. Location: Matterley Basin, Alresford Road, Winchester, Hampshire, SO21 1HW RESOLVED that Councillors would respond to the Clerk who would compile a reply. ACTION Councillors and Clerk	Clerk
25/12	Environment, Highways, and transport	
25/12/1	Parish Lengthsman Scheme. To agree the contract for 2025 2026	
	RESOLVED to agree to continue with Grass and Grounds. Chair had met with them and agreed tasks. Worksheet with follow on photos would be received. It was noted that the hedge near the Rectory was over the path. A friendly reminder would be made to the owner.	
25/12/2	Flooding issues and concerns. To receive any reports.	
	None	
25/12/3	Recreation Committee. To receive a report from the Chair of the Recreation Committee	
25/12/4	To formally agree to permit the Hampshire Monday Group (volunteers) to attend and help tidy up/mow grass etc. at the Circle of Stone on A 272.	
	The proposal of the Monday Group was welcomed.	Cllr

Chair's signature

Date.....

	ACTION Cllr Hawkings would meet with them and provide cake.	Hawkings
25/13	Date and Time of next meeting	
	Next meeting 28 th July 2025 Meeting closed 8:55pm	

Chair's signature

Date.....