

Laverstoke and Freefolk Annual Parish Council Meeting 3 June 2025 Minutes

Public Time - none

Borough Councillors Update - none

County Councillor – sent apologies with note that June news is to follow

1. **Apologies for Absence:** none

In attendance: David Ellis, Jo Probut, Andrew White, Julia Chedgey, Jayne Hudson, Alice MacGinnis, Simon Albert.

2. **Declarations of interest** – Jo Probut: Contracting at B&D; David Ellis: PCC, Millennium Green

3. **Signature & approval of Minutes of Annual PC Meeting of 6 May 25** - approved and signed.

David started by thanking Bombay Sapphire formally for their InSpirit distillery team volunteer day undertaking tasks around the village. Amongst many tasks, they litter picked throughout the parish, cleaned the bus shelters and sign posts, strimmed footpaths and weeded the hedging in the Playground. Their litter haul included a fly tipped washing machine drum, car tyre and liquid containers.

4. **Planning**

4.1. **Ref: 25/01038/ADV.** Location: Laverstoke Mill, The Bombay Sapphire Distillery, Laverstoke. Proposal: Display of 2 no. internally illuminated entrance signage totems to replace existing at entrance gate – amended plan. This was discussed. A majority of cllrs (4 to 3) disagreed with maintaining the objection to the original plan. Instead, it was agreed to withdraw objection and comment as follows: Following the amendment to plan Ref: 25/01038/ADV, the PC withdraws their objection. The councillors appreciated the clarification that there is no halo around the totem edge. However, the comment on the colour being obtrusive remains and the PC would strongly prefer the totem to remain the current dark heritage blue which is more in keeping with the Conservation Area.

4.2. **Ref: T/00253/25/TCA.** Location: Manor Cottages, London Road, Freefolk. Proposal: T1 Cupressus Elwoodii - Fell - storm damaged and collapsed. The tree warden has taken a look and agrees and recommends a replacement tree – apple or crabapple. Discussed with no objection but comment that the PC would strongly recommend a replacement tree.

5. **Community Site updates**

5.1. Pavilion incl. electricity contract renewal. Renewal offer direct from BG Lite saw a 7% increase in 1 year KW unit rate. The PC's broker has reviewed the market and Scottish Power offer keen rates but the product is not fully fixed and can be increased every 3 months. The broker BG Lite rate however is very competitive with a 3% reduction vs today's rate in 1 yr KW unit rate (with same standing charge). Simon proposed going with latter and Andrew seconded, all agreed. **Action:** confirm with broker

5.2. LRH – no update

5.3. Archery/tennis areas – no update

6. **Maintenance Items** – Overnight (18-19 May) campervan visitors had been spotted in Beech hedge car park. They had visited Bombay Sapphire. It was discussed that a simple sign saying 'Strictly no overnight camping or caravanning' be erected. It was proposed by David and seconded by Andrew, all agreed. **Action:** speak with Helen Coles. There had also been an incidence of fly tipping beside the full Salvation Army charity bin **Action:** arrange removal

7. **L&F PC Priorities for year** – discussed and agreed as per circulated [June Meeting Papers](#) as:

7.1. TVMS lease – need to register

7.2. Overall effectiveness – How do we ensure not weighed down by unnecessary bureaucracy & how implement email for the organisation. David to lead with help from Jayne and Alice.

7.3. Community Site sale

7.4. Beech Hedge Car Park – Plan to finish surface smoothing

7.5. Book exchange – see item 11.

8. **Review of L&F Policies and Procedures checklist** – as per [June Meeting Papers](#) the procedures, policies, internal controls, insurance arrangements, IT control and inventory of land/property/assets were reviewed. It was proposed by David and seconded by Jayne to renew the HALC subscription.

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9. **Delegated Authorities** – It was discussed that utility contracts, nursery licence and annual insurance could be delegated to the clerk with parameters to work to as in previously circulated June Meeting Papers and with agreement from Chair and vice Chair. Julia proposed and Simon seconded this. All agreed.
10. **Review of hall hire fees** – these were discussed and a comparison with local competitive halls in Overton and Whitchurch circulated in [June Meeting papers](#). It was proposed by Jayne and seconded by Alice to maintain the current rates
11. **Book Exchange** – David has compared 3 designs with budgets as circulated in [June Meeting Papers](#) which were discussed and it was agreed that a small shed with base was probably most cost effective. Jayne to investigate a small L&F Book Exchange sign
12. **Proposal to move PC meetings to third Tues of month** was discussed. Current first Tues is causing work load issues at month end – short turnaround time for accounts finalisation, newsletter production and meeting preparation. It was felt that the PC would benefit could better from improved workflow and meeting prep timelines. David proposed that from Sept the PC would move to third Tues and Jayne seconded. All agreed.
13. **Finance**
- 13.1. Finance report for May 25; payments made over £200 ex VAT & transfers see reports at end of minutes
- 13.2. Approval of payments to be made over £300 (excluding pre-authorised) - none
- 13.3. Bank Reconciliation – Alice has signed off the last 2 months
14. **Correspondence**
- 14.1. Cllr Colin Phillimore elected as Mayor for 2025/26
- 14.2. Watercress & Winterbournes event, Supporting chalk streams through the Planning system
- 14.3. HCC consultation on draft Local Nature Recovery Strategy (LNRS) for Hampshire, till 23 June
- 14.4. B&D Local Plan Update - Call for Sites publication (2025)
- 14.5. B&D Marking of VJ Day 80 Anniversary 15 August 2025
- 14.6. B&D A short Flag Raising Ceremony to mark Armed Forces Day, 23 June 2025

[June Meeting Papers link](#)

Next PC meeting: 8 July 2025 at 19.30 in Lady Rose Hall.

Sign.....Date.....

L&F PC Bank Transfers May 25

Date	Desc	From	To	Amount
01/05/2025	Bank to Bank Transfer	L&F PC Unity Savings	L&F PC Unity Current	200.00
13/05/2025	Bank to Bank Transfer	L&F PC Unity Savings	L&F PC Unity Current	1,000.00
14/05/2025	Bank to Bank Transfer	L&F PC Unity Current	L&F PC HSBC	100.00
23/05/2025	Bank to Bank Transfer	L&F PC Unity Savings	L&F PC Unity Current	1,000.00

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Payments over £200 May 25

Description	Supplier	Amount £
Clerk salary	Clerk	-509.48
Water	Kingfisher Day Centre	-817.05
Streetlighting	Hampshire County Council	-294.44
Audit internal	Mulberry LAS	-280.00

May 25 YTD Finance Report

Cost Centre	Cost Code	Receipts		Payments	
		Budgeted	YTD Actual	Budgeted	YTD Actual
1. Parish Council Income					
	Precept	10,600.00	5,300.00		
	Grants - PC	343.77	343.77		
	Bank interest - PC	125.00	0.00		
Sub total		11,068.77	5,643.77		
3. Parish Council Costs					
	Clerk Salary - PC			5,076.00	835.71
	Clerk Expenses - PC			215.00	0.00
	HMRC Employers PAYE/NI - PC			146.00	13.28
	HMRC Employee PAYE/NIC Payment - PC			0.00	10.33
	Grounds Maintenance - PC			1,696.00	188.42
	Street Lighting - PC			516.00	294.44
	SID Management - PC			644.00	0.00
	Insurance Liability - PC			276.00	0.00
	Audit Fees - PC			523.00	280.00
	Professional Fees - PC			213.00	0.00
	IT Costs - PC			564.00	288.62
	Stationery - PC			199.00	33.25
	Bank Charges - PC			169.00	28.00
	Misc. Costs - PC			60.00	54.19
Sub total				10,297.00	2,026.24
4. PC Grants Made				900.00	0.00
5. PC Projects				0.00	0.00
6. Community Site Income					
	Hall Hire - Nursery	10,974.00	1,683.50		
	Hall Hire - Other	2,000.00	225.00		
	Site Rent	2,346.00	0.00		
	Cost Recoveries Other - CC	1,440.00	1,440.00		
	Insurance Cost recovery - CC LRH	1,413.00	0.00		
	Insurance Cost recovery - CC Pavilion	392.00	0.00		
	Elec/Gas Cost Recovery - CC LRH	2,192.00	530.13		
	Elec/Gas Cost Recovery - CC Pavilion	990.00	0.00		
	Water Cost Recovery - CC LRH	509.00	0.00		
	Water Cost Recovery - CC Pavilion	388.00	0.00		
	Bank interest - CC	1,500.00	0.00		
Sub total		24,144.00	3,878.63		
8. Community Site Costs					
	Clerk Salary - CC			1,114.00	183.45
	Clerk Expenses - CC			56.00	0.00
	HMRC Employers NI - CC			32.00	5.34
	HMRC Employee NI - CC			0.00	13.31
	Grounds Maintenance - CC			327.00	0.00
	Planned Maintenance - CC			1,011.00	55.34
	Repairs/Maintenance - CC			4,484.00	108.00
	Cleaning - CC			21.00	0.00
	Elec/Gas LRH			3,845.00	538.61
	Elec/Gas Pavilion			990.00	144.22
	Water LRH			717.00	817.05
	Water Pavilion			388.00	65.71
	Insurance LRH Property - CC			2,825.00	0.00
	Insurance LRH Contents - CC			510.00	0.00
	Insurance Pavilion - CC			491.00	0.00
	Professional Fees - CC			18,640.00	1,440.00
	Misc. Costs - CC			0.00	60.00
Sub total				35,451.00	3,431.03
9. Community Site Projects				0.00	0.00
Summary					
Net Total		35,212.77	9,522.40	46,648.00	5,457.27
V.A.T.			487.72		517.48
Gross Total			10,010.12		5,974.75