

Laverstoke and Freefolk Annual Parish Council Meeting 6 May 2025 Minutes

1. **Apologies for Absence:** David Ellis, Andrew White
In attendance: Jo Probut, Julia Chedghey, Jayne Hudson, Alice MacGinnis, Simon Albert.
2. **Appointment of Chair, Vice Chair, Millennium Green appointee and Tree Warden.** David has said he can continue as Chair but Jo is unable to continue as Vice Chair. Jo proposed David as Chair and Jayne seconded. All agreed. It was proposed that Jayne and Simon share Vice Chair role by Julia and seconded by Alice. All agreed. Jo proposed David stay as Millennium Green appointee (trustee) with note that he is anyway a trustee in his own right and Simon seconded. All agreed. It was proposed that Gill Baker remain as tree warden by Jo and seconded by Julia. All agreed.
3. **Declarations of interest** – Jo Probut: Contracting at B&D; Simon Albert: Planning Ref T/00227/25/TCA
4. **Signature & approval of Minutes of PC Meeting of 1 April 25** - approved and signed.
5. **County Cllr Report** – Juliet Henderson has sent her apologies and a presentation on [Devolution and Local Govt Representation](#) and her May report. This includes 1. a new Govt. crackdown on flytipping by cowboy waste operators including seizing/crushing of vehicles of waste criminals and use of drones, slashing red tape and 5 yr prison terms 2. boosting recycling with a state-of-the-art Materials Recovery Facility 3. Reminder to Have Your Say on service cuts due to budget shortfall. 4. Deadline for school transport requests and 5. VE Day at Winchester Hall
6. **Planning**
 - 6.1. **Ref: T/00227/25/TCA.** Location: 16 Laverstoke Lane Laverstoke Hampshire RG28 7NY. Proposal: Goat willow - Fell (Plan to replant in October). Discussed, excluding Simon, with no comments.
 - 6.2. **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. This was discussed. With the limited information available it was felt by the majority that the bright white light and colour of the totem was too obtrusive within the conservation area and not in keeping with the property. In the L&F Conservation Area Supplementary Planning Doc, Management Plan: Principle 3: Materials and finishes should use the traditional common palette of materials and finishes used in the conservation area. This common palette of materials and finishes is a key positive contributor to the special historic and/or architectural interest of the conservation area. Principle 4: Built Environment Structures and features should to preserve or enhance the special character and appearance of the conservation area. Principle 9: Highways works and signage - signage improvements and maintenance should be in keeping with the character and appearance of the conservation area. The retention of historic fabric should be maximised and any negative impacts of interventions minimised. It was agreed to object as voted by the majority (3) of the 5 cllrs.
7. **Maintenance Items** – LRH Fire Safety contractor: A third quote has been received from a Surrey contractor that at £440.40 is less than previous quotes and is clerk's recommended option. Jayne proposed and Simon seconded contracting with this company for fire alarm, emergency lighting and extinguisher services. All agreed
8. **Community site updates**
 - 8.1. **Pavilion** – TVMS licence status: the TVMS underlet licences have been signed by de La Rue and leases also now signed. Jayne requested that David be acknowledged and thanked for all his hard work in making this happen and Jo seconded. Work on the drains is starting w/c 12 May **Action:** clerk to do Facebook notification for playground users.
 - 8.2. **LRH, Archery & tennis areas** – no update
9. **Review & approve updated Standing Orders.** Proposed to approve by Jo and seconded by Alice. All agreed
10. **Review and approve updated Financial Regulations.** Proposed to approve by Jo and seconded by Alice. All agreed.
11. **Review Code of Conduct.** Jo proposed continued use and Simon seconded. All agreed
12. **Review and approve updated Risk Register.** Jo proposed to approve update and Alice seconded. All agreed.
13. **Finance**

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- 13.1. 25-26 Budget review and update** – updated for key income and expenditure delays beyond 31 March 25. Proposed amendments are as follows: March LRH hire fees £823 added as only received in April 25, £223 excess on car park reserve to be used for budget for book exchange, Legal fees for Pavilion licences £1440 added, £1440 recovery of legal fees from TVMS, TVMS lease legal fees £2000. It was proposed by Jo and seconded by Jayne to amend the budget. All agreed as follows:

Laverstoke and Freefolk Parish Council
Budget year to 31 March 2026

Income and Expenditure Statement (Cash basis)

All £	Parish Council				Community Site				Total			
	Budget 24/25	Forecast (24/25)	Budget (25/26)	%	Budget (24/25)	Forecast (24/25)	Budget (25/26)	%	Budget (24/25)	Forecast (24/25)	Budget (25/26)	%
Precept	10,200	10,200	10,600	4%	-	-	-	-	10,200	10,200	10,600	4%
Grants	344	344	344	0%	-	-	-	-	344	344	344	0%
Donations	-	-	-	-	-	-	-	-	-	-	-	-
Hall Hire - Nursery	-	-	-	-	9,894	8,891	10,974	23%	9,894	8,891	10,974	23%
Hall Hire - Other	-	-	-	-	2,000	2,058	2,000	-3%	2,000	2,058	2,000	-3%
Hall Hire deposit	-	-	-	-	-	-	-	-	-	-	-	-
Cost Recoveries	-	-	-	-	4,446	5,595	7,324	31%	4,446	5,595	7,324	31%
Site Rent	-	-	-	-	2,154	2,179	2,346	8%	2,154	2,179	2,346	8%
Other Income	-	-	-	-	300	-	-	-	300	-	-	-
Interest Income	131	148	125	-16%	1,571	1,696	1,500	-	1,702	1,844	1,625	-12%
Misc Receipts	-	-	-	-	-	195	-	-100%	-	195	-	-100%
Total Income	10,675	10,692	11,069	4%	20,365	20,614	24,144	17%	31,040	31,306	35,213	12%
Salary/Newsletter	4,834	4,773	5,076	6%	1,041	1,026	1,114	9%	5,875	5,799	6,190	7%
Clerk Expenses	256	256	215	-16%	39	56	56	0%	295	312	272	-13%
Employers NI	-	-	146	-	-	-	32	-	-	-	179	-
Training	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	292	306	276	-10%	3,647	3,704	3,826	3%	3,939	4,010	4,102	2%
Audit Fees	507	510	523	3%	-	-	-	-	507	510	523	3%
Professional fees	222	316	213	-32%	3,313	1,298	18,640	1336%	3,535	1,614	18,853	1068%
IT costs	548	398	564	42%	-	-	-	-	548	398	564	42%
Grounds Maint.	2,915	2,708	1,696	-37%	272	117	327	180%	3,187	2,825	2,024	-28%
Street Lighting	503	416	516	24%	-	-	-	-	503	416	516	24%
Street Furniture	-	-	-	-	-	-	-	-	-	-	-	-
SID Management	1,228	600	644	7%	-	-	-	-	1,228	600	644	7%
Utilities	-	-	-	-	3,869	5,223	5,940	14%	3,869	5,223	5,940	14%
Bldgs Repair/Maint.	-	-	-	-	1,000	1,041	4,484	331%	1,000	1,041	4,484	331%
Bldgs Planned Maint.	-	-	-	-	1,033	456	1,011	122%	1,033	456	1,011	122%
Equipment	-	-	-	-	650	487	-	-100%	650	487	-	-100%
Cleaning	-	-	-	-	-	2	21	926%	-	2	21	926%
Other expenses	58	60	60	-1%	-	160	-	-100%	58	220	60	-73%
Stationery	289	142	199	40%	-	-	-	-	289	142	199	40%
Bank Charges	100	167	169	1%	60	-	-	-	160	167	169	1%
Total Expenses	11,753	10,652	10,298	-3%	14,924	13,570	35,452	161%	26,677	24,222	45,750	89%
Grants Made	900	900	900	0%	-	-	-	-	900	900	900	0%
Project costs	-	-	-	-	6,605	3,000	-	-100%	6,605	3,000	-	-100%
Net Vat	-	-	-	-	-	(157)	-	-100%	-	(157)	-	-100%
Net cash Movement	(1,978)	(860)	(129)	-85%	(1,164)	3,887	(11,308)	-391%	(3,142)	3,027	(11,437)	-478%

Earmarked Reserves b/f:
General Reserve b/f:

62,733	65,958
5,097	4,899
67,830	70,857

Earmarked Reserves c/f:
General Reserve c/f:

65,958	54,427
4,899	4,993
70,857	59,420

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13.2. Finance report for April 25, payments made over £200 ex VAT and Bank transfers as follows:

Finance Report April 25

Cost Centre	Cost Code	Payments	Receipts
1. Parish Council Income			
	100 Precept		5,300.00
	110 Grants - PC		343.77
Sub Total			5,643.77
3. Parish Council Costs			
	300 Clerk Salary - PC	-417.94	
	304 HMRC Employee PAYE/NI	-5.08	
	305 HMRC Employers NI - PC	-12.16	
	364 IT Costs - PC	-174.46	
	372 Stationery - PC	-33.25	
	374 Bank Charges - PC	-14.00	
Sub Total		-656.89	
6. Community Site Income			
	Receipts		
	121 Hall Hire - Nursery		823.00
	123 Hall Hire - Other		112.50
	131 Cost Recoveries Other - CC		1,440.00
	134 Elec/Gas Cost Recovery - CC LRH		530.13
Sub Total			2,905.63
8. Community Site Costs			
	301 Clerk Salary - CC	-91.74	
	306 HMRC Employees PAYE/NI - CC	-1.12	
	307 HMRC Employers NI - CC	-2.67	
	323 Planned Maintenance - CC	-34.51	
	325 Repairs/Maintenance - CC	-108.00	
	334 Elec/Gas LRH	-241.38	
	335 Elec/Gas Pavilion	-144.22	
	365 Professional Fees - CC	-1,200.00	
	377 Misc. Costs - CC	-60.00	
Sub Total		-1,883.64	
Summary			
Net Total		-2,540.53	8,549.40
VAT		-487.08	293.12
Gross Total		-3,027.61	8,842.52

Payments over £200

Date	Description	Supplier	Gross	Vat	Net
10/04/2026	Clerk salary PC&CC	Clerk	-509.68	0.00	-509.68
14/04/2025	Legal fees Pavilion	Neale Turk	-1,200.00	-240.00	-1,440.00
17/04/2025	Electricity LRH	British Gas	-241.38	-12.07	-253.45

Transfers Report April 25

Date	Amount £ From Bank	to Bank	Comment
29/04/2025	5500 L&F PC Unity (Current)	L&F PC Unity Savings	To maximise savings interest earned given precept receipt
26/04/2025	1200 L&F PC Unity (Current)	L&F PC Unity Savings	To maximise savings interest earned
11/04/2025	1500 L&F PC Unity Savings	L&F PC Unity (Current)	To keep current account balance from going into overdraft
11/04/2025	500 L&F PC Unity Savings	L&F PC Unity (Current)	To keep current account balance from going into overdraft
09/04/2025	500 L&F PC Unity Savings	L&F PC Unity (Current)	To keep current account balance from going into overdraft
09/04/2025	1500 L&F PC Unity (Current)	L&F PC Unity Savings	To maximise savings interest earned

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13.3. Over £ 300 items to pay: £1440 Pavilion licence De La Rue legal fees (retrospectively, on emergency basis given time sensitivity wrt TVMS grant deadline and reimbursed same month by TVMS), LRH Water bill at £817.05 Julia proposed, Simon seconded and all approved payments.

13.4. Accounts for year ending 31 March 25 and approve reserves – Jo proposed, Jayne seconded accounts and reserves as follows:

Laverstoke & Freefolk Parish Council

Income and Expenditure Statement (Cash basis)

Reporting Year:

Year to 31 March 2025 (12 of 12)

Month:

March 2025

All £	Parish Council				Community Site				Total		
	Month	YTD	Full year Budget	Budget Remainin g	Month	YTD	Full year Budget	Budget Remainin g	Month	YTD	Full year Budget
Precept	-	10,200	10,200	-	-	-	-	-	-	10,200	10,200
Grants	-	344	344	-	-	-	-	-	-	344	344
Donations	-	-	-	-	-	-	-	-	-	-	-
Hall Hire - Nursery	-	-	-	-	400	8,891	9,894	1,003	400	8,891	9,894
Hall Hire - Other	-	-	-	-	213	2,058	2,000	(58)	213	2,058	2,000
Hall Hire deposit	-	-	-	-	(100)	-	-	-	(100)	-	-
Cost Recoveries	-	-	-	-	-	5,595	4,446	(1,149)	-	5,595	4,446
Site Rent	-	-	-	-	-	2,179	2,154	(25)	-	2,179	2,154
Other Income	-	-	-	-	60	194	300	106	60	194	300
Interest Income	88	148	131	(17)	351	1,696	1,571	(125)	439	1,844	1,702
Total Income	88	10,691	10,675	(17)	924	20,615	20,365	(249)	1,011	31,306	31,040
Salary/Newsletter	(440)	(5,029)	(5,090)	(61)	(95)	(1,083)	(1,080)	3	(535)	(6,112)	(6,170)
Training	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	(292)	(292)	-	(4,010)	(3,647)	363	-	(4,010)	(3,939)
Professional fees	-	(826)	(730)	96	-	(1,298)	(3,313)	(2,015)	-	(2,123)	(4,043)
IT costs	(2)	(398)	(548)	(151)	-	-	-	-	(2)	(398)	(548)
Grounds Maint.	-	(2,708)	(2,915)	(207)	-	(117)	(272)	(155)	-	(2,825)	(3,187)
Street Lighting & Furniture	-	(416)	(503)	(87)	-	-	-	-	-	(416)	(503)
SID Management	-	(600)	(1,228)	(628)	-	-	-	-	-	(600)	(1,228)
Utilities	-	-	-	-	(839)	(5,223)	(3,869)	1,354	(839)	(5,223)	(3,869)
Bldgs Repair/Maint.	-	-	-	-	(94)	(1,041)	(1,000)	41	(94)	(1,041)	(1,000)
Bldgs Planned Maint.	-	-	-	-	(21)	(456)	(1,033)	(578)	(21)	(456)	(1,033)
Equipment	-	-	-	-	-	(487)	(650)	(163)	-	(487)	(650)
Cleaning	-	-	-	-	(2)	(2)	-	2	(2)	(2)	-
Other expenses	(25)	(369)	(447)	(77)	(26)	(160)	(60)	100	(51)	(529)	(507)
Rates	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	(467)	(10,346)	(11,753)	(1,407)	(1,077)	(13,875)	(14,924)	(1,049)	(1,544)	(24,222)	(26,677)
Grants Made	-	(900)	(900)	-	-	-	-	-	-	(900)	(900)
Project costs	-	-	-	-	-	(3,000)	(6,605)	(3,605)	-	(3,000)	(6,605)
Net Cash Movement before VAT	(379)	(555)	(1,978)	(1,423)	(154)	3,739	(1,164)	(4,903)	(533)	3,184	(3,142)
Net Vat									(530)	(156)	-
Net cash Movement									(1,063)	3,028	(3,142)
Reserves/cash b/f									71,921	67,830	67,830
Reserves/cash c/f									70,858	70,858	64,688

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Reserves

Box 7 70858 Precept 10200

	£	£	£
Earmarked reserves:			
Community Centre Site Reserves	61690		
Legal Fee reserve for TVMS lease	2000		
Nursery deposit	1250		
Unrequested receipts	194		
Speed indicator not invoiced	600		
Book exchange	233		
			65967
General reserve	4891		4891
Total reserves (must agree to Box 7)			<u>70858</u>

13.5. Bank mandate for Unity needs updating. Jayne to be added to David, Jo and Nicky. Alice proposed, Julia seconded and all agreed.

13.6. Internal Audit review and approve report The PC had passed the internal audit. The report had been comprehensive and made suggestions around PC specific emails, adding links to minute items and final minutes being shown on website. Jo proposed accepting the internal audit report, Simon seconded, all agreed. The clerk was thanked.

13.7. External Audit

13.7.1. BDO interests and appointment – it was confirmed that no one has any conflict of interest with BDO as external auditor and their appointment was approved

13.7.2. Approval of Annual Governance Statement – The Governance statement was discussed and proposed for approval by Simon, seconded by Alice and all agreed

13.7.3. Approval of Accounting Statements – The 24-25 Accounting statements were discussed and proposed for approval by Jo, seconded by Simon and all agreed

14. Correspondence – B&D Cil spend protocol has been updated & should be reviewed

Next PC meeting: 3 June 2025 at 19.30 in Lady Rose Hall.

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