



GRATELEY PARISH COUNCIL

ORDINARY MEETING – 4 NOVEMBER 2025 @ 7.30 PM

MINUTES OF MEETING

(Draft until formally approved at next meeting)

Minute Ref	Item/Motion
036/25	Vice Chair Ian Wingfield welcomed attendees and opened the meeting at 7.30 pm
037/25	<p>Attendees:- Cllr Ian Wingfield Cllr Andy Bradford Cllr Martyn Horne Cllr Gemma Hill Cllr Chris Donnelly - HCC Cllr Maureen Flood – TVBC Michelle Penn – Community Engagement Officer, TVBC Karen Nadin – Clerk Members of the public – 15</p> <p>Apologies:- Michelle Penn - TVBC Cllr Susanne Hasselmann – TVBC Cllr Chris Donnelly – HCC</p>
038/25	To receive any declarations of disclosable pecuniary interests relating to items on this agenda – there were no disclosable pecuniary interests declared.
039/25	To approve the draft minutes of the meeting held on 7 th October 2025 – minutes approved by all councillors as an accurate record. Signed by Cllr Wingfield.
040/25	<p>To receive any updates on matters arising/actions from meeting held on 7th October 2025</p> <p>Lengthsman Duties:-</p> <ul style="list-style-type: none"> Clerk has made initial contact with local landscaper based in Monxton and will arrange to ask them and others to quote for ditch works once we have clarified who the ditches belong to. Clerk reported issue to HCC via their online reporting tool and also asked for confirmation of who owns the ditches in question. Pond Lane ditch has been accessed by HCC as no work being necessary at this time, still awaiting update re Station Road ditch. ACTION – Clerk to monitor HCC system for further updates in relation to the ditches and ownership/responsibility for maintaining. Once confirmed land is not owned by private individual Clerk will arrange for quotes to undertake the work and report back to councillors. <p>Locke Close Play Area:-</p> <ul style="list-style-type: none"> Annual inspection by the Playground Inspection Company has been scheduled for July 2026 at a cost of £175 + VAT Inspection training for 4 x volunteers is due to take place on Friday 7th November at a cost of £300 plus £40 for certification Quote for latch and sign – ongoing. ACTION – Cllr Wingfield to provide information on costings.

041/25	<p>The Clerk provided a financial update:- Lloyds Bank Community Account Balance as at 4th November 2025 is £6650.18 The bank statement & cashbook reconciliation has been inspected and signed as a true record by Cllr Wingfield. This balance includes:-</p> <p>£1405.32 – charity monies held for S Duffield £2000 earmarked for Lengthsman maintenance duties £1000 earmarked for NDP work</p> <p>This leaves a working balance (utilising general reserves) of £2244.86.</p>
042/25	<p>The Clerk advised that the following payments require formal approval by Council:-</p> <p>Platform Electronics – invoice covering 1st Aug 25 to 31 Oct 25 for internet service provision and email hosting £105 Clerk's salary & HMRC PAYE payments November, December & January - 3 x £285.60 = total of £856.80 Hiscox insurance – PC insurance - 3 of 12 monthly d/d payments – approx. £72pm - £216 Playground Inspection Co Ltd - inspection training for volunteers + certification - £340 BT monthly invoice for village hall for Nov, Dec & Jan – 3 x £36.23 = total of £108.69 Lloyds Bank service charges for Community A/C Nov, Dec & Jan - £4.25 x 3 = £12.75</p> <p>Councillors noted and approved all payments.</p>
043/25	<p>To approve the budget for 2026/27 and consider precept options:-</p> <p>The Clerk had recently circulated to all councillors the draft budget for the financial year 2026/27. There will be an estimated shortfall at the end of this financial year of approx. £4500 which means that the general reserves currently held will be severely diminished. Factors that have caused this shortfall include some overspend in relation to community projects undertaken this year eg some additional expenditure on the Locke Close play area project including inspection training for volunteers, solicitors costs etc, costs of 2 x flashing speed signs - installation costs associated with those are higher than expected. Increased insurance costs due to the installation of the play area & purchase of additional speed signs, all of which had to be added to the insurance policy.</p> <p>Anticipated expenditure for the financial year 2026/27 will be approx. £11250 - clearly the precept will need to rise this year (precept for the last 2 x years has remained at £10000 which will not be sufficient to cover anticipated expenditure). Options of 5/10/15/20% rises were calculated and this included consideration of the actual cost to parishioners of these options. 15% precept increase was proposed by Cllr Wingfield, seconded by Cllr Horne – all councillors in agreement. This would enable the estimated costs to be met for 2026/27 and allow the council to start to re-build the reserves back to where they should be for a council of this size.</p> <p>ACTION – On receipt of request from TVBC (expected towards end of December) re precept requirement for 2026/27, Clerk to confirm that Grateley PC require a precept rise of 15% ie an amount of £11,500 for the year.</p>
044/25	<p>The Clerk advised that the parish council need to appoint a new internal auditor as previous auditor is reducing his workload and is unable to continue. Internal auditor Eleanor Greene of Do the Numbers has provided a quotation to undertake the audit at the end of this financial year onwards. Cost will be £200-£250 dependant on complexity of accounts. This is a saving on last year's audit costs. Councillors agreed to appoint Do the Numbers as internal auditor for Grateley PC and confirmed no conflicts of interest with them.</p> <p>ACTION – Clerk to confirm appointment of Do the Numbers as internal auditor going forwards.</p>

045/25	To receive any Parish Councillor updates/reports:-
	<p>To receive an update on the Locke Close Play Area:-</p> <p>Cllr Wingfield reported that the first statutory quarterly inspection had taken place on 10th October with no issues for concern. 4 x volunteers had been identified to undertake some on-site training in order for them to be able to inspect the play area on a regular basis alongside the statutory quarterly and annual inspections – this will take place on 6th November at a cost of £340. The annual inspection has been booked for July 2026 at a cost £175.</p>
	<p>To receive an update from the Highways Committee:-</p> <p>Speed watch – Highways Committee member Richard Gregory reported that 9 x volunteers had applied to take part in this project and are at various stages of training – 3 x fully trained, 3 were due to undertake training on 6th November with the remainder just completing the application process. The kit has been collected from Wallop – the Highways Committee were of the understanding that it would be a speed gun, but it is actually a portable flashing sign. The sign has never been used but is quite dated. Kit has been tested and works perfectly. Members of the Hampshire Constabulary Community Speedwatch team have met with members of the Highway Committee this week and have looked at a couple of potential sites along Monxton Road that they deemed would potentially be suitable sites for using the sign. Cholderton Road and Stockbridge Road will need further consideration. Highways Committee will look at in further detail. Include the 2 x portable signs previously purchased.</p> <p>Richard Gregory advised that he had been made aware of some new funding that is to be available from the Hampshire & Isle of Wight Police & Crime Commissioner to cover the costs of funding Community Speedwatch projects – this is for up to £8k per project and can include purchase of all equipment, including things like hi-viz vests for volunteers etc. The closing date for applications is 28th November. It is worth noting that the kit currently borrowed from Wallop, although it worked on testing, the software on it is quite old and is only set up for use in 30mph zones currently which may not be able to be altered. The Committee will also consider the 2 x flashing speed signs that were purchased earlier in the year and yet to be installed as work is ongoing regarding the relevant licences being in place and suitable sites being identified and agreed with HCC.</p> <p>ACTION – Richard & Sue Gregory to liaise with Cllr Wingfield and the Highways Committee re applying for the funding prior to the closing date of 28th November.</p> <p>Cllr Bradford reported that the suggestion of creating a ‘footpath’ along Station Road by installing a painted white line is still being investigated. Cllr Donnelly (HCC) has said he will support it. An invitation to HCC Highways has been sent asking if they can send someone out to have a look and consider the proposal. Suggestion was made of approaching the landowner re possibility of providing a permissive footpath in the field alongside Station Road. Cllr Bradford advised that this option had been considered in the past and dismissed. Cllr Perkins commented that if we were to go ahead with the white line footpath option the issue of the parked cars near chicken houses would need to be addressed – majority of car that park along that stretch of road belong to people that are using the train station, but want to avoid the parking charges so this is something that would need to be considered in any future plans re the footpath. ACTION – Cllr Bradford will update further once he has had more input from HCC Highways.</p> <p>Cllr Wingfield provided an update from HCC re previous flooding issues along Cholderton Road and outside the Plough Inn. HCC have confirmed that the drains near the Plough Inn were cleaned in May 2024 and at this time they are not aware of any further flooding incidents. Re Cholderton Road the drainage gulleys were inspected in April and May and HCC recently cleaned the soakaways. It had been mentioned previously that consideration was being given to</p>

	<p>expanding the soakaways but to date this work has not been completed. Cllr Horne said he would request an update on that from HCC. In the meantime councillors would encourage everyone to keep reporting any flooding issues via the HCC website.</p> <p>ACTION – Cllr Horne to request update from HCC Highways re possible expansion of soakaways along Cholderton Road and update at next meeting.</p>
	<p>To receive an update on the Village Hall Committee:- Cllr Bradford advised no issues in relation to the Village Hall and all running smoothly.</p>
046/25	<p>To consider any new planning applications received from TVBC since the last meeting:- There were no new planning applications to consider at this meeting.</p>
047/25	<p>To receive an update on the Neighbourhood Development Plan (NDP) from Jane Lynch:-</p> <p>The Neighbourhood Planning Group met recently - main item on agenda being the Streetway Road development – report is in the process of being written and should be received by the Parish Council in a few weeks.</p> <p>Jane Lynch reported that a residents group has been set up specifically to look at the Grateley Station and Palestine development plans. Representatives from the residents group were present at the meeting to explain how the design code would sit with the NDP and Cllr Stewart McDonald (Parish Councillor for Over Wallop and TVBC Councillor for Mid Test) had sent an email confirming his support of the proposal of the group to produce a design code for the settlement – this would look at environment, and ensures any development complies with the design code – managing what might get built at Streetway. This design code would sit alongside any NDP and is a quicker process. The residents group were hoping to get the support from Grateley Parish Council as well as that of the Grateley NDP. There will be no requirement for resources or finances from the Parish Council. The current Grateley NDP obviously includes the Streetway development. Cllr Wingfield asked if there is likely to be any conflict between Grateley NDP and the design code. Jane Lynch confirmed that she would not anticipate any conflict. Councillors were asked if they will support in principle. Support for the design code in principle was given by all councillors.</p>
048/25	<p>To receive County Councillor Report/Update:- Cllr Donnelly had sent apologies for this meeting. However, the latest HCC Councillor update can be found online here: ..\..\County & Borough Councillor Reports\HCC Announcements November 2025.pdf</p>
049/25	<p>To receive Borough Councillor Report/Update:-</p> <p>Cllr Flood had previously circulated the Borough Councillors Report that can be found here: ..\..\County & Borough Councillor Reports\Borough Councillor Report November 25.pdf Main points from the report to note:-</p> <ul style="list-style-type: none"> • TVBC have launched a Climate Change Grant – grants up to £10k for local community projects; • TVBC have produced a leaflet promoting various different energy efficiency grants and signposting residents to where they can get further information and help towards financing upgrades to their homes; • Andover Christmas festival will take place on Friday 21st November from 4-7pm with events taking place across the whole town centre <p>Cllr Flood reported that the planning application for the new Lights theatre in Andover had been approved last week – demolition is now taking place. Developer will be appointed in Jan 2026</p>

	<p>with an anticipated completion date of late 2027/early 2028 – the new theatre is already creating a buzz in the town centre with new businesses already starting to arrive.</p> <p>Remedial works are taking place in the Chantry Centre multi-storey car park floor by floor. During the busy period leading up to Christmas these works will be limited to ensure as many parking spaces are available as possible.</p>
050/25	To receive TVBC Community Engagement Officer's update:- Michelle Penn had sent apologies for this meeting.
051/25	To note any correspondence received:- Clerk had no correspondence to report at this meeting.
052/25	<p>To receive an update on councillor vacancy:-</p> <p>Clerk reported that no applications had been received for the vacant councillor position. Vacancy Notice will be amended to remove the closing date and placed on noticeboards and website. Anyone interested should contact the Clerk in the first instance.</p> <p>ACTION – Clerk to amend vacancy notice and re-publish.</p>
053/25	<p>To open the meeting for public participation/questions/comments:-</p> <p>Linda Griffith spoke on behalf of Grateley Village Friends to thank the parish council for the recently received grant of £500. As a result a half price Christmas lunch is being arranged for members of the group and various events and speakers are being considered. The group are very gratefully to the parish council.</p>
054/25	<p>To confirm the dates of the next meetings as:-</p> <p>Tuesday 3rd February 2026 @ 7.30 pm</p> <p>Tuesday 3rd March 2026 @ 7.30 pm</p> <p>Tuesday 7th April 2026 @ 7.30 pm</p> <p>Tuesday 5th May 2026 @ 7.30 pm – this will be the AGM</p>
055/25	Cllr Wingfield thanked everyone for attending and closed the meeting at 2019 hrs.