GRATELEY PARISH COUNCIL

ORDINARY MEETING – 7 JULY 2026

There will be an ordinary meeting of Grateley Parish Council at 7.30 pm on Tuesday 7 July 2026 at Grateley War Memorial Hall. All Councillors are requested to attend this meeting.

Members of the public are welcome to attend the meeting – there is a standard item on the agenda for public participation/questions/comment. The period of time designated for public participation at a meeting shall not exceed 10 minutes unless directed by the chair of the meeting. An individual member of the public shall not speak for more than 3 minutes. In accordance with standing orders a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

Karen Nadin – Clerk & Responsible Finance Officer to Grateley Parish Council
Tel: 07453 322139 Email: clerk@grateley.net Website: www.grateley.net

AGENDA

Item	Agenda Item
1	Chair's opening remarks
2	Attendance & apologies for absence
3	Declarations of disclosable pecuniary interests in relation to items on this agenda
4	Approval of draft minutes of the meeting held on 5 May 2026 (Appendix A)
5	Action updates from meeting held on 5 May 2026
6	County Councillor's update (if present)
7	Borough Councillor's update (if present)
8	Clerk/RFO Update • Annual Audit Process Update • Financial Update (Appendix B) • Formal Approval of Payments (Appendix C)
9	Planning applications Applications received since last meeting:- • 26/00937/TREEN - Grateley Lodge, Chapel Lane - Dawn Redwood - reduce overhanging branches to achieve 2m clearance from the apex of the adjacent building – closing date 17 Jun - PC advised no objections - permission granted Updates on any outstanding applications:- • 26/00185/FULLN - Units 4 & 5 Grateley Business Park, Cholderton Road, Grateley – current – will go to Northern Area Planning Committee – date to be confirmed • 26/00904/TREEN - The Meadows, Rookery Close – permission granted • 26/00669/FULLN - Kestrel, Station Road – permission granted • 26/00642/FULLN - Southdene, Cholderton Road - permission granted • 26/00269/FULLN - White Gates, Old Stockbridge Rd, Over Wallop - permission granted
10	Locke Close Play Area update
11	Grateley Neighbourhood Development Plan Steering Group (GNDPSG) update
12	Highways Update
13	Footpaths Update
14	Village Hall Update
15	Correspondence received
16	Public participation/questions/comments
17	Dates of Future Meetings:- 1 September, 3 November, 2 February 2027, 4 May 2027 – all to commence at 7.30pm
18	Close of meeting

Appendix A

GRATELEY PARISH COUNCIL

ANNUAL COUNCIL MEETING – 5 MAY 2026

MINUTES

Item	Agenda Item
1	Welcome, attendance, apologies for absence & notification of Declarations of Interest re items on this agenda Attendance – Cllr Wingfield, Cllr Bradford, Cllr Perkins, Cllr Hill, Cllr Donnelly (HCC), Cllr Flood (TVBC). Apologies had been received from Cllr Horne & Cllr Hasselman. Approx 20 members of the public present. There were no declarations of interest in relation to agenda items.
2	Election of the Chair & signing of Declaration of Acceptance of Office form – Cllr Bradford nominated Cllr Wingfield as Chair, seconded by Cllr Perkins – all agreed and Cllr Wingfield signed the Declaration of Acceptance of Office.
3	Election of the Vice Chair – Cllr Wingfield nominated Cllr Bradford as Vice Chair, seconded by Cllr Hill, all agreed. Clerk reminded councillors to ensure their Register of Interest forms are up to date – an annual requirement - any amendments should be passed to the Clerk. **ACTION – Clerk to update TVBC.**
4	Approval of Minutes of Previous Meeting – the minutes of the meeting held on 7 April 2026 were agreed as a true and accurate record and signed by the Chair.
5	Review of councillor appointments to internal and external Committees/Steering Groups/portfolios for the year Committee (Parish Council & external groups) Membership:- • Highways Working Group– Cllrs Bradford and Hill • Grateley Neighbourhood Development Plan Steering Group (GNDPSG) – Cllr Wingfield • Grateley Memorial Hall Committee – Cllrs Bradford & Perkins • Grateley Help Network community group – Cllr Horne Portfolios:- • Finance – Cllr Wingfield • Planning – Cllr Horne • Community Assets (if required) – Cllr Wingfield • Governance/Policy – Cllr Hill • Website & social media engagement – Cllr Bradford & Cllr Wingfield • Community Resilience (War Memorial Hall Hub) – Cllr Bradford & Cllr Perkins
6	Review & adoption of Standing Orders and Financial Regulations – the clerk had recently updated the Standing Orders and Financial Regulations as this had not been undertaken for some time. The new documents are now in line with the NALC model templates – councillors agreed to adopt these and review annually. **ACTION – Clerk to publish the new documents on the Parish Council website.**
7	Review and agree the Parish Council's Asset Register – the clerk had circulated the updated PC Asset Register – councillors agreed and signed by the Chair as a true record of assets held by the PC.
8	Confirmation of arrangements for insurance cover in respect of all insurable risk – the Clerk confirmed that the current insurance policy met the needs/requirements of the Parish Council and was due for renewal at the end of September 2026. She confirmed that all equipment was adequately covered including the new SID and Speedwatch equipment that are due to be deployed in the near future. **ACTION – Clerk to arrange renewal in September.**
9	County Councillor's update – Cllr Donnelly provided an update on the LGR. Elections for the new unitary council will take place in May 2027. The new council will bring together areas that are all similar and financially secure.
10	Borough Councillor's update – Cllr Flood advised that TVBC will appoint a new Mayor and Deputy at their annual council meeting on 13 May. To fit in with the new unitary council's programme of elections, the Chief Exec of TVBC is suggesting that at the next Town and Parish Council elections in May 2027 the usual 4-year term be extended to 5 years. Views welcome on this proposal from PC's.

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11	Approval of Sections 1 & 2 of the AGAR for the year 1 April 2025 to 31 March 2026 – Clerk had previously circulated Sections 1 & 2 of the AGAR with supporting information – councillors approved and Clerk and Chair signed document.
12	Clerk's Update – Clerk updated that she had received 5 x quotes for grass cutting at Locke Close play area. Councillors have had sight of all quotes and agreed to appoint KBL as the contractor for the 2026-27 financial year. Kieron Beattie Landscapes (KBL) will undertake their first visit during the next week or two and will visit every 2 weeks through the growing season (beg April to end October). Thanks were expressed to volunteers who had recently undertaken an interim cut to ensure play area was kept tidy whilst awaiting the appointment of the contractor.
13	Financial Update including formal approval of payments Balance in bank account on 1 April 2026 - £5068.87 Income to 30 April 2026 - £222.89 Expenditure to 30 April 2026 - £870.35 Balance in bank account on 30 April 2026 - £4421.41 Bank Reconciliation was checked and signed by Cllr Perkins. Councillors formally approved the following payments:- • BT monthly invoice (village hall resilience hub) - £41.92 • Amazon purchase of padlock & keys for Locke Close play area maintenance gate - £15.04 • Upper Clatford Parish Council reimbursement for room hire for internal auditor meeting - £10 • Lloyds Bank monthly service charges - £5.17 • Hiscox Insurance – PC insurance – monthly payment - £78.62 • HALC/NALC membership subscription 2026/27 - £336.00 • TVBC – Locke Close Play Area rental of land 2026/27 - £50.00 • Clerking Services for April - £228.60 • Platform Electronics – quarterly website & email hosting fees - £105.00
14	Planning Applications Applications received since last meeting:- • 26/00733/FULLN – Knowldene, Monxton Road – erection of detached garage to side of property – response date 1 May 2026 – councillors agreed no objections. • 26/00904/TREEN – The Meadows, Rookery Close – remove limb overhanging boundary fence and remove dead/dying centre stem from holly tree – councillors agreed no objections. • 26/00921/CLPN – Grateley House School, Pond Lane – Certificate of proposed lawful use of Amport & Kimpton buildings as teaching and education space – councillors agree no objections. Updates on applications since last meeting:- • 26/00669/FULLN – Kestrel, Station Road – demolish garage & outbuilding, erect single storey rear extension and raise roof to form 3 bedrooms & bathrooms with new dormers to enlarged roof space – application still current • 26/00642/FULLN - Southdene, Cholderton Road – raise flat roof over existing side extension and provision of external cladding – application still current • 26/00185/FULLN – Units 4 & 5 Grateley Business Park, Cholderton Road, Grateley – application still current – will go to Northern Area Planning Committee – date to be confirmed • 26/00269/FULLN – White Gates, Old Stockbridge Rd, Over Wallop – demolition of existing dwelling and erection of self-build house & associated landscaping/works – application still current
15	Neighbourhood Development Plan (NDP) update NDPWG lead advised that they had recently held a meeting with TVBC Planning Policy Officers who have offered their advice on work still required before proceeding to the referendum stage. The NDPWG have asked for further volunteers to come forward to assist with this piece of work and have requested that the Parish Council agree to purchase a subscription to Parish Online, an online mapping tool that was recommended by TVBC officers to assist in this project – an initial free 3-month trial followed by a 12 month subscription has been approved by councillors at a cost of £70 + VAT – this has been agreed. The NDPWG will meet again shortly and provide an update at the next Council meeting.
16	Highways Working Group Update Speedwatch Update – grant monies from the H&IoWPCC office should be received shortly at which point the equipment can be purchased. Awaiting site approval from HCC but this is expected over the next week or two. It is hoped that the first Speedwatch session will be able to take place by the end of June.

	Speed Indicator Device (SID) Update – site assessment results and costings for any new posts/extenders etc received. A meeting of the Highways Working Group will be arranged asap in order to make decision which sites should be used in the deployment programme – this will obviously need to consider costs involved to enable the use of each site and what monies are available to fund this.
17	Correspondence received – Clerk advised nothing to note at this meeting.
18	Public participation/questions/comments There were no questions from members of the public present.
19	Dates of Future Meetings:- It was proposed to reduce the number of Parish Council meetings to 5 per year – Feb, May (ACM), Jul, Sept & Nov (budget planning) – Clerk advised that there was no reason why the number of meetings could not be reduced (there was a minimum requirement of an annual council meeting to be held in May and then 3 further council meetings through the year). She advised that if there were any planning applications that necessitated a council meeting, this could be arranged as an extraordinary meeting throughout the course of the year. Councillors agreed to reduce the number of meetings to 5 per year and confirmed future meeting dates as:- Tuesday 7 July @ 7.30 pm Tuesday 1 September @ 7.30 pm Tuesday 3 November @ 7.30 pm Tuesday 2 February 2027 @ 7.30 pm Tuesday 4 May 2027 @ 7.30pm
20	Co-Option of new Parish Councillor Clerk advised that there had been two applications had been received and circulated to all current councillors for consideration. She confirmed that both applicants were eligible to serve as a councillor on Grateley Parish Council. Applicants were given the opportunity to speak briefly in support of their applications. Both applicants were thanked for their interest in becoming a councillor and advised that either would be ideal for the role and would bring a lot of relevant and valuable experience, but that unfortunately there was only one vacancy at this time. The five serving councillors voted to co-opt Richard Gregroy to the position and he signed the Declaration of Acceptance of Office witnessed by the Clerk. The Clerk will arrange for the Councillor Code of Conduct and Registration of Interests forms for completion and return to TVBC to be sent to Richard Gregory.
21	Close of meeting – Cllr Wingfield closed the meeting at 8.30pm

Appendix B

GRATELEY PARISH COUNCIL - INCOME & EXPENDITURE ACCOUNT & BANK RECONCILIATION
Period - 1 April to 30 June 2026

INCOME	
PRECEPT	5750.00
VAT REFUND	222.89
GRANTS	4159.00
MISCELLANEOUS	1.48
TOTAL	**10133.37**
EXPENDITURE	
CLERK'S SALARY INCL HMRC PAYMENTS	685.80
ADMINISTRATION	1147.78
LOCKE CLOSE PLAY AREA	241.71
VAT ON PAYMENTS	745.10
LENGTHSMAN	130.00
MISCELLANEOUS	3224.40
TOTAL	**6174.79**
NET INCOME OVER EXPENDITURE	3958.58
CUMULATIVE FUNDS	
BALANCE IN HAND B/F AS AT 1 APR 2026	5068.87
ADD/DEDUCT NET INCOME OVER EXPENDITURE	3958.58
BALANCE IN HAND C/F AS AT 30 JUNE 2026	**9027.45**
THESE CUMULATIVE FUNDS ARE REPRESENTED BY	
BALANCE IN BANK A/C	**9027.45**
EAR MARKED RESERVES	
CHARITY MONIES HELD	1405.32
NEIGHBOURHOOD DEVELOPMENT PLAN	600.00
LENGTHSMAN MONIES	2000.00
SPEEDWATCH GRANT	994.10
WORKING BALANCE	**5022.13**

This bank reconciliation has been checked alongside the Lloyds Bank account statement and confirmed as a true & accurate record by a Councillor of Grateley PC at it's meeting on 7 July 2026

Signed _____

Print Name _____

Appendix C

GRATELEY PARISH COUNCIL - FORMAL APPROVAL OF PAYMENTS
1 MAY TO 30 JUNE 2026

DATE	EXPENDITURE DETAIL	AMOUNT
05/05/2026	BT monthly invoice	£47.89
19/05/2026	AVA Recreation Ltd - quarterly play ground inspection	£72.00
19/05/2026	Mallatite Ltd - Speedwatch equipment (using grant monies)	£3,524.21
19/05/2026	Lloyds Bank service charges	£4.25
19/05/2026	Amazon - Speedwatch equipment (using grant monies)	£23.84
19/05/2026	Community Speedwatch Online Shop Ltd - speedwatch equipment (using grant monies)	£248.19
20/05/2026	Do the Numbers - internal auditor fee	£350.00
20/05/2026	SP Start Safety UK - SID brackets etc to allow relocation	£70.00
22/05/2026	Hiscox - Parish Council insurance monthly payment	£78.62
26/05/2026	Clerk's salary - May	£228.60
01/06/2026	BT monthly invoice	£47.89
01/06/2026	Kieron Beattie Landscaping - Locke Close play area grass cutting	£156.00
04/06/2026	Lloyds Bank service charges	£4.25
22/06/2026	Hiscox - Parish Council insurance monthly payment	£78.62
26/06/2026	Clerk's salary - June	£228.60
26/06/2026	Middleton & Upsall Solicitors - Local Authority Search fee for Locke Close play area build	£140.00

The above payments were formally approved by Grateley Parish Council at their meeting on 7 July 2026

Signed _____ Chair of Meeting

Print Name _____