

MINUTES OF THE ANNUAL GENERAL MEETING OF CRONDALL PARISH COUNCIL HELD IN THE COMMITTEE ROOM, CRONDALL VILLAGE HALL ON TUESDAY, 27TH MAY 2025 COMMENCING AT 7.30 PM

PRESENT Councillor G Smith – Chairman

Councillors D Argent, G O'Connor, I Taylor and S Worthington

IN ATTENDANCE Councillor J Glen – Hampshire County Council (HCC) and A Angove (Parish Clerk). No members of the public were in attendance.

01/26 Apologies for absence

Apologies were received in advance from Cllrs Best and Gregory (CPC) and Cllrs Dorn, Hale and Highley (HDC).

02/26 Appointment of the Chair of the Parish Council 2025/26

The Clerk requested nominations. Cllr Taylor proposed Cllr Smith, this was seconded by Cllr Worthington and AGREED (in favour 4 : abstained 1); Cllr Smith abstained from voting. Cllr Smith was duly elected as Chairman and signed the Declaration of Office.

03/26 Appointment of Vice Chairman

The Chairman requested nominations. Cllr O'Connor proposed Cllr Taylor, this was seconded by Cllr O'Connor and AGREED (In favour 4 : abstained 1); Cllr Taylor abstained from voting. Cllr Taylor was duly elected as Vice Chairman.

04/26 Election of Officers and Representatives for the Municipal Year

Cllr Smith referred to the proposals which had been circulated in advance of the meeting (Appendix A). The Chairman took councillors through each role individually considering the proposals for the positions. The Clerk was appointed as the "Responsible Officer". Cllr Smith proposed the list as circulated. Seconded by Cllr Taylor and AGREED unanimously.

05/26 Declarations of Interest and requests for dispensation relating to any item on the agenda.

Cllr Worthington – non-pecuniary interest in Amberley House planning application. No further declarations were made.

06/26 Approval of Minutes

The Minutes of the Council meeting on 14th April 2025 were proposed for acceptance as an accurate record by Cllr Smith, seconded by Cllr Taylor and AGREED unanimously.

07/26 Announcements from the Chairman, Clerk and Members questions received in advance

None.

08/26 Public Session

The Clerk confirmed that no questions or issues had been raised in advance.

09/26 Reports from other councils

Cllr Glen expressed his thanks for his invitation to the previous meeting and congratulated the council on an excellent event. As part of the ongoing devolution initiative, Cllr Glen has been confirmed as Chair of the Local Government Reorganisation committee. No questions were raised, and Cllr Glen left the meeting.

10/26 Planning Applications

A presentation having been circulated to all members prior to the meeting, Cllr O'Connor provided a verbal overview on the following planning applications.

25/00581/LBC	Amberley House Pankridge Street Crondall GU10 5QT	Replace leaking guttering and downpipes on the front of the house, replace bitumen roofing on the portico with Lead (or
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		Lead imitation) and install two slate vents on the roof to allow ventilation from our bathrooms to stop venting into the attic.
Recommendation – No Comment. Cllr O'Connor proposed as listed. Seconded by Cllr Argent and AGREED (in favour 4 : abstained 1)		
25/00462/FUL	Four Oaks Crondall Road Crondall GU10 5RU	Change of use of land for the siting of six caravans on three transit pitches and a play area for occupation by gypsies and travellers.
Recommendation: No Objection subject to full compliance with Hart policies. Cllr O'Connor proposed as listed. Seconded by Cllr Argent and AGREED unanimously.		

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2024/25

09/26 To receive the Internal Auditor's Report

The Clerk confirmed that, following further liaison with the internal auditor the latter was satisfied with the 2024/25 accounts and had completed the Annual Internal Audit Report 2024/25 form for submission to the External Auditor, and which had been circulated ahead of the meeting. The Internal Audit Report 2024/25 was **RECEIVED** and **NOTED**.

11/26 To approve the 2024/25 Annual Governance Statement

The Clerk explained the process for putting together the Council's Annual return. Council went through the Annual Governance Statement (which had been circulated ahead of the meeting) and confirmed their responses as appropriate. There were no questions. Cllr Argent proposed acceptance of the Annual Governance Statement for submission. This was seconded by Cllr Worthington and **AGREED** unanimously.

12/26 To approve the 2024/25 Final Accounts (Income and Expenditure report for the year to 31st March 2025 and Balance Sheet at 31st March 2025)

The Final Accounts had been circulated in advance. The Clerk spoke to the Final Accounts for year ending 31st March 2025. There were no questions. Cllr Argent proposed the Final Accounts 2024/25 be **APPROVED**. This was seconded by Cllr O'Connor and **AGREED** unanimously.

13/26 To approve the 2024/25 Accounting Statement

The Accounting Statements had been circulated in advance. In addition, Council had received an Explanation of Variances against the prior year. There were no questions, and the Accounting Statements were proposed for inclusion as part of the Annual Return by Cllr Argent, seconded by Cllr Worthington and **AGREED** unanimously.

14/26 To approve the 2024/25 Annual Return for submission

The documents having been individually scrutinised and approved; Cllr Argent proposed that the Annual Return be submitted. This was seconded by Cllr Worthington and **AGREED** unanimously.

The Clerk requested that any conflict of interest with BDO LLP be declared. No declaration having been received both at the meeting and in response to the Clerk's written request, the report was **NOTED** and corresponding paperwork signed by the Chairman.

REPORTS

15/26 Meeting Reports from Councillors

None

16/26 Clerk's Report

The report having been circulated to all prior to the meeting, the playground annual safety inspection was noted and the recommendation for the agricultural vehicles insurance agreed (Proposed Cllr O'Connor; Seconded Cllr Argent and **AGREED** unanimously). No further issues or questions were raised, and the report was **NOTED**.

17/26 Mill Lane Defibrillator

In Cllr Gregory's absence, Cllr Worthington confirmed that a contact at BP had been approached with a view to gaining permission to site the proposed defibrillator on the BP Garage.

18/26 Neighbourhood Plan Review

A written update having been circulated prior to the meeting, Cllr O'Connor confirmed that a second meeting with HDC would be taking place on 16th June where it is hoped they will be able to provide more detail of timescales and information about housing numbers. Based on this and councillor availability, a decision on the preferred next steps to be made at the July meeting. The report was NOTED.

19/26 New Burial Ground

An update on the new burial ground project having been provided at the recent APM, the Clerk confirmed that a request will be sent to parishioners regarding options and potential sites for a new burial ground. The report was NOTED.

20/26 Hook Meadow Toilet

In Cllr Best's absence, carried forward to next meeting.

21/26 Sports Pavilion

The Clerk outlined the current situation confirming that a decision about the future of the pavilion is required. The options being either to repair it fully, repair but remove shower facilities or to demolish it, cognisant of the fact that the latter would require liaison with the flyballers and any football teams. In its current state, it is no longer fit for use. Additionally, it is believed that there is a leak in the water pipes. It was agreed that the Clerk would seek indicative quotes for all scenarios and report back to the parish council.

FINANCE AND RISK MANAGEMENT

22/26 Ratification of payments

The circulated list of 17 items including Payroll, valued at £9,443.05, was proposed by Cllr Argent, seconded by Cllr Smith and **AGREED** unanimously (Appendix B).

23/26 To NOTE the independent examination of the Bank Reconciliation for April 2025

The Clerk confirmed that, due to year end, the independent examination of the Bank Reconciliation for April 2025 would take place in conjunction with next month's report.

24/26 Correspondence

It was confirmed that all email correspondence had been circulated to councillors.

25/26 Any other Business

- Cllr Worthington confirmed that he was liaising with the fly tipping team at HDC on achieving maximum benefit from the CPC cctv.
- Cllr O'Connor highlighted a few issues raised by parishioners:
 - Could one of the two bins outside the shop be relocated to the Pankridge Street entrance to FP16 (by Four Acre Field). The Clerk clarified that the bins are HDC bins but would raise it with the relevant team;
 - Residents and the owners of the village shop have expressed frustration that people are using the parking area outside the shop as permanent parking. Cllr Taylor confirmed he continued to liaise with HCC to have the lines repainted and the Clerk will send out a communication reminding parishioners that the parking places are for users of the shop.
 - Following the resurfacing on Dippenhall Street, it has been noted that the manhole covers which had been masked with tape before the resurfacing, with the tape, tar and stones were not removed thereafter. Tape

has begun to detach in patches, and this has resulted in large clumps of tar and stone accumulation over the manhole covers. HCC to be notified.

Signed as a true record dated 23rd June 2025

Appendix A

APPOINTMENTS 2025-26	APPOINTED COUNCILLOR/OFFICER
Officers	
Proper Officer and Responsible Financial Officer	Parish Clerk
Lead Councillors	
Chairman	CLlr Smith
Vice Chairman	CLlr Taylor
Finance Lead	CLlr Argent
Planning Lead	CLlr O'Connor
Environment Lead (including: fly-tipping, litter, cleaning, Best Kept Village, Dog Fouling, etc)	CLlr Worthington
Estate	Clerk
Flooding & Emergencies Lead	CLlr Gregory
Communications Lead (inc. Parish Magazine articles)	CLlr Best & Clerk
Committees	
Staffing Committee	CLlrs Argent, Gregory & O'Connor
Representatives and Liaison with Local Groups	
Hants CC, Roads & Footpath Representative	CLlr Taylor
Crondall Society	CLlrs Best & Worthington
PCC	CLlr Smith
HDAPTC	CLlrs Best, Gregory & O'Connor
FACC	Clerk (<i>interim</i>)
Village Hall	CLlr Gregory
SID management/Speedwatch	Messrs S Shepherd & J Freeman-Griffiths
Wilson Plant Liaison Panel	CLlr O'Connor
Projects*	
Neighbourhood Plan Review	CLlr O'Connor
New Burial Ground	<i>tba</i> & Clerk
Environment & Greening Campaign	CLlr Worthington
Road & Traffic Calming	CLlr Taylor
Emergency Plan	Clerk & CLlr Gregory
Hook Meadow toilet facilities	CLlr Best
<i>*List not complete. Projects moving forward to be agreed as part of overall business plan.</i>	
CPC nominated Trustees	
The Charity of Elizabeth Oliver <i>to provide financial support to needy children of the village</i>	CLlr Gregory
The Crondall Trust <i>makes grants to individuals in the Hampshire/Surrey area for the relief of poverty among the general public.</i>	Mrs Caryll Martin Mrs Samantha Raymond

Appendix B

Payment Ratifications

	Supplier/Payee	Payee	Inv/Account. Ref.	Inv/DD. Date	Description	£ Gross	NB
	Sage	Supplier	INV20543916	01/04/25	Sage 50 Accounts sub.: 01/04/25-31/03/26	847.44	/
	Lloyds Bank	Supplier	454804357	11/04/25	Bank Charges: 10/03/25 – 09/04/25	4.25	/
	Sage	Supplier	00606221	04/05/25	Payroll: 04/05/25 – 03/06/25	12.00	/
	Chambers	Supplier	P773963	30.04/25	Dumpy Bin hire: April 2025	56.29	
	Andy Loos	Supplier	STH/929044	30/04/25	Field lavatory hire April 2025 (incl. delivery)	114.96	
	Octopus Business Energy	Supplier	A874B2B9A	01/05/25	Electricity: Tractor Shed: Apr '25	6.36	/
	Octopus Business Energy	Supplier	A447... + A471...	01/05/25	Electricity: Pavilion: Apr '25	28.13	/
	Larkstel	Supplier	1637	01/05/25	Bin Collection: April 2025	314.20	
	Hampshire County Council	Supplier	3611955705	02/05/25	Street Light: 01/10/24 – 31/03/25	2,967.98	
	Crondall Village Hall	Supplier	CVH2375	07/05/25	Meeting Room hire: 2 off: Mar, Apr	66.00	
	North Warnborough Garage	Groundsman	A...31010	07/05/25	18.8 litres petrol	25.36	
	Castle Water	Supplier	10006344744	07/05/25	Churchyard Water: 01/04/25 – 30/04/25	6.37	/
	Castle Water	Supplier	10006432817	09/05/25	Pavilion Water: 01/04/25 – 30/04/25	105.10	/
	Howden	Supplier	44507555	12/05/25	Annual Renewal - Farm Motor Insurance	457.15	
	PlaySafety Limited	Supplier	88216	20/05/25	Annual safety inspection	158.40	
	April Skies	Supplier	INV-0338	23/05/25	Internal Auditor: 24/25 Audit and report	365.00	
	Payroll: May 2025	Staff salaries, PAYE, NICs, E'ee Pension Contributions				3,908.06	
	TOTAL					9,443.05	

NBI: D/D