



VERNHAM DEAN PARISH COUNCIL

Chairman: Cllr John Hale

Clerk: Mrs Miriam Edwards

Tel: 07768 453772 ; email: clerk@vernhamdean-pc.gov.uk

Website: www.vernhamdean-pc.gov.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Monday 14th July 2025 at 7.30pm, held at the Millennium Hall, Vernham Dean.

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Councillors present:

Cllr John Hale (Chairman)

Cllr Glynn Seymour

Cllr David Christy

Cllr Haydn Watkins

Cllr Nigel Palmer

Clerk

22. APOLOGIES FOR ABSENCE

22.1 Apologies were received from Cllrs Adrian Butt, Julie Drury and Glenn Tollett.

22.2 Councillors agreed to authorise the longer absence over 6 months of Cllr Butt owing to illness.

23. DECLARATIONS OF INTEREST

23.1 There were no declarations of interests relating to items on the agenda, or requests for dispensations, in accordance with the Council's code of conduct.

24. MINUTES OF THE PREVIOUS MEETING

24.1 Councillors agreed and approved the minutes of the annual parish council meeting which was held on 12th May 2025, and which were signed by the Chairman.

25. ACTIONS ARISING

25.1 Horns Hill footpath (FP18/20/21). The HCC Ranger updated that this matter was being dealt with by the Rights of Way officer and was in progress but was a large project and required landowner permissions and upkeep to prevent it becoming overgrown again (which caused walkers to make diversions).

25.2 Footpath from Hen Barn Corner, Upton to Upton Manor – the whole path was proving impassible especially as the summer growth continued. HCC Ranger had not progressed with landowner details to pursue. *Cllr Palmer and clerk to make enquiries to identify the owner.*

25.3 Japanese Knotweed had been identified in the woods the previous year which had been reported but clearly no action had been taken. Estate had confirmed they had treated it and would continue to monitor and action where necessary.

25.4 Flowers Farm, Vernham Street – no action had been taken by the owners to cover the rapidly degenerating thatched roof. Cllr Drury had provided photographs to TVBC who had identified the new owner and would pursue the matter with them once sale of the property had completed.

25.5 Cllr Seymour mentioned the TVBC mowing schedule for HCC land, and in particular Haydown Leas where the corner was awash with wildflowers. Clerk to ask TVBC not to mow until updated. Cllr Seymour would advise when the flowers had gone over which was likely to be September.

25.6 Cllr Watkins raised FP2 (Vernham Street by Fowlers Farm) and the replacement of three stiles with gates. Details of the footpath walk by the clerk and ranger had been

Vernham Dean Parish Council Minutes - May 2025 to April 2026

Copies of Parish Council Minutes may be accessed at www.vernhamdean-pc.gov.uk

Signed

Date



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shared but the Ranger had subsequently resigned. Gateways were likely to unsuitable for a metal kissing gate as large as the one at the Church Path end owing to terrain. The PC would have to fund the materials as there was no more HCC funding and volunteer support for labour unlikely to be progressed until replacement ranger was in place. *Cllr Drury to speak to owner.*

- 25.7 Cllr Drury felt that pressure should be put onto the owners of the new build at Puckeridge Farm, Bulpits Hill, for replacement stiles both ends of FP3 as the house and landscaping was complete. The footpath had been walked by the clerk and ranger who felt there was no necessity for a stile or gate if the owners did not wish to keep livestock in the field. There was no stile or gate with just an opening. The only issue was the overgrowth of stinging nettles which meant the true path was not useable, and an alternative route was being made by walkers. This would resolve after the growing season.
- 25.8 Cllr Christy highlighted issues with the stile at the end of the horse paddock in Vernham Street (FP5) which was very slippery in wet weather and a big drop down into the adjacent field. This made it very difficult with a big dog. A kissing gate would be useful there. Clerk had spoken to owner who did not want a kissing gate but would look to install a dog flap and make the stile sturdier.
- 25.9 Cllr Christy reported that he had seen several potholes recently repaired to what seemed a good standard, but others close-by were randomly left unchecked. Cllr North was unable to attend the July meeting but would endeavour to be present in September to answer various questions.
- 25.10 Drainage mound on Bury Dene. The question of who would pay to cut it had been raised and Cllr Hale was following this up with Hampshire County Council as it was felt that although they gave a lump sum as a 'wayleave' when the mound was installed, that did not cover the cost which was over £500 each time for it to be cut.
- 25.11 S bends at Henley turning and general condition of the road – Councillor North to be asked to attend September meeting.

26. PUBLIC PARTICIPATION

- 26.1 There were no members of the public at the meeting.

27. PLANNING - to discuss any planning matters and recent applications to TVBC

- 27.1 **25/01279/CLPN** | Application for a certificate of lawfulness for proposed erection of garden cabin | 16 The Dell Vernham Dean. Decided prior to the meeting by the planning authority but no comments from the Parish Council. Cllr Drury had suggested it might be over development of the garden considering the extension plans, but the planning authority had no concerns.

28. COUNCILLORS' UPDATES

- 28.1 Cllr Palmer updated on the Upton summer social on 27th June which was a very successful evening. With thanks to the Parish Council for the £50 donation.
- 28.2 Cllr Christy enquired if there was any update on the Crown Public House. Cllr Hale had spoken to the letting agent the previous year on another matter, and they had indicated that although the lease was available, there were no plans to sell the building or the land.



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- 28.3 Cllr Christy asked about the cutting of church path around the whole field and the grass triangle at the bottom of church lane. *Clerk to contact Scofell.*
- 28.4 Cllr Christy put forward a suggestion to use the chairman's allowance for flowers for residents who pass away. RESOLVED: Unanimous agreement to use the allowance for this purpose.
- 28.5 Cllr Watkins reported that the Parish Council should work towards the removal of all stiles and replace them with either accessible gates or openings. This would be a matter to work on with the replacement County Council Ranger.
A suggestion was to ask Conholt Estate for financial support to replace stiles. Cllr Hale updated that there was a fund set up for local community support although the terms and amount were not yet clear. He was also hoping to arrange funding for an off road path to the flower field.
Cllr Seymour wished to thank those pursuing the stile and footpath upgrading which was gradually improving the footpaths around the village.
- 28.6 Cllr Hale updated on the safety report on play equipment
- the tarmac with soft covering, which tended to separate especially when the weather is warm was repaired and replaced where necessary about 4 years ago under warranty.
 - the replacement swing seat still required installation.
 - there were weeds at the back of the tennis court which required attention.
 - Cllr Hale wished to thank Cllr Christy and Andy Britton for installing the new picnic benches on Bury Dene.
- Storage containers – Cllr Tollett had researched condensation treatment for the west container at around £180 to try to improve the situation.
- 28.7 Cllr Hale updated that the PFA had obtained three more 6m x 4m marquees from Hurstbourne Tarrant Horticultural Society. RESOLVED: Councillors agreed to donate £300 for the marquees.
- 28.8 Cllr Hale also wished to thank Quiller Taylor and Andy Britton for repairing and refurbishing the water dispenser pumps at the church and opposite the pub.
- 28.9 Cllr Hale wished to thank Cllr Seymour and his rock band for performing at the Summer Fete. There had been great feedback about the fete, and he wished it to be minuted that the effort by the whole village before, during and after had contributed to a very successful event. The profits would be split three ways with the school and pre-school, which would be around £2,500 each. One proposal was to replace the tables in the pavilion with the profit to the PFA.

29. CLERK'S REPORT & CORRESPONDENCE

- 29.1 The clerk updated that there had been a wasps nest behind the MUGA which a pest controller had dealt with.

30. FINANCE

- 30.1 On the day of the meeting, the bank balances stood at £55,633.19 with reserves of £42,987. Sharing of the summer fete profit would need to be taken into account.
- 30.2 The clerk presented the Q1 financial reports.
RESOLVED: Councillors agreed there were no concerns to date.
- 30.2 The clerk had circulated the payments made since the last meeting. Cllr Hale agreed them as an accurate record.



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TYPE	DATE	PAYEE	AMOUNT	REMARKS
BACS	16/5/25	TVBC	112.80	Fete bin emptying
BACS	16/5/25	Mrs Miriam Edwards	248.93	Clerk Salary May
BACS	20/5/25	Kelly Lowth	32.00	Pavilion Cleaning
BACS	27/5/25	Mrs Miriam Edwards	67.92	APM consumables
BACS	27/5/25	Mr Richard Winch	38.06	Fete rosettes
BACS	27/5/25	Solway Direct	2856.00	Bury Dene picnic benches
BACS	4/6/25	HMRC	62.20	PAYE May
BACS	4/6/25	Mr Richard Winch	6.99	Fete bunting
BACS	9/6/25	Scofell	667.99	Grass cutting
BACS	9/6/25	Mrs Miriam Edwards	248.93	Clerk Salary June
BACS	9/6/25	HMRC	62.20	PAYE June
BACS	12/6/25	Kelly Lowth	32.00	Pavilion Cleaning
BACS	17/6/25	Mr Robert Horman	435.00	Fete consumables
BACS	17/6/25	Mr John Hale	58.28	Pavilion consumables
BACS	23/6/25	Fenland Leisure	141.60	Replacement swing seat
BACS	3/7/25	A J Gallagher	1840.52	Annual Insurance
BACS	3/7/25	Essential Fire	300.00	Fire extinguisher servicing
BACS	3/7/25	Mrs M Edwards	200.00	Fete cash float
BACS	3/7/25	Scofell	667.99	Grass cutting
BACS	3/7/25	Mr Richard Winch	27.84	Fete expenses
BACS	3/7/25	Mr John Hale	114.45	Fete expenses
BACS	3/7/25	Mrs Kelly Lowth	32.00	Pavilion Cleaning
BACS	3/7/25	Mrs Miriam Edwards	1.74	Postage costs
BACS	3/7/25	Mr Paul Jones	336.00	Dead tree removal
BACS	7/7/25	Mr Tony Sheppard	293.30	Fete expenses
BACS	7/7/25	Mr Tony Sheppard	172.00	Fete expenses
BACS	8/7/25	Little Fingers Pre School	300.00	Fete cash float
BACS	8/7/25	Mrs Miriam Edwards	248.93	Clerk Salary July
BACS	8/7/25	HMRC	62.20	PAYE July
BACS	8/7/25	Hannah Hannington	24.47	Fete expenses
BACS	8/7/25	Tangley Parish Council	159.54	SLR quarterly maintenance
BACS	10/7/25	Laura Morgan	101.98	Fete Expenses
BACS	10/7/25	Richard Winch	94.95	Fete Expenses
BACS	10/7/25	Lana Sheppard	48.99	Fete Expenses
BACS	11/7/25	Kelly Lowth	32.00	Pavilion cleaning
BACS	14/7/25	Julia Raymond	30.41	Fete Expenses
BACS	14/7/25	Little Fingers Pre-School	126.76	Fete expenses
BACS	14/7/25	R&H Pubs	1949.46	Fete beer/meat

31. NEXT MEETING

- 31.1 The next ordinary meeting of the Parish Council was due to be held on Monday 8th September 2025.



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The meeting concluded at 20:32

Signed Chairman

8 July 2025 (2025-2026)

Vernham Dean Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025		47,813.22
	ADD		
	Receipts 01/04/2025 - 30/06/2025		15,486.34
			63,299.56
	SUBTRACT		
	Payments 01/04/2025 - 30/06/2025		6,864.41
			56,435.15
A	Cash in Hand 30/06/2025 (per Cash Book)		56,435.15
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2025	0.00
	Treasurers Account - Lloyds	30/06/2025	10,804.01
	Commercial Instant Access - Lloyd	30/06/2025	45,592.23
	35 Day Notice - Redwoods	30/06/2025	1.00
	Vernham Dean PFA Community Ac	30/06/2025	37.91
			56,435.15
	Less unrepresented payments		
			56,435.15
	Plus unrepresented receipts		
			56,435.15
B	Adjusted Bank Balance		56,435.15
	A = B Checks out OK		

Signed Date



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Vernham Dean Parish Council

8 July 2025 (2025-2026)

Listing of Payments in each Code for All Cost Centres (Between 01-04-2025 and 30-06-2025)

Cost Centre Administration

Code Number 1 Salaries & HMRC

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	07/04/2025			Treasurers Account		PAYE Month 1	HMRC	X	62.20		62.20
2	09/04/2025			Treasurers Account		Clerk Salary	Clerk to the Parish Council	X	248.93		248.93
17	16/05/2025			Treasurers Account		Clerk Salary	Clerk to the Parish Council	X	248.93		248.93
22	04/06/2025			Treasurers Account		PAYE Month 2	HMRC	X	62.20		62.20
25	09/06/2025			Treasurers Account		Clerk Salary	Clerk to the Parish Council	X	248.93		248.93
26	09/06/2025			Treasurers Account		PAYE Month 3	HMRC	X	62.20		62.20
Subtotal for Code: Salaries & HMRC									£933.39		£933.39

Code Number 2 Audit Fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	12/05/2025			Treasurers Account		Internal Audit Fee	Do The Numbers Ltd	X	275.00		275.00
Subtotal for Code: Audit Fees									£275.00		£275.00

Code Number 3 Other Admin Expenditure

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	22/04/2025			Treasurers Account		GIS Mapping Software	Geosphere	S	36.00	7.20	43.20
9	22/04/2025	INV 12166		Treasurers Account		Payroll	Red 76 Tax Ltd	S	120.00	24.00	144.00
10	23/04/2025			Treasurers Account		Data Protection Fee	Information Commissioner's Office	X	47.00		47.00
Subtotal for Code: Other Admin Expenditure									£203.00	£31.20	£234.20

Code Number 5 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	22/04/2025			Treasurers Account		HALC/NALC affiliation fees	Hampshire Association of Local Councils	X	327.00		327.00
Subtotal for Code: Subscriptions									£327.00		£327.00

Code Number 8 Stationery & Consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	27/05/2025			Treasurers Account		Annual Parish Assembly consumables	Clerk to the Parish Council	X	67.92		67.92
Subtotal for Code: Stationery & Consumables									£67.92		£67.92
Subtotal for Cost Centre: Administration									1,806.31	31.20	1,837.51

Cost Centre Facilities & Services

Code Number 9 Grass Cutting

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
24	09/06/2025	INV 36341		Treasurers Account		Grass cutting	Scofell Commercial Landscapes	S	556.66	111.33	667.99
Subtotal for Code: Grass Cutting									£556.66	£111.33	£667.99
Subtotal for Cost Centre: Facilities & Services									556.66	111.33	667.99

Cost Centre General Repairs & Maintenance

Code Number 12 Speed Limit Reminders

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	22/04/2025			Treasurers Account		Speed Limit Reminder quarterly fee	Tangley Parish Council	X	153.99		153.99
Subtotal for Code: Speed Limit Reminders									£153.99		£153.99
Subtotal for Cost Centre: General Repairs & Maintenance									153.99		153.99

Cost Centre Playing Fields Association

Code Number 21 Pavilion Utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	22/04/2025			Treasurers Account		Pavilion Electricity	SSE Southern Electric	S	115.62	23.12	138.74
13	12/05/2025			Treasurers Account		Pavilion water rates	Business Stream	Z	9.70		9.70
Subtotal for Code: Pavilion Utilities									£125.32	£23.12	£148.44

Code Number 22 Pavilion maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	28/04/2025			Treasurers Account		Pavilion maintenance	Roland Security	S	75.00	15.00	90.00
15	12/05/2025	SM4909		Treasurers Account		Pavilion - Fire Extinguishers	Essential Fire Ltd	S	35.00	7.00	42.00
Subtotal for Code: Pavilion maintenance									£110.00	£22.00	£132.00

Code Number 24 PFA assets

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	12/05/2025	GB500C6TQ4		Treasurers Account		vacuum cleaner for pavilion	Numatic International Ltd	S	115.83	23.17	139.00
21	27/05/2025	212363		Treasurers Account		Picnic benches Bury Dene	Solway Direct Ltd	S	2,380.00	476.00	2,856.00
Subtotal for Code: PFA assets									£2,495.83	£499.17	£2,995.00

Code Number 25 PFA events

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	16/05/2025	INV 10066919		Treasurers Account		Fete consumables - bin hire	Test Valley Borough Council	S	94.00	18.80	112.80
20	27/05/2025			Treasurers Account		Fete consumables	Richard Winch	X	38.06		38.06
23	09/06/2025			Treasurers Account		Fete consumables	Richard Winch	S	5.82	1.17	6.99
28	17/06/2025	332		Treasurers Account		Fete consumables - circus skills	Circus Allstars	X	435.00		435.00
Subtotal for Code: PFA events									£572.88	£19.97	£592.85

Code Number 29 Pavilion consumables

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	17/06/2025	31342322		Treasurers Account		Pavilion consumables	Nisbets	S	48.57	9.71	58.28
Subtotal for Code: Pavilion consumables									£48.57	£9.71	£58.28

Code Number 30 Pavilion cleaning

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	15/04/2025			Treasurers Account		Pavilion cleaning	Kelly Lowth	X	30.00		30.00
4	22/04/2025			Treasurers Account		Pavilion cleaning	Kelly Lowth	X	30.00		30.00
18	20/05/2025			Treasurers Account		Pavilion cleaning	Kelly Lowth	X	32.00		32.00
27	12/06/2025			Treasurers Account		Pavilion cleaning	Kelly Lowth	X	32.00		32.00



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Vernham Dean Parish Council Listing of Payments in each Code for All Cost Centres (Between 01-04-2025 and 30-06-2025)

8 July 2025 (2025-2026)

Code Number 39 PFA bank account annual charges											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
50	22/04/2025			Vernham Dean PF		Bank account charges	Lloyds Bank	X	4.25		4.25
51	19/05/2025			Vernham Dean PF		Bank account charges	Lloyds Bank	X	4.25		4.25
52	17/06/2025			Vernham Dean PF		Bank account charges	Lloyds Bank	X	4.25		4.25
Subtotal for Code: Pavilion cleaning									£124.00		£124.00
Code Number 41 Play equipment repairs											
30	23/06/2025	SIN065757		Treasurers Account		Play equipment repairs	Fenland Leisure	S	118.00	23.60	141.60
Subtotal for Code: Play equipment repairs									£118.00	£23.60	£141.60
Subtotal for Cost Centre: Playing Fields Association									3,607.35	597.57	4,204.92
TOTALS									£6,124.31	£740.10	£6,864.41

Vernham Dean Parish Council Listing of Receipts in each Code for All Cost Centres (Between 01-04-2025 and 30-06-2025)

8 July 2025 (2025-2026)

Cost Centre Income

Code Number 16 Precept											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	07/04/2025			Treasurers Account		Precept	Test Valley Borough Council	X	8,500.00		8,500.00
Subtotal for Code: Precept									£8,500.00		£8,500.00
Code Number 18 Grants & Donations											
9	04/06/2025			Treasurers Account		Donation	Carol Ward	X	20.00		20.00
Subtotal for Code: Grants & Donations									£20.00		£20.00
Code Number 19 Bank Interest											
19	09/04/2025			Commercial Instan		Bank Interest	Lloyds Bank	X	37.71		37.71
20	09/05/2025			Commercial Instan		Bank Interest	Lloyds Bank	X	31.19		31.19
21	09/06/2025			Commercial Instan		Bank Interest	Lloyds Bank	X	30.33		30.33
Subtotal for Code: Bank Interest									£99.23		£99.23
Code Number 28 Pavilion Hire											
1	22/04/2025	2025-2026/14		Treasurers Account		Pavilion Hire	Jaime Atkinson - Willes	X	65.00		65.00
2	27/05/2025	2025-2026/15		Treasurers Account		Pavilion Hire	Little Fingers Pre School	X	35.00		35.00
5	27/06/2025	2025-2026/18		Treasurers Account		Pavilion Hire	Andover Town FC	X	5.00		5.00
6	27/06/2025	2025-2026/17		Treasurers Account		Pavilion Hire	Andover Town FC	X	35.00		35.00
Subtotal for Code: Pavilion Hire									£140.00		£140.00
Subtotal for Cost Centre: Income									8,759.23		8,759.23

Cost Centre Playing Fields Association

Code Number 25 PFA events											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	27/05/2025	2025-2026/20		Treasurers Account		Summer Fete - stallholder fee	Buttercup Woodcraft / Firebird Leather	X	10.00		10.00
10	20/06/2025			Treasurers Account		Donation	Conholt Estate	X	5,000.00		5,000.00
17	17/06/2025			Vernham Dean PF		SumUp test payment	SumUp	X	0.98		0.98
18	24/06/2025			Vernham Dean PF		SumUp test payment	SumUp	X	0.98		0.98
Subtotal for Code: PFA events									£5,011.96		£5,011.96
Subtotal for Cost Centre: Playing Fields Association									5,011.96		5,011.96

Cost Centre VAT

Code Number 15 VAT Reclaim											
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
8	10/04/2025			Treasurers Account		VAT reclaim	HMRC	X	1,715.15		1,715.15
Subtotal for Code: VAT Reclaim									£1,715.15		£1,715.15
Subtotal for Cost Centre: VAT									1,715.15		1,715.15

TOTALS **£15,486.34** **£15,486.34**