

**Minutes of a Meeting of Pamber Parish Council
held at Pamber Heath Memorial Hall on Monday, 11th May 2026 at 7.00pm**

Present:

Cllr S. Greaves (Chairman)
Cllr C. Goss
Cllr M. Hale
Cllr R. Gardiner
Cllr J. Tyson
Cllr P. Kingston
Cllr L. Parker-Schwarz
Cllr A. Woodford
Cllr N. Mutlow

Apologies:

Cllr K. Chatburn (Borough)
Cllr G. McGarvie
Cllr J. Slimin (Borough)

In Attendance:

K. Smith (Clerk), Cllr Vaughan (County) – until item 26 - and seven members of the public.

General Announcements

Cllr Greaves ran through the general announcements and congratulated County Councillor Vaughan and Borough Councillor Slimin on their re-election following local elections on 7th May 2026.

091/26: Declarations of Interest

Register of Interests: Councillors were reminded that any changes must be reported to BDBC.

Cllr Tyson declared an interest in planning application 26/00784/HSE
Cllr Mutlow declared an interest in planning application 26/00674/ROC

092/26 Election of Chairman

Cllr Goss proposed that Cllr Greaves be re-elected as Chairman. Cllr Gardiner seconded Cllr Goss proposal. Unanimous vote in favour.

Cllr Greaves was duly elected Chairman for the ensuing year.

093/26 Election of Vice-Chairman

Cllr Goss proposed that Cllr Gardiner be re-elected as Vice-Chairman. Cllr Woodford seconded Cllr Goss proposal. Unanimous vote in favour.

Cllr Gardiner was duly elected Vice-Chairman for the ensuing year.

094/26 Minutes of Previous Meetings

The Minutes of the Annual General Meeting held on 12th May 2025 and approved on 9th June 2025 had been circulated. The Minutes were proposed by Cllr Gardiner and seconded by Cllr Woodford. Unanimous approval.

The Minutes of the previous Parish Council Meeting on 12th May 2025 having previously been circulated were considered. The Minutes were proposed by Cllr Gardiner and seconded by Cllr Woodford. Unanimous approval.

095/26 Election of Working Parties and Representatives

a) Planning Applications – North Ward

Cllr. Goss, Cllr. Kingston and Cllr Gardiner to continue as representatives for North Ward planning applications.

b) Planning Applications – South Ward

Cllr. Greaves, Cllr. Tyson and Cllr. Mutlow to act as representatives for South Ward planning applications. Cllr Hale agreed to step down from this role.



c) St Stephen's Hall Cheque Signatories

Cllr. Tyson and Cllr. Parker-Schwarz to continue as cheque signatories.

d) Pamber Forest Advisory Committee

Cllr. Tyson to remain in this position.

e) Basingstoke & Deane Association of Town and Parish Councils

Cllr. Kingston to remain in this position.

f) Village Halls Working Group

Cllr. Goss and Cllr. Tyson to continue as representatives.

g) AWE Liaison Committee

Cllr. McGarvie re-elected for this in his absence.

096/26 Review and Adoption of Standing Orders

Cllr Goss discussed Standing Order 18(c) and queried whether the procurement threshold of £26,000 and references to the Public Contracts Regulations 2015 remained current following recent legislative changes and updated procurement guidance. It was agreed that clarification would be sought and the wording reviewed against the latest NALC model Standing Orders before amendment.

Cllr Tyson requested that reference to "he" within the Standing Orders document be changed to "they". It was agreed that the amendment would be confirmed at the next meeting.

097/26: Review and adoption of Financial Regulations

It was proposed by Cllr Goss to adopt the Financial Regulations subject to the changes in line with the amendments required as above.

098/26: Review and adoption of the Risk Assessment

It was proposed by Cllr Goss to adopt the Risk Assessment without any amendments. This was seconded by Cllr Tyson and unanimously approved.

099/26: Cheque Signing and Online Payments Authority

It was proposed by Cllr Greaves that Cllr Greaves, Cllr Gardiner and Cllr Parker-Schwarz remain as the authorities here. Unanimously agreed.

100/26: Review of Inventory of assets

Copies of this were circulated to all councillors and they were all in unanimous agreement.

101/26: Confirmation of arrangements for insurance cover in respect of all insured risks

Unanimously agreed.

102/26: Review of Parish Council's Procedures and Policies

Proposed by Cllr Goss and seconded by Cllr Gardiner.

103/26: Election of Eleanor Greene (Do The Numbers Ltd) as the Independent Internal Auditor

Unanimously agreed.

104/26: Confirm there are no conflicts of interest with our external auditors (BDO LLP)

No conflicts of interest with BDO LLP were declared.

105/26: Election of Parish Councillor Internal Auditor

It was proposed by Cllr Goss to elect Cllr Gardiner. This was seconded and unanimously agreed by all.



- 106/26: Delegation of Authority to Planning Application Returns**
Unanimously agreed for the Clerk to continue issuing responses to planning applications following the circulation of the plans to all councillors for their comments.
- 107/26: Determine the time and dates of ordinary meetings of the Council up to and including the 2027 AGM**
It was agreed that meetings would continue to be held monthly on the second working Monday of each month, subject to Bank Holidays, except for August when no meeting would be held. Meetings would continue to be held on alternate months at Pamber Heath Memorial Hall and St Stephen's Hall.
- 108/26: Scheme of Delegation – Approval of actions taken by the Clerk after receiving comments from Parish Councillors as requested by the Clerk**
No items required discussion from April.
- 109/26: Matters arising and not appearing elsewhere on the agenda**
Clerk brought attention to the action tracker items resulting from the council's recent internal audit. It was noted that all items on the Action Tracker were either completed, ongoing or included separately on the agenda. Cllr Greaves confirmed he wrote to BDBC regarding our neighbourhood plan and this is ongoing.
- 110/26: Open Forum**
Chairperson of Pamber Heath Memorial Hall stated that they are unable to store a petrol strimmer in the hall storage cupboard for insurance reasons. Cllr Greaves agreed that he would remove the strimmer from the hall cupboard and keep elsewhere.
- 111/26: Public Participation**
Developer for planning application 26/00852, Land at Frog Lane in Little London, stood up to discuss the application. It was confirmed that the plan would be for one two-bedroom home, one three-bedroom home and two larger family homes. Cllr Greaves advised the developer that this application would be addressed in the planning section of the agenda.
- 112/26: County Councillor Report**
Cllr Vaughan reported he had been in Winchester talking with the Head of Highways, particularly regarding the road through Little London. He confirmed that the purpose of the chicanes in the road are to be a solid structure and there are no other options suitable for traffic calming.

Cllr Greaves mentioned the length of time it appears to take for the chicanes to be repaired following damage before being damaged once again by further collisions. Cllr Vaughan confirmed he is working on the speed at which the chicanes are repaired following damage.

Cllr Vaughan reported there is no overall control following recent elections on 7th May 2026. Cllr Vaughan will remain as Chairman for the Hampshire Fire Authority.
- 113/26: Borough Councillor Report**
No report received from Borough Councillors and no councillors were present to provide this.
- 114/26: Planning**
a) Planning applications

26/00647/ROC – 1 College Farm Bungalow Silchester Road Little London RG26 5EX
Variation of condition 1 of 26/02375/HSE to amend drawing numbers to allow for alterations to roof design
Objection

26/00715/FUL – Woodcote Bramley Road Little London RG26 5EZ
Close up existing vehicular access and construction of repositioned vehicular access
Objection



26/00729/ROC – Land Adjoining Pamber Green Riding School New Road Pamber Green
Variation of condition 7 of 23/02269/FUL (use of land for equestrian purposes, erection of stable block, creation of a manege and provision of a parking area) to vary the restrictions to allow liveries and use of the site for training purposes
Objection

26/00784/HSE – Oakdene Silchester Road Little London RG26 5EP
Erection of a single storey extension to the rear and in full below the existing first floor projection
No objection

26/00852/FUL – Land at Frog Lane Little London
Erection of to 4 no. dwellinghouses, formation of new access and associated works
Objection

Late application – 26/00890/FUL – Land At OS 460784 158838 Plot 1 Ramsdell Road Pamber End Hampshire
Construction of one dwelling, access on to the highway and associated landscaping

Cllr Greaves asked for this to be discussed under Scheme of Delegation so councillors can look closer at the application.

b) **Approvals/Refusals/Withdrawals**
 Noted.

c) **Appeals/Endorsements/Notifications**
 Noted.

d) **Pending Applications**
 All pending applications were noted as ongoing.

e) **Pamber bund.**
 It was reported that the bund was looking greener and has started to begin blending in. Cllr Greaves confirmed nothing further to report on this matter.

f) **Local Plan update**
 Cllr Greaves reported that he has submitted a letter to BDBC regarding local plan and BDBC have confirmed that the letter cannot be registered as an official response to Regulation 18 but all points raised will be considered.

g) **National Planning Policy Framework update**
 Nothing to report.

115/26: **Finance**
 a) **Payments approved**

Clerk confirmed two additional late invoices from R C Saunders totalling £576.00 added below:

Cheque No. or BACS/SO's payment	Payee	Description	Status	£ Inc VAT
BACS	A Johnson	PHMH monthly maintenance for April	O/S	914.28
BACS	HALC	K. Smith Clerk training course	O/S	120.00
BACS	HALC	LCPD Membership for 26/27	O/S	216.00



BACS	St Stephen's Hall	Annual Rent Charge	O/S	110.00
DD	Lloyds Bank plc	Bank charges 10/02/2025 to 09/03/2026	O/S	8.50
BACS	RC Saunders	Lengthsman Scheme – Grass cutting PP	O/S	1020.00
BACS	RC Saunders	Lengthsman Scheme - Culvert Cleaning – Little London	O/S	312.00
BACS	RC Saunders	Lengthsman Scheme - Bus shelter pressure wash – Monk Sherbourne	O/S	264.00
BACS	HMRC	PAYE/NIC Month 12	O/S	426.46
BACS	Stephen Howis	Reimbursement of bin liners purchased	O/S	9.00
BACS	Tadley CAB	Grant	O/S	250.00
BACS	K Smith	May Salary	O/S	1213.19
DD	PWLB	Half-yearly Capital and Interest Payment	O/S	£28,034.25

b) Income received since the last meeting noted

Date	Payer	Description	£
03/03/2026	CCLA	Dividend – April	317.97
03/03/2026	Lloyds Bank	Monthly interest - March	8.48
27/04/2026	Precept	Precept – HCC	64,610.70

c) To approve bank reconciliations against statements

Cllr Gardiner confirmed he had checked the bank reconciliations to Lloyds Bank online and the Bank Statement. Everything was satisfactory for them to be signed off except for CCLA bank reconciliation as CCLA statement had not yet been provided. Clerk reported that the statement hadn't yet been received so this will be produced once received from CCLA. It was agreed that the CCLA bank reconciliation is approved subject to Cllr Gardiner having sight of the CCLA statement which the Clerk will send.

d) To review and agree monthly budget to actual performance
Reviewed and agreed.

e) Agree changes to CCLA and Lloyds Bank mandates

Councillors acknowledged that previous Clerk is to be removed from CCLA and Lloyds Bank mandates and new Clerk to be added.

Cllr Goss requested that he needs to also be removed as a signatory. Clerk confirmed there are forms to complete for this to be done.

f) To approve Section 1 of the 2025/26 AGAR

Clerk read all statements within Section 1 of the Annual Governance Statement 2025/26 aloud and councillors agreed unanimously with each Assertion. Clerk completed the relevant tick boxes on the required form. Special attention was given to Assertion 10 as this was a new Assertion for 2025/26. It was acknowledged that Eyelid Productions had already confirmed that the council have met the requirements of Assertion 10.

g) To approve Section 2 of the 2025/26 AGAR

Cllr Gardiner confirmed his agreement to the financial figures set out in Section 2 of the Annual Governance Statement 2025/26.

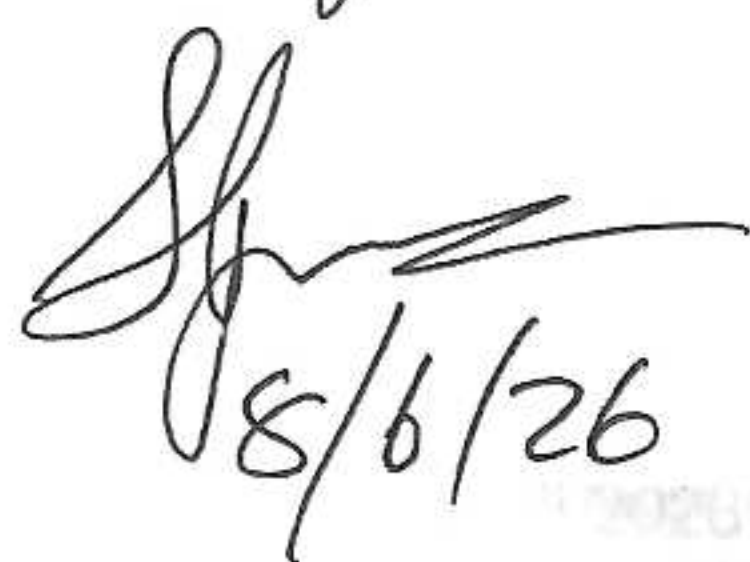
Hard copies of Section 1 and Section 2 of the Annual Governance Statement 2025/26 were distributed to all councillors in attendance.



- h) **To note the date set for the commencement date of the exercise of Public Rights and Publication of the Unaudited Annual Governance & Accountability Return for 2025/26**
A copy of the notice was circulated prior to the meeting. The date set was noted as 3rd June 2026.
- 116/26: Clerk Correspondence**
- a) **Clerk's report of correspondence received**
Councillors acknowledged email from Stephen Howis (previous Parish Councillor) who requested reimbursement for the purchase of bin liners for the bus stop.
- b) **Lengthsman Scheme**
Clerk confirmed with Cllr Greaves £1114.00 available for Pamber after deduction of late invoice for culvert cleaning in Little London from R C Saunders.
- 117/26: Village Halls**
- a) **Pamber Heath Memorial Hall**
- i. **Working Group update**
Cllr Tyson reported that Cave Ltd remains the preferred contractor to install AV equipment at PHMH. Discussions ensued regarding public tender. Cllr Goss reported that a direct comparison of three quotations and specifications took place and Cave Ltd was unanimously agreed as the most reasonable. It was reported again that a similar village hall in Chiddingfold has generated £6,000 alone from movie nights with AV equipment installed. Cllr Goss also noted that the addition of AV equipment will open opportunities for local business use. Cllr Gardiner noted that the lease/rental income of the hall would need to be looked at if AV equipment is being installed and Cllr Parker-Schwarz confirmed that a meeting will be organised in due course for these discussions to take place and for the Lease/Trust Deed to be reviewed. Cllr Greaves reported that the new Clerk has expertise in this area so a meeting can be held and these matters can be addressed. Cllr Goss proposed that the installation of AV equipment and this was seconded by Cllr Tyson. Unanimously agreed that the AV equipment will be purchased.
- Cllr Greaves proposed that Cave be contacted regarding the installation of a tv screen in St Stephen's Hall as well in line with the council's intended move towards a more digital system.
- ii. **Finances**
- iii. **AV equipment public tender update**
Addressed above as part of Working Group Update
- b) **St Stephen's Hall**
- i. **Working Group update**
Nothing to report.
- 118/26: Neighbourhood Plan update**
- a) **Grant application update**
Nothing further was reported, Cllr Greaves advised that he was still awaiting information from BDBC.
- 119/26: Highway Matters**
- a) **Vehicle speeds through Little London**
Cllr Mutlow reported she has been away, so she hasn't yet organised a meeting about this. Cllr Greaves noted that Paul Freeman from safer roads unit would attend a future meeting with the speed watch team. Cllr Greaves stated that he would ascertain availability for a meeting in June with Paul.

- 120/26: Village Maintenance update**
a) Allotments
The allotments chairman had not been in contact to arrange a meeting regarding allotments with the council. Cllr Goss stated he would contact him to get a meeting date set.
- 121/26: Open Spaces**
Nothing to report here.
- 122/26: Reports from Parish Council Representatives**
a) **Pamber Forest Advisory Committee**
Cllr Tyson reporting that a full report would be presented at the Annual Parish Meeting later on. The annual Pamber Forest walk hosted by Graham Dennis for Councillors would take place on 4th July 2026 at 10am.
- b) **Basingstoke and Deane Association of Town and Parish Councils**
Nothing to report as no meeting had taken place.
- c) **AWE Local Liaison Committee**
Nothing to report in absence of Cllr McGarvie.
- d) **Hampshire Association of Local Councils**
All communications received had been circulated during the month.
- e) **Speedwatch**
Cllr Parker-Schwarz reported that the speed watch team carried out an event on 30th April 2026 recording 49 speeding vehicles at the top of Impstone Road. The details were sent to the support team and out of 49 speeding vehicles, 40 of those were repeat offenders. A police enforcement officer also attended the location on 1st May and will be attending again. Cllr Parker-Schwarz stated she will write to the organiser of these sessions and ask for different locations throughout the Parish to be assessed. Pamber's local PCSO would also be contacted to ensure these speed watch sessions take place.
- 123/26: Police and Neighbourhood Watch matters**
All notifications from the Police and Neighbourhood Watch had been circulated during the month.
- 124/26: Date of next meeting**
Monthly Meeting - Monday 8th June at 7.30pm, to be held at Pamber Heath Memorial Hall.
- 125/26: Resolution**
No resolutions.
- 126/26: Items of a Confidential Nature**
None.

The meeting closed at 08.00pm



8/6/26

Date: 05/06/2026

Pamber Parish Council

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Time: 12:51

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - Treasurer's A/c

User: KGS

Bank Statement Account Name (s)

Statement Date

Page No

Balances

Treasurers's A/c

07/05/2026

36,759.10

36,759.10

Unpresented Payments (Minus)

Amount

0.00

0.00

36,759.10

Unpresented Receipts (Plus)

0.00

0.00

36,759.10

Balance per Cash Book is :-

36,759.10

Difference is :-

0.00

Signatory 1:

Name LOREN BARNIER Signed [Signature] Date 7/6/2026

Signatory 2:

Name S. GREAVES Signed [Signature] Date 8/6/26

Date: 05/06/2026

Pamber Parish Council

Page 1

Time: 12:51

User: KGS

Bank Reconciliation up to 31/05/2026 for Cashbook No 1 - Treasurer's A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
12/05/2026			675.00	675.00		R ☒	Receipt(s) Banked
14/05/2026	BACS	914.28		914.28		R ☒	Andy Johnson
14/05/2026	BACS	216.00		216.00		R ☒	Hampshire Association of LC's
14/05/2026	BACS	1,020.00		1,020.00		R ☒	R C Saunders
14/05/2026	BACS	576.00		576.00		R ☒	R C Saunders
14/05/2026	BACS	250.00		250.00		R ☒	Citizens Advice Bureau Tadley
14/05/2026	BACS	110.00		110.00		R ☒	Bramley PCC
14/05/2026	BACS	426.46		426.46		R ☒	HM Revenue & Customs
14/05/2026	BACS	8.50		8.50		R ☒	Lloyds Bank
20/05/2026			552.00	552.00		R ☒	Receipt(s) Banked
26/05/2026	DD	28,034.25		28,034.25		R ☒	Public Works Loan Board
31/05/2026	BACS	9.00		9.00		R ☒	Stephen Howis
31/05/2026	BACS	1,213.19		1,213.19		R ☒	Katy Smith
31/05/2026			2,035.84	2,035.84		R ☒	Receipt(s) Banked
		32,777.68	3,262.84				

Signatory 1:

Name ROGER BACCHINER Signed [Signature] Date 8/6/2026

Signatory 2:

Name S. GREAVES Signed [Signature] Date 8/6/26

Date: 05/06/2026

Time: 13:02

Pamber Parish Council

Page 1

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 2 - Instant Business Account

User: KGS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Business A/c	31/05/2026		25,836.76
			<u>25,836.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,836.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,836.76
		Balance per Cash Book is :-	25,836.76
		Difference is :-	0.00

Signatory 1:

Name ROGER BAGWELL Signed [Signature] Date 8/6/2026

Signatory 2:

Name S. G. REAVES Signed [Signature] Date 8/6/26

Date: 05/06/2026

Pamber Parish Council

Page 1

Time: 13:02

User: KGS

Bank Reconciliation up to 31/05/2026 for Cashbook No 2 - Instant Business Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
05/05/2026			14,300.00	14,300.00		R ☒	Receipt(s) Banked
05/05/2026			309.01	309.01		R ☒	Receipt(s) Banked
11/05/2026			7.25	7.25		R ☒	Receipt(s) Banked
		0.00	14,616.26				

Signatory 1:

Name Robert GARDNER Signed [Signature] Date 8/6/2026

Signatory 2:

Name S GREENES Signed [Signature] Date 8/6/26

Date: 05/06/2026

Time: 13:05

Pamber Parish Council

Page 1

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 4 - CCLA A/c

User: KGS

Bank Statement Account Name (s)

Statement Date

Page No

Balances

CCLA

30/04/2026

100,000.00

100,000.00

Unpresented Payments (Minus)

Amount

0.00

0.00

Unpresented Receipts (Plus)

0.00

0.00

100,000.00

Balance per Cash Book is :-

100,000.00

Difference is :-

0.00

Signatory 1:

Name Robert CARRUTHERS Signed [Signature] Date 8/6/2026

Signatory 2:

Name S. GRIFFITHS Signed [Signature] Date 8/6/26