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DUMMER PARISH COUNCIL

Chairman: Councillor Sheila Harden

Clerk: Wendy Reynolds

Tel: 07436786896, **Email:** clerk@dummerparishcouncil.gov.uk

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Monday 12th May 2024 at 6:30pm at Dummer Village Hall, Up Street,
Dummer, RG25 2AK

Councillors Present:

Cllr Sheila Harden – Chair, Cllr Manuela Gazzard – Vice Chair, Cllr Julian Jones, Cllr Liz Nelson and Cllr Sascha Mullen

Also in attendance:

Wendy Reynolds – Clerk, and 3 members of the public

- 250501 Chairman**
RESOLVED Cllr Sheila Harden was elected as Chair for the ensuing municipal year.
RECEIVED Signed Declaration of Acceptance form.
- 250502 Vice Chairman**
RESOLVED Cllr Manuela Gazzard was elected as Vice Chair for the ensuing municipal year.
RECEIVED Signed Declaration of Acceptance form.
- 250503 Policies**
To Review and adopt the following policies:
- Financial Regulations (Updated);
 - Asset Register (Updated);
 - Risk Assessment (No update);
 - Standing Orders (Updated);
 - Code of Conduct (No update).
- The policies were **REVIEWED** and **ADOPTED**.

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250504 **Apologies**

Apologies were received from Cllr Juliet Henderson.

250505 **Declarations of interest**

RECEIVED No declarations of pecuniary interest relevant to the agenda.

250506 **Minutes**

250506.01 To approve as a correct record the minutes of the Dummer Parish Council meeting held on Monday 14th April 2025.

APPROVED as a correct record the minutes of the Dummer Parish Council meeting held on Thursday 14th April 2025.

250506.02 To approve as a correct record the minutes of the Dummer Extra Ordinary Parish Council meeting held on 5th May 2025.

APPROVED as a correct record the minutes of the Dummer Parish Council meeting held on Thursday 5th May 2025.

Approved minutes can be found on the Dummer Parish Council website.

250507 **To open the meeting to members of the public.**

There were 3 residents who raised the following items:

- The Recreation Ground Committee advised that the new lock is now on gate at the Recreation Tennis Ground.
- A resident requested that picnic tables should be placed in the Recreation Ground and one picnic table and a new bench at the pond. The resident requested that the Parish Council arrange for the memorial bench to be maintained and re-sited from under the hedge.
- A resident advised that the visibility in Dummer Down Lane is dangerous and requested the Parish Council contact Highways Agency to report.
- A resident advised that there are two dead Ash trees on Dummer Down Lane (branches may come down onto passing vehicles).
- A resident advised that there is a dead Horse Chestnut on Down Street.
- A resident advised that there are several issues regarding Hounsme Fields and permitted development rights being removed. The resident advised this has caused a huge issue, with at least one resident having received a breach of planning letter. The resident advised that a petition has been organised, and the problem is currently with the leader of BDBC. The resident advised that DDBC cannot use retrospective planning permissions to generate revenue and that residents feel they are doing just this.

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240508

Reports

NOTED Outgoing Chairman report would be heard in the Annual Parish Meeting.

RECEIVED a report from Cllr Jones:

- Cllr Colin Phillimore is the new Mayor of Basingstoke and Deane;
- Next year there will be a mayoral election;
- Devolution continues to be discussed.

RECEIVED monthly report from Cllr Juliet Henderson which can be found on the Dummer Parish Council website.

250509

Finance

250509.01

To note the current financial situation and the reconciliation of the bank balance

NOTED the current financial situation and the reconciliation of the bank balance. This can be found at **Appendix A**.

250509.02

To re-approve requests for payments for April 2025

APPROVED payment requests for April 2025. This can be found at **Appendix B**.

250509.03

To approve requests for payments for May 2025

APPROVED payment requests for May 2025. This can be found at **Appendix C**.

250509.04

To acknowledge receipt of payments made to the Parish Council

NOTED payments were made to the Parish Council for the sums of:

- £110,159.14 CIL Payment;
- £11,000 Precept payment;
- £4,497.73 VAT Refund; and
- £1,525.05 Parish Council Funding for grass cutting.

250509.05

To approve the Parish Council Insurance

RECEIVED quote from Zurich Insurance.

APPROVED at a cost of £478.37.

250510

Planning applications

250510.01

REF: T/00218/25/TCA

Location: Hunters Moon Dummer Down Lane Dummer Hampshire RG25 2AW

Proposal: Tree is a Sycamore family type. It is approximately 12–15mtrs High.

Crown has 3 protruding branches which are top heavy and quite moving rigorously during high winds. We would like to prune the top crown branches down by 3mtrs as our neighbours are concerned about the branches falling in high winds

NO OBJECTION

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250510.02 **REF: 25/01022/HSE**

Location: 2 Queensfield Dummer Hampshire RG25 2AY

Proposal: Boundary treatments to include the installation of a replacement timber services gate, along with proposed timber vehicle and pedestrian gates set between feature brick piers and walls, enlargement of patio and addition of a new gazebo

NO OBJECTION

250511 **Meeting dates**

AGREED to hold the meetings of the Parish Council on the following dates:

- 9th June 2025;
- 14th July 2025;
- 8th September 2025;
- 13th October 2025;
- 10th November 2025;
- 12th January 2026;
- 9th February 2026;
- 9th March 2026;
- 11th May 2026 (Annual Meeting of the Parish Council).

250512 **Date of the next meeting**

AGREED that the date of the Annual Meeting shall be held on Monday 9th June 2025.

There being no further business the meeting closed at 19:04pm

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Appendix A

8 May 2025 (2025-20.

Dummer Parish Council

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

Date: _____

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

Date: _____

A	Bank Reconciliation at 30/04/2025		
	Cash in Hand 01/04/2025		231,940.64
	ADD Receipts 01/04/2025 - 30/04/2025		126,365.55
	SUBTRACT Payments 01/04/2025 - 30/04/2025		358,306.19
	Cash in Hand 30/04/2025 (per Cash Book)		3,491.60
B			354,814.59
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Current Account 30/04/2025	9,573.55	
	Deposit Account 30/04/2025	39,235.71	
	Development Control Account 30/04/2025	1,489.61	
	CIL Account 30/04/2025	304,515.72	
			354,814.59
	Less unrepresented payments		
			354,814.59
	Plus unrepresented receipts		
B	Adjusted Bank Balance		354,814.59
	A = B Checks out OK		

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Dummer Parish Council
PAYMENTS LIST

8 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	Administration	01/04/2025		Current Account	Accounting Softwa	Accounting Software	Starboard Systems Ltd (Sci	S	31.00	6.20	37.20
											37.20
2	Communications	02/04/2025		Current Account	Vodaphone SIM	Clerk's Phone Charges	Vodafone	S	9.33	1.87	11.20
											11.20
3	Communications	14/04/2025		Current Account	Broadband	Broadband	Sky Business	S	24.95	4.99	29.94
											29.94
6	Salaries and Allowances	15/04/2025		Current Account	PAYE - Month End	PAYE	HMRC	X	174.40		174.40
											174.40
4	Administration	15/04/2025		Current Account	Payroll Administrat	Payroll Administration	DM Payroll Services Ltd	X	120.00		120.00
											120.00
8	Clerks Expenses	15/04/2025		Current Account	Refreshments for	Clerk's Expenses	Wendy Reynolds	X	6.35		6.35
											6.35
5	Repairs and Maintenance	15/04/2025		Current Account	Rabbit Control - D	Pest Control	Evergreen Rabbit Control L	S	1,650.00	330.00	1,980.00
											1,980.00
7	Repairs and Maintenance	15/04/2025		Current Account	Village Maintenanc	Maintenance	James Dodd (trading as Vir	X	75.00		75.00
											75.00
9	Administration	22/04/2025	250408	Current Account	Projector	Parish Council Equipment	Amazon EU	S	329.16	65.83	394.99
											394.99
10	Administration	22/04/2025		Current Account	Bank Account Char	Bank Charges	Lloyds Bank	X	4.25		4.25
											4.25
11	Subscriptions	29/04/2025		Current Account	Microsoft 365 Year	Microsoft 365	Microsoft Ltd	S	97.20	19.44	116.64
											116.64
12	Salaries and Allowances	30/04/2025		Current Account	Salary - April 2025	Salary	Wendy Reynolds	X	541.63		541.63
											541.63
Total									3,063.27	428.33	3,491.60

Dummer Parish Council
RECEIPTS LIST

8 May 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	Bank Interest	09/04/2025		Deposit Account		Interest	Lloyds Bank	X	22.76		22.76
											22.76
5	Bank Interest	09/04/2025		Development Contro		Interest	Lloyds Bank	X	1.22		1.22
											1.22
6	Bank Interest	09/04/2025		CIL Account		Interest	Lloyds Bank	X	159.65		159.65
											159.65
3	Other	14/04/2025		Deposit Account		CIL Payment	Basingstoke & Deane Boro	X	110,159.14		110,159.14
											110,159.14
1	Other	17/04/2025		Current Account		VAT Refund	HMRC	R		4,497.73	4,497.73
											4,497.73
4	Precept	28/04/2025		Deposit Account		Precept and Grass Cutting Gar	Basingstoke & Deane Boro	X	10,000.00		10,000.00
4	Other	28/04/2025		Deposit Account		Precept and Grass Cutting Gar	Basingstoke & Deane Boro	X	1,525.05		1,525.05
											11,525.05
Total									121,867.82	4,497.73	126,365.55

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Appendix B

April 2025 Payment Requests				
FROM	ITEM	AMOUNT	INVOICE NO	PAY METHOD
South Kempshott RA	Hall Hire	£10.00	MARCH	Electronic
Wendy Reynolds	Expenses (refreshments for Meet and Greet)	£6.35	MARCH	Electronic
Vodafone	Clerk's Phone	£11.20	B5-687983097	DD
Scribe	Accounting Software	£37.20	INV-9782	DD
Sky Business	Broadband	£29.94	2363929-0	DD
HMRC	PAYE	£174.40	APRIL	Electronic
James Dodd	Maintenance	£75.00	2386	Electronic
Wendy Reynolds	Salary	£541.63	APRIL	Electronic
Evergreen	Pest Control	£1,980.00	INV-5903	Electronic
DM Payroll Ltd	Payroll provision for 25/26	£120.00	4273	Electronic
Lloyds Bank	Account Charges	£4.25	452197805	Direct Debit
Total		£2,989.97		
Authorised by				
Authorised by				
Authorised by				

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Appendix C

May 2025 Payment Requests				
FROM	ITEM	AMOUNT	INVOICE NO	PAY METHOD
Scribe	Accounting Software	£37.20	INV-10170	Direct Debit
Sky Business	Broadband	£29.94	2426924-0	Direct Debit
Vodafone	Clerk's Phone	£11.84	B5-691539748	Direct Debit
Amazon Business	Projector	£394.99	GB52V10HFAEUI	Debit Card
James Dodd	Maintenance	£445.00	2394	Electronic
Zurich Insurance	Insurance	£478.37	544179754	Electronic
Microsoft Ltd	Miscrosoft 365 Subscriptio	£116.64	G089054224	Debit Card
Information Commision Office	Data Protection Fee	£47.00	MAY	Direct Debit
Viking	Printer Ink/Stationery	£147.95	5788987	Electronic
HALC	Affiliate Fee 25/26	£714.00	INV-7172	Electronic
HMRC	PAYE	£249.34	MAY	Electronic
Lloyds Bank	Account Charges	£4.25	454637174	Direct Debit
CPRE	Membership	£84.00	MAY	Electronic
Wendy Reynolds*	Salary	£713.36	MAY	Electronic
Total		£3,473.88		
*Includes 13.75 hours of overtime for website and CIL Survey work				
Authorised by				
Authorised by				
Authorised by				