

**ANNUAL MEETING OF HAWKLEY PARISH COUNCIL
HELD WEDNESDAY 20th MAY 2026 AT 7:30PM in Hawkley Village Hall**

Minutes

Present: Cllr Caukill (Chair), Cllr Butcher, Cllr Fisher, Cllr Humphrey (arrived 7:34pm), Cllr Wallace and Cllr Sinclair

Also attending: Cllr Louisson, Cllr Drew, K Horton (Clerk) and 2 members of the public.

- 1) **Welcome.** Meeting opened
- 2) **Apologies for Absence.** Received and accepted from Cllr Large and Cllr Buckle for personal reasons and travel respectively.
- 3) **Appointment to Committee roles**
 - a) Appointment of Chair and signature of Acceptance of Office. Cllr Butcher proposed and Cllr Sinclair seconded Cllr Caukill for the role of Chair. No other Cllrs wished to stand for Chair and all present Cllrs voted in agreement for Cllr Caukill and Acceptance of Office signed.
 - b) Appointment of Vice Chair and verbal declaration of Acceptance of Office. Cllr Caukill proposed and Cllr Butcher seconded Cllr Buckle for the role of Vice Chair and all Cllrs were in agreement. Cllr Buckle had confirmed her comfort in continuing in the role by email but a verbal acceptance will be recorded at the next PC meeting.
 - c) Appointment of Planning Advisory Committee and Chair with verbal declarations of Acceptance of Office. Cllr Wallace proposed and Cllr Caukill seconded Cllr Humphrey for the role of Chair and all Cllrs were in agreement. Cllr Sinclair, Buckle and Wallace all confirmed their wish to continue as Committee members. No other Cllrs requested to join the Committee
 - d) Appointment of Staffing Committee, Audit Review Working Group, Footpaths Officer and Hall Representative with verbal declarations of Acceptance of Office. Cllrs confirmed they were happy to continue in their roles. No Cllrs requested to take on a different responsibility.
- 4) **Declarations of Interest.** No declarations made.
- 5) **Approval of Minutes** - Parish Council Meeting held on 11th February 2026 and Planning Advisory Committee on 25th February 2026, 25th March 2026 and 22nd April 2026. No questions raised and minutes signed as records of the meetings.
- 6) **Public Participation** To allow attending electors of the parish to ask questions of or make representations to the Council.
 - **Upper Green pond.** Resident has taken on role of maintaining Jolly Robins pond and would like to know if costs can be met. in agreement that costs should be covered. Clerk and Cllr Buckle to follow up
- 7) **Report from County Councillor Drew.** Thanks to residents for their support. Requested that thanks also be noted to Cllrs for their time and service to the community and volunteers such as attending resident. First full Council meeting for HCC tomorrow: there is no majority, rather there are three large groups and so it will be clarified how Council will be run. The Conservatives had intended to write to central gvnt. about impact of LGR and hopes something will still be done.
During the election, canvassing highlighted two core issues:

- Potholes (number and time to repair) If residents are aware of potholes that remain unfixed after 2.5 months, they should share reference details with Cllr Drew who will collate and escalate to Highways.
- Speeding. Data informs decisions taken by Highways and Constabulary. Cllr Drew is keen to look at addressing concerns. Council will share information with Cllr Drew of local issues.

8) Report from District Councillor Louisson. LGR is moving on and EHDC is setting up a number of Committees to consider and respond to next steps inc queries about movement of some parishes into different Unitary group. EHDC has new CEO; handover period taking place. Local Plan: impacted by possible changes under LGR as housing allocation in areas that moving over. Decision to hold off work on Local Plan until conversations can take place with new Unitary authority.

? *How do we get concerns of Empshott residents heard in relation to Empshott Grange?* Points are being considered by EHDC and there is a meeting tomorrow to prep for appeal meeting and response
 ? *Will someone from Hampshire Highways speak at appeal meeting?* Can't confirm.

9) Local Government Reorganisation

- To receive a verbal update from the Clerk on the recent HALC briefing.* Clerk highlighted impact LGR will have on Tax, bin collections, voting timetable and planning.
- To confirm the PC's preference for unifying the election schedule and to confirm the Clerk has written to EHDC to inform them of the preference.* Further to the HALC briefing, the Clerk asked Cllrs to consider how they would like local election schedule to be coordinated. Cllrs were in agreement that Parish Councils would benefit from taking place at the same time as District/Unitary. Under Delegated Authority, the Clerk has written to EHDC expressing this preference on behalf of HPC.
- Further briefing by HALC on LGR on 11th June.* Clerk reminded Cllrs of the opportunity to attend.

10) Planning

- To note responses submitted by the Clerk, under clause 21e of the Standing Orders, since the last meeting.
 - Planning Inspectorate Reference: 6001892/SDNPA Reference: SDNP/24/03736/FUL. Empshott Grange, Church Lane, Empshott, Liss, Hampshire, GU33 6HT
Subject of Appeal: Change of use from a dwellinghouse (Class C3) to an independent specialist day school with secondary provision (Class F1)(a), associated external play space, access, parking and ancillary works including landscaping." Objection. Hard copy sent to Inspectorate
 - SDNP/26/00426/HOUS & SDNP/26/00427/LIS. Tubbs Farm, The Hollow, Hawkley, GU33 6LU
Proposal: Two storey, single storey and link extensions with dormer, rooflight, window and internal alterations. Associated landscape works. No Objection
 - SDNP/26/00703/HOUS. Willow Bank, Vicarage Lane, Hawkley, GU33 6NF
Proposal: Demolition of existing conservatory and garage; erection of a single storey side extension, first floor extension including x3 front dormers and x3 rear dormers. Construction of carport, porch and external alterations including changes to fenestration. Objection
 - SDNP/26/01065/HOUS. Beech House, Vicarage Lane, Hawkley, GU33
Proposal: reconstruction of existing balcony at enlarged size. No Objection
 - SDNP/26/01053/HOUS. Willow Cottage, Pockocks Lane, Hawkley, GU33 6NE
Proposal: Rear extension, replacement of the garage door with two windows and a detached garden room to provide ancillary accommodation. No Objection with comment.

11) Physical environment

- a) **Lengthsman Scheme.** *To confirm Hawkley Parish Council's participation in the Lengthsman cluster (managed by Grayshott PC) until March 2028.* Greyshott PC requested confirmation that Hawkley PC wishes to remain in the Lengthsman cluster for 2 years. Given deadline for response, details were shared ahead of meeting and Clerk responded in the affirmative under Delegated Powers. Contract has been signed.
- b) **Upper Green mowing.** *To confirm the arrangement for the mowing of Upper Green.* Cllr Caukill has been able to confirm the services of HL Garden Services to mow Upper Green - they will be making use of the Westall's machine so PC will be paying for just the cutting service itself at about £50 a cut. Councillors confirmed their comfort with arrangement given historic costs and quote that Clerk circulated.

12) Upper Green repairs.

- a) **To receive a verbal update from the Clerk on the progress of repair and installation of the kerb on Upper Green.** Clameg will be mobilising next week with a view to be complete by Friday 5th June. The company have allowed until the 12th June in case anything causes a delay.
- b) **To note the finalised quote for the work and the approval of the Parish Council.** £10,924.92 (inc VAT) vs £8,672.88 (inc VAT). Details were circulated to Cllrs and agreement to accept revised quote was unanimous.

13) Parish Council Finances/Administration

a) Clerk's Report inc

i) *Updates post February meeting*

- Thanks to speakers for attending APM. Attendance was higher than previous year so Cllrs are asked to consider possible speakers for next year.
- Thanks received from grant recipients.
- Cheesecombe Lane. HCC have been chased for an update on their assessment for reclassification.
- Note that APM agendas/minutes (2007 – 2020) have been lodged with Hampshire Archives.
- Pothole repaired on The Hollow/Oakshott road.

ii) *Correspondence*

- Note receipt of a letter from Empshott residents that has also been sent to Cllr Louisson re Empshott Grange appeal. Also receipt of letter from EHDC confirming appeal meeting - 10am on 11th June at Four Marks Village Hall.
- Notification from Electoral Services at EHDC that Cllrs home addresses will be removed from Public Registers in line with English Devolution and Community Empowerment Act 2026. No Cllrs wish their address to remain on the register

b) **Financial summary for Feb/March 2026.** No questions raised and duly signed.

c) **Financial summary for April 2026 and in addition:**

i) *Notification of Payments made under Item 14 of the Financial Regulations since the last meeting*

ii) *Notification/authorisation of other payments*

No questions raised and duly signed. Payments approved by all Cllrs

d) Internal Audit report: to note the completed report and consider the associated recommendation(s) from the Audit Working Group and agree what action will be taken in relation to these. The Internal Audit report was considered and Cllrs were in agreement with the following responses and actions:

- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for. Auditor's comment: Internal Auditor appointment. It is a PG requirement that the independence of the auditor is reviewed every year. This can be done as part of the review of the report
- HPC Response. This will be minuted going forward

- L. Transparency Code. Auditor's comment: Grants. Several grants were made under s137 for which the amounts were not minuted. It is always good practice to minute such and to check against the total value of S137 available.
- HPC response. An oversight in the minutes. Figures were reported on the s.sheet "Log of Grants awarded by HPC" that was available in the meeting and has since been added to the website

- M. Public Rights. Auditor's comment. Councillor emails. Members should not use emails other than domain name emails for council business. Please remove non-compliant addresses from the website
- HPC response. Councillors are aware of the requirement to only use domain name emails for council business. The Clerk and Chair both use .gov.uk emails and the other Cllrs are being transitioned to these accounts. Non-compliant email addresses have been removed the PC website

- O. Digital and Data Compliance. Auditor's comment. Assertion 10 requirements -the council has engaged with these changes and was partly in compliance by the year end. A data audit should be carried out, including data stored by members, and repeated each year. An accessibility statement should be added to the home page of the website.
- HPC response. The Parish Council will review the assertion 10 requirements and endeavour to be fully compliant during 2026/27

e) Having considered the Internal Audit report, supporting papers and recommendation(s) from the Audit Working Group, to complete and approve the External Audit requirements for 2025/26:

- i) Section One. The Annual Governance Statement. Cllrs were in agreement that the PC can answer in the affirmative to the statements. The Statement was completed and signed
- ii) Section Two. The Accounting Statements. Figures reviewed with no questions being raised. Statement was signed.
- iii) The AGAR Certificate of Exemption. Satisfied that PC can claim exemption. Certificate signed
- iv) To note the dates of the notice of Public Rights & Publication of AGAR as an exempt authority. Date of Announcement will be 2nd June 2026, Inspection period starts 3rd June and ends 14th July 2026.
- v) To confirm the appointment of the independent internal auditor for 2026/27. Clerk has had sight of the original letter of engagement confirming suitability of auditor. Cllrs confirmed no conflicts of interest with Do The Numbers so PC confirmed company was appointed again.

f) To review and then accept the following policies/documents for 2026/27:

- i) Standing Orders.
- ii) Committee and Working Group terms of reference
- iii) Financial Regulations

