Worldham Parish Council
Minutes of Annual Parish Council Meeting held on 7th May 2025 7.30pm
East Worldham Village Hall

Present Cllr R Twining (Chair), Cllr W Brock Cllr B Bagnell, Cllr C Sole, Cllr S Butler,
Also present Pamela Hibbins, Clerk to Parish Council. 0 members of the public

31.16 **Election of Chair of the Council for 2025/2026**
The current Chair, Cllr R Twining, opened the meeting to ask for proposals for a new chair. Cllr R Twining was proposed and all voted in favour.
Proposed: Cllr B Bagnell. Seconded: Cllr C Sole
Cllr Twining signed the Chairman's Declaration of Office which was witnessed by the proper officer.

31.17 **Election of Vice Chair of the Council for 2025/2026**
It was **RESOLVED** that Cllr W Brock be re-elected as Vice-Chair to the Parish Council for 2025/2026.
Proposed: Cllr B Bagnell. Seconded: Cllr R Twining. All in favour

31.18 **Chair's Announcement –**
The Chair thanked the clerk for arranging the Annual Parish Assembly that took place on the 30th April 2025. The Chair was also thanked for a thorough and comprehensive breakdown of the devolution process.

Action: Clerk

31.19 **Apologies for absence –** Cllr T Godbert, District Councillor Phillip Davies

31.20 **Declarations of Interest -** none

31.21 It was **RESOLVED** to approve the minutes of the Parish Council Meeting held on 2nd April 2025.
Proposed: Cllr C Sole, Seconded: Cllr W Brock **Action: Clerk**

31.22 **District Councillor's Report**
No District Councillors were in attendance. However, a reminder was shared that the total amount available through the District Councillors' Community Grants Fund has increased to £7,000.

31.23 **Public Questions** – the Chairman adjourned the meeting to hear public questions.

None

Meeting reconvened

31.24 Councillors agreed to lead on the following:

- Village Hall — Cllr C Sole
- Planning — All councillors and Cllr R Twining (advisory on policy)
- Playground — Cllr T Godbert
- Staffing Committee — Cllr B Bagnell, Cllr W Brock, Cllr R Twining
- Road maintenance, pot holes and verges — Cllr S Butler

Additionally the clerk will assume responsibility for Communications, including social media, King's World, Website and WhatsApp.
Proposed: Cllr R Twining Seconded: Cllr B Bagnell **Action: Clerk**

31.25 **Appoint councillors as representatives to any outside bodies and agree reporting terms to Council**
Councillors agreed on the following parish representatives:

- Footpaths Officer — Nicky Twining
- Jalsa Salana Representative — Cllr W Brock, Cllr T Godbert
- Neighbourhood Watch Co-ordinator — Kate Denyer
- Speedwatch Co-ordinator — Nicky Twining

Proposed: Cllr B Bagnell Seconded: Cllr S Butler **Action: Clerk**

31.26 **Review of Council's Procedures**

Standing Orders

It was **AGREED** to adopt the standing orders for Worldham Parish Council.

Proposed: Cllr R Twining, Seconded Cllr W Brock **Action: Clerk**

Financial Regulations

It was **AGREED** to adopt the current Financial Regulations noting that they streamline procurement processes and align with current legal requirements.

Proposed: Cllr R Twining, Seconded Cllr C Sole **Action: Clerk**

Review or Risk Assessment

It was confirmed that the use of the litter pick equipment was included. It was **AGREED** to adopt the risk assessment for Worldham Parish Council.

Proposed: Cllr R Twining, Seconded Cllr B Bagnell **Action: Clerk**

Safeguarding

It was **AGREED** to update the current child protection policy to a safeguarding policy given the potential for any project or activity taking place to come into contact with children or at risk adult.

Proposed: Cllr W Brock, Seconded Cllr B Bagnell **Action: Clerk**

Village Hall renumeration (Admin and cleaner)

Councillors agreed no remuneration was needed this year as Jill and Kish Sharma waivered their renumeration last year and are happy to do so again. The Chair formally thanked the Sharmas for all their hard work and dedication.

Proposed: Cllr C Sole, Seconded Cllr W Brock **Action: Clerk**

31.27 **Grants**

Churchyards Councillors resolved that the donations to the churchyards for 2025-2026 are:
East Worldham - £400
West Worldham - £200
Hartley Mauditt - £200

The donations are for the upkeep of the burial grounds in the respective churchyards. It was **AGREED** to pay from the grant budget, noting it was now an additional £200 over the budget for 2025/2026.

Proposed: Cllr R Twining, Seconded: Cllr B Bagnell **Action: Clerk**

31.28 **Meeting dates for 2025/2026**

Meeting dates were agreed up to the Annual Meeting in 2025 - 2026. **(Appendix 1).**

Proposed: Cllr W Brock. Seconded: Cllr C Sole **Action: Clerk**

31.29 **Financial Report:** The Clerk advised that the bank balances are as follows:

4th Quarter Receipts & Payments Reconciliation (Appendix 2)

Bank Balance as below

Current Account as 31/03/2025: £3,178.56
Instant Access Account (quarterly statements as 31/03/2025) : £23,636.79
Worldham Community Benefit Fund (quarterly statements as 31/03/2025): £24,159.22
Less cheques o/s £0
TOTAL £50,974.57

Receipts ledger balance **£50,974.57**

Payment Schedule:

It was **RESOLVED** to approve the following payments:

Proposed: Cllr B Bagnell, Seconded: Cllr W Brock **Action: Clerk**

	Payee	Description	Net	VAT	Total
07/05/25	P Hibbins - Clerk	Salary April 2025 (NEW £666.90 (£15.39 an hour) SALARY + WAH £24 - TAX £30.20	£660.70	£0.00	£660.70
07/05/25	HMRC	Tax April 2025 and Employer NIC (£37.48)	£67.68	£0.00	£67.68
07/05/25	P Hibbins - Clerk	Travel expenses - set up for APM and skip run	£12.13	£0.00	£12.13
07/05/25	Paul Grace	Cutting back Laurel and Berberis on bank by the Village Hall, bringing them down below the cables and away from the parking bays - In Feb	£310.00	£62.00	£372.00
07/05/25	SSEN	V.Hall Electricity - 17/10/2024-07/03/2025	£31.23	£0.00	£31.23
07/05/25	HALC	HALC Affiliation Fees 2024/25 and NALC Levy 2024-2025	£260.00	£0.00	£260.00
07/05/25	Community Heartbeat Trust	Annual Defibrillator support	165.00	33.00	£198.00
07/05/25	Do the Numbers	Internal Audit for 2024-2025	£200.00	£0.00	£200.00
07/05/25	Robin Twining	MKG - Gift for service to County Councillor	£15.50	£0.00	£15.50
07/05/25	P Hibbins - Clerk	Expenses - paper and A4 files (50/50 split with Kingsley PC)	£24.66	£4.90	£29.56
07/05/25	Castle Water	Village Hall - Water For the period 01 March 2025 - 30 April 2025	£12.64	£0.00	£12.64
			£1,759.54	**£99.90**	**£1,859.44**

Payments received

	Payor	Description	Net	VAT	Total
03/04/25	HMRC	VAT return	£6,701.80	£0.00	£6,701.80
28/04/25	EHDC	EHDC Precept 1st tranche	£9,002.00	£0.00	£9,002.00
			£0.00	£0.00	£0.00
			£15,703.80	**£0.00**	**£15,703.80**

WORLDHAM PARISH COUNCIL ANNUAL CIL REPORT
Reporting Year 1st April 2024 to 31st March 2025

A	Total ClL income carried over from previous years (2021 – 2022)	£1248.23
B	Total ClL income received (receipts)	£0
C	Total ClL spent (expenditure)	£0
D	Total ClL repaid following a repayment notice	£0
E	Total ClIL retained at year end (A+B-C-D)	**£ 1248.23**

CIL Expenditure

Item/Purpose	Amount Spent
n/a	£0
TOTAL SPENT	**£0**

31.30 Internal Audit Report:

The report from Do The Numbers Ltd was noted by councillors and the following actions were agreed:

i) It was **AGREED** to purchase a relevant domain name and ask the Web provider to set up the emails and link website.

ii) It was **AGREED** on Contractor B, Cloud Next to set up the gov.uk domain name for £50 plus VAT a year and £50 plus VAT a year for email hosting using the domain Worldhamparishcouncil.gov.uk

iii) It was **AGREED** for up to £200 for IT set up support if needed.

Proposed: Cllr C Sole, Seconded: Cllr S Butler **Action: Clerk**

31.31 Annual Return and Governance Statements 2024/2025:

i) The Annual Internal Audit Report signed by the Internal Auditor was noted.

ii) The Council considered responses to the Annual Governance Statements in Section 1 and it was duly approved by all councillors and signed by the Chairman, Cllr R Twining, and by the Clerk.

iii) The Accounting Statements contained in Section 2, prepared and signed by the RFO, were duly approved by all councillors and signed by the Chairman, Cllr R Twining.

iv) It was confirmed that the period for the exercise of public rights would be Tuesday 3rd June to Monday 14th July 2025. The Clerk would arrange the necessary publication of these dates.

v) It was confirmed no conflict of interest with BDO LLP (External Auditor)

Proposed: Cllr R Twining, Seconded: Cllr B Bagnell **Action: Clerk**

31.32 Planning Applications

Update on previous applications noted in **Appendix 3**

EHDC-25-0127-HSE Barleywood Farm Barleywood Farm Lane, West Worldham, Alton, Hampshire, GU34 3HW

Conversion of 4No. redundant stables to create 2No. bedrooms with en-suite shower rooms and a study area.

Deadline 13th May 2025

It was **AGREED no objection.**

Proposed: Cllr R Twining Seconded: Cllr B Bagnell **Action: Clerk**

SDNP/25/01042/FUL Willow Cottage , Rookery Farm Lane, Kingsley, Bordon, Hampshire, GU35 9NN

Two dwellings following demolition of existing dwelling

Deadline 8th May

It was **AGREED no objection**.

Proposed: Cllr R Twining, Seconded: Cllr S Butler **Action: Clerk**

31.33 **Playground Repairs**
It was **AGREED** to not go ahead with any works at this time as these are all considered low risk.
Proposed Cllr B Bagnell, Seconded: Cllr W Brock **Action: Clerk**

31.34 **Village Hall Storage Shed** – agree budget and next steps
It was **AGREED** to postpone this item until specifications had been considered.
Proposed Cllr R Twining, Seconded: Cllr C Sole **Action: Clerk**

31.35 **Traffic calming measures** – To discuss and agree next steps.
The Council renewed discussions with Hampshire Highways Traffic Engineers regarding potential traffic calming measures within the Parish. A meeting was held last month with the Highway Engineer, who confirmed that £25,000 has been secured from the South Downs National Park CIL for use in Worldham. Following the meeting, the Engineer will now prepare a list of feasible options along with estimated costings to assist in prioritising improvements. This will also support future applications for additional funding. It was **AGREED** to email Highways to confirm next steps.
Proposed Cllr R Twining, Seconded: Cllr S Butler **Action: Clerk**

31.36 **To note any reports or updates from Councillors or the Clerk regarding meetings attended or issues raised by residents**
A concern was raised regarding Pookles Cottage, and it was agreed that a member of the Council would review the original planning application to assess whether there may be any potential breach of planning conditions.
Proposed Cllr R Twining, Seconded: Cllr C Sole **Action: Clerk**

31.37 **Date of next meeting**
Meetings are normally held on the first Wednesday of each month, 7.30pm, at East Worldham Village. The next meeting to take place 4th June 2025

31.38 **Items for next agenda**

31.39 The Chair closed the meeting at **9.17pm.**

Signed: ……

Date: …….

Appendix 1: Meeting Dates 2025/2026 Worldham Parish Council
The Parish Council meets once a month, usually on the 1st Wednesday of the month at 7.30pm at East

Date	**Meeting Type**
Wednesday 7th May 2025	Annual Meeting
Wednesday 4th June 2025	Full Council Meeting
Wednesday 2nd July 2025	Full Council Meeting
Wednesday 6th August 2025	Full Council Meeting
Wednesday 3rd September 2025	Full Council Meeting
Wednesday 1st October 2025	Full Council Meeting
Wednesday 5th November 2025	Full Council Meeting
Wednesday 3rd December 2025	Full Council Meeting
Wednesday 7th January 2026	Full Council Meeting
Wednesday 4th February 2026	Full Council Meeting
Wednesday 4th March 2026	Full Council Meeting
Wednesday 1st April 2026	Full Council Meeting
Wednesday 6th May 2026	Annual Meeting
TBC May 2026	Annual Parish Meeting

Worldham Parish Council
Minutes of Annual Parish Council Meeting held on 7th May 2025 7.30pm
East Worldham Village Hall

Appendix 2:

SUMMARY RECEIPTS & PAYMENT ACCOUNT
4th QUARTER ENDED 31st March 2025

Annual Budget	Actual-v-Budget		£ Q4	
		RECEIPTS		
17480	17480	Precept	-	
250	535	Bank Interest	140.41	Higher as money transferred into savings account- grants awarded
1000	823	VAT repayment	-	
1500	1030	Village Hall	212.00	
4	4	Wayleave	-	
0	0	S106	-	
1000	16583	Other income	500.00	Includes V.Hall floor grant k(£10.5k) & SSEN Community event contribution (£5K)
5616	5870	Worldham Community Benefit Fund	-	
21234	42325			
		TOTAL RECEIPTS		**852.41**
		PAYMENTS		
8100	7929	Net Salaries & Allowances (Jan-March 2025)		2,022.00
0	0	Pension Contributions (e'ers & e'ees)		-
120	69	Travel costs	40.05	
50	20	Chair's Allowance	-	
160	67	Stamps & Stationery	-	Lower this year as clerk got comp ink cartridges

150	602	Grants received	34.00	
	999	Equipment Purchase	-	Includes Clerks laptop
0		Banking Charges		Included in subscriptions total
1000	13	Repairs & maintenance	-	
2000	858	Village Hall Electricity	359.76	
100	78	Village Hall Water Rates	19.98	
		Covid Grant - V.Hall		
100	252	Inspections/Septic tank	-	Will be higher this year as paying for full amount of septic tank as households no longer use
520	894	Subscriptions & Fees	115.97	Includes website hosting monthly subs and Broadband for village hall - mthly subs
420	410	Audit fees	-	
0		Professional Fees		
600	600	Grant allocation	-	
0	5000	Event	-	£5k SSEN engagement event 2024
600	915	Grass cutting	-	Additional cut so V.Hall sign can be seen
2100	770	Playground maintenance	90.25	Lower as actual repairs payment will be in 2025/2026
1500	500	Trees	-	Tree works circa £600 paid in early 2025/2026
500	0	Training	-	No training took place
775	0	Election Costs	-	
1200	1189	Insurance	-	
1000	24151	Village Hall - Floor Prj	24,151.36	Replacement Village Hall floor project (*To note Remaining £8k covid grant used)
1000	6669	VAT on payments	4,892.71	Higher due to VAT on SSEN/Comm event & VAT on floor works
4000	198	Worldham Community Benefit Fund	-	
21,995	52184			

_____Initial

TOTAL PAYMENTS	**31,726.08**

BALANCE BROUGHT FORWARD AS AT 31/12/2024			81848.24
ADD Total Receipts as above		852.41	
LESS Total payments (as above)		31,726.08	
Balance Carried forward 31/03/2025			**50,974.57**

These cumulative funds are represented by:

Current Account Balance	3,178.56	
Less:Cheques drawn but not debited as at 31.03.25 nos.		-
Deposit Account Balance	23,636.79	
Worldham Community Benefit Fund	24,159.22	
		50,974.57

Signed: *P Hibbins*
Responsible Finance Officer to Worldham Parish Council Date: 14/04/2025

Appendix 3: Existing Planning Applications

Planning App. Ref No	Address	Proposal	Consultation Expiry Date	Case Officer	Parish Council Comments	Decision
SDNP/25/00763/HOUS	Smiths Farm, Worldham Hill, East Worldham, Alton, Hampshire, GU34 3AT	Single storey side extension	No objection			
SDNP/24/04650/HOUS	Three Candovers , Wick Hill Hanger, Hartley Mauditt, Alton, Hampshire, GU34 3BP	New woven fence to replace existing unauthorised fence and retrospective permission for two sheds (amended description) (amended plans uploaded 12/03/2025)	No objection to the woven fence but need a separate application for the sheds			
60393	Blanket Street, East Worldham, Alton, Hampshire	New Electricity Substation & Access Road				
SDNP/24/04382/FUL	1 Hartleywood Farm, Rookery Barns Oakhanger Road, Oakhanger, Bordon, Hampshire, GU35 9JW	Replacement building for use as office and showroom in association with the existing commercial use on the site following demolition of existing building. Provision of additional parking spaces			No objection	Approved
SDNP/24/04510/TEL	Oaklands Farm, Green Street, East Worldham, Bordon, Hampshire	Proposed Installation of telecoms apparatus (14 day notice)	26th November 2024		Strongly object	
SDNP/24/03992/CND	Manor Farm , Little Wood Lane, West Worldham, Alton, Hampshire, GU34 3BD	Variation of condition 2 of planning permission 22142/006 to change to "The Development Hereby Permitted shall be used solely for Class E (production, retail and consumption of food and drink and light industrial) and sui generis (for the sale alcohol) or B8 Storage use and for uses ancillary to Manor Farm and for no other Purposes".	7th November 2024		No objection	Approved
SDNP/24/03863/LIS	Old House Farm , Shelleys Lane, East Worldham, Alton, Hampshire, GU34 3AQ	Listed building consent- Insert a new window in the south west stone elevation in the style of the window above.	7th November 2024		No objection	Approved
SDNP/24/04468/BBPN	Land Near, Nimrod 3 Old House Gardens , East Worldham, Alton, Hampshire,	Under The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017, Regulation 5 notice of intention to install 1 new 9m wooden pole	8th November 2024		No objection	Raise No Objection

SDNP/24/00122/OPDEV	Pookles Cottage, Worldham Hill, East Worldham.	A rudimentary timber open sided structure has been constructed which measures approximately 2 x 2 x 2m in scale. The structure includes a timber floor which is virtually at the existing ground level.0020We have been advised that the structure is to be used as a shelter for those working on the land. In planning terms, the structure has been constructed without the benefit of a suitable planning permission and has therefore led to a breach of planning control. Notwithstanding this fact, it is the Council's opinion that it would not be proportionate or in the wider public interest to take any formal enforcement action seeking the structure's removal. We have discussed this matter with the landowner and have suggested that a planning application be submitted in an attempt to regularise the structure in planning terms.				
SDNP/24/02870/FUL	South Downs Roastery Ltd Unit 1 Manor Farm, Little Wood Lane, West Worldham, Alton, Hampshire GU34 3BD	New premises licence	26/08/2024		No objection	
SDNP/24/00956/HOUS	Three Candovers , Wick Hill Hanger, Hartley Mauditt, Alton, Hampshire, GU34 3BP	Retrospective permission for the following works: 1. The fence. This work was done five years ago. Our fence was erected exactly on the boundary of the old broken fence that was there when we moved in five years ago. It is not attached to any wall; it is attached to a post. We have replaced a broken fence. (images attached showing how it was rebuilt.) 2.This work was done over a year ago. We erected a shed for or tools at the end of our garden where there used to be a broken old shed when we moved here (the house was empty for three years and this shed was rotten). It has no concrete base or anything we stood it on wood. 3.We replaced the old broken dangerous green house with a plastic safe greenhouse last year, again there is no concrete foundation.	18/04/2024		Objection	
SDNP/23/05207/HOUS	Manor Farm, Worldham Hill, East Worldham, Alton, Hampshire, GU34 3AY	New car port and store room	15/04/2024		No comment	Approved
SDNP/24/00049/LIS	Three Candovers, Wick Hill Hanger, Hartley Mauditt, Alton, Hampshire, GU34 3BP	Listed building consent - Proposed new single storey dining room extension.	26/02/2024		Objection	Approved

SDNP/23/04775	Land South Of , Green Street, East Worldham, Bordon, Hampshire, GU35 9NN	Material change of use of land to a mixed use for the keeping of horses and as a residential caravan site, including the stationing of 3 caravans (no more than one static caravan) retention of existing hardstanding and vehicular access, and erection of ancillary amenity building	01/02/2024		Strongly object	Refused Appeal Allowed
23/00794/REVPP	Farnborough Airport , Farnborough Road, Farnborough, Hampshire	Variation of Condition 2 (aircraft movements) and 6 (aircraft weight), replacement of conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022,	17/12/2023		Strongly Object	