Minutes of the Meeting of the Parish Council held at the Parish Office on Thursday 6th August 2026

Present:

Phil Bean (PB)	P	Sarah Brown (SB)	NP
Louise Eddy (LE)	PP	Jordan Fox (JF)	P
Martin Keyte (MK)	NP	Francesca Maritan-Hawkins (FMH)	P
Les Orvis (LO)	P	Cathy Robinson (CR) **- CHAIR**	P
James Rowlands (JR)	NP		

Present (P) Not Present (NP) Part Present (PP)

Also Present: Kate Hope, Parish Clerk/RFO (Clerk)
Judith Lillis, Finance Officer (FO)
Cllr Kate Tuck, Basingstoke & Deane Borough Council
Two members of the public

1. Apologies for absence

Apologies were received from JR who was on holiday, from SB who had a conflicting work commitment, and from MK who was unwell.

2. Declarations of Interests and Requests for Dispensations

None declared or requested.

3. Co-option of Councillor

The Chair welcomed the candidate and invited them to provide further information in support of their application. The candidate outlined their involvement in village life and participation in a range of local community activities, events and organisations. They also highlighted their professional background in marketing and communications, expressing a desire to use these skills to support the Parish Council, particularly in relation to community engagement and raising awareness of council activities.

Members discussed the candidate's experience and suitability for the role. In response to questions regarding the commitments associated with councillor duties, the candidate confirmed they were able to dedicate the necessary time to attend meetings, review council papers and participate in working groups. They also expressed enthusiasm for becoming actively involved in council projects and initiatives.

Following the discussion, members agreed that a private discussion was not necessary and proceeded to a vote on the co-option.

DECISION: RESOLVED unanimously to co-opt Louise Eddy to the Parish Council. LE signed the Declaration of Acceptance of Office and joined the meeting as a Councillor. The Chair congratulated LE on her appointment and welcomed her to the Council.

4. Public Participation

A resident attended the meeting to enquire about the Parish Council's work on traffic issues, particularly illegal parking within the village. The Clerk outlined the work of the recently re-established Traffic Working Group, explaining that its current priorities are improving safety around the Milkingpen Lane railway bridge, addressing vehicle speeds through the village, and subsequently considering wider parking concerns.

The resident raised concerns about persistent illegal parking in The Mead, particularly during school drop-off and pick-up times, and highlighted the impact this was having on access for residents and emergency vehicles. Concerns were expressed regarding the lack of parking enforcement and the associated safety risks.

Members acknowledged the issues raised and discussed possible actions, including raising the matter with the County Councillor and engaging further with the local school to encourage greater awareness among parents. It was noted that visible supervision near the school had previously reduced parking problems. The Chair thanked the resident for bringing the matter to the Council's attention and confirmed that the Council would consider what measures it could take to assist.

One member of the public then left the meeting.

5. Members received the minutes of the Full Parish Council Meeting held on 7th July 2026.

DECISION: RESOLVED to accept the minutes as an accurate reflection of the events which took place at the Full Parish Council Meeting held on 7th July 2026.

6. Updates from County & Ward Councillors

The Borough Councillor reported on a range of borough initiatives, including the launch of the Daneshill Woodlands Volunteer Group, the £300,000 Petty's Brook restoration project, support available for rough sleepers, the ongoing consultation on the renewal of the dog fouling Public Spaces Protection Order, and a programme of free family activities taking place across the borough. Members were also advised that work on the Local Plan update remained dependent on national planning policy framework announcements and information from South East Water regarding future water supply capacity. The reopening of the Borough Councillor Community Grant Scheme for local projects and community groups was highlighted.

In response to a question regarding improvements to the River Loddon riverbank, the Borough Councillor explained that an external funding application had been unsuccessful, but that Hampshire County Council had secured the necessary permissions to undertake repairs to the existing access point while longer-term enhancement proposals remained under consideration. Members thanked the Borough Councillor for the report.

Cllr Kate Tuck then left the meeting.

7. *Before this item was discussed, Item 11 was brought forward and dealt with by the Council. The record of the discussion and vote has been detailed under the relevant item in these minutes.*

The second member of the public then left the meeting.

Chair's Report

The Chair reported that Hampshire County Council had formally adopted the Hampshire Minerals and Waste Plan and had issued an Adoption Statement. Members had previously been provided with details of the adopted plan for information. No further discussion or action was required.

8. Council Finances

9.1 Members received and considered the Budget Monitoring Report for July 2026. The FO presented the monthly financial report and advised that expenditure for the month totalled approximately £52,000, including VAT. Significant items included a £25,000 deposit towards the refurbishment of the Recreation Ground toilets, funded from a separate earmarked reserve, approximately £1,200 for pothole repairs near the cemetery, and around £1,000 relating to the early termination of the Council's previous parish council software contract following the implementation of a new financial management system. Members noted that water costs remained exceptionally high, with approximately £2,200 spent during the month. It was reported that, due to ongoing dry weather and the continued watering of sports facilities, the annual water budget was expected to be exceeded. Discussion took place regarding the current arrangements for water usage by sports clubs and the possibility of reviewing charging arrangements as part of the forthcoming budget-setting process. Members were advised that contingency funds would be available should additional water expenditure be required during the financial year.

Questions were raised regarding the presentation of staff costs within financial reports. The Clerk explained that individual salary payments were excluded from publicly available transaction reports for data protection reasons, although total staffing costs remained visible within the Council's budget monitoring information.

Members also discussed the Council's investment accounts and requested that future reports include maturity dates for fixed-term deposits where applicable. The Budget Monitoring Report for July 2026 was noted.

9.2 Members reviewed the schedule of payments over £100 for July 2026. Other than expenses noted above, payments were routine and reflected the Council's normal monthly expenditure. No concerns were raised and the schedule of payments was approved.

DECISION: RESOLVED that the schedule of payments over £100 for July 2026 be noted and published on the Council website.

9.3 Members received and noted the Bank Reconciliation for July 2026.

9. Contracts & Agreements

The Clerk briefly explained ongoing preparations for the re-tendering of the Council's grounds maintenance contract. As part of the procurement process, the Council is required to register with the Government's Find a Tender service, which is used to publish and manage public sector contract opportunities. The Clerk advised that the necessary registration process had been completed and that the Council was now required to enter into a Memorandum of Understanding with the service.

The Memorandum of Understanding was presented to Members for consideration in accordance with the Council's requirements for approving contractual agreements. Members noted the report and there were no questions or objections.

DECISION: RESOLVED to authorise the signing of the Memorandum of Understanding to enable the Council to utilise the Find a Tender service as part of the forthcoming procurement process.

10. Neighbourhood Plan Update 2026

The Chair invited FMH, as the lead member for the Neighbourhood Plan working group, to provide an update. Members were reminded that the Neighbourhood Plan forms the Parish Council's local planning framework, sitting beneath national and borough-level planning policies and providing guidance on local design, development and environmental considerations. It was noted that, given ongoing delays to the Borough Council's Local Plan and uncertainty surrounding future housing and infrastructure requirements, the Neighbourhood Plan had become an increasingly important document in influencing future development within the parish.

Members were advised that the draft Neighbourhood Plan, Village Design Code and supporting evidence base had now been completed following extensive consultation and review. The only significant change since the previous consultation stage related to the amendment of a proposed Local Gap designation to ensure consistency with emerging borough planning policies.

It was explained that the revised plan was supported by a substantial evidence base and represented a significant amount of work undertaken over several years. Members acknowledged the high quality of the document and the considerable contribution made by those involved in its preparation, thanking FMH for bringing the work to this point. The Council also recorded its thanks to the former councillors who contributed to the development of the Neighbourhood Plan, notably David Whiter, Alan Renwick, Murray Campbell, Sheena Grassi and Charlie Butfoy.

DECISION: RESOLVED to approve the Neighbourhood Plan and associated supporting documents for submission to Basingstoke and Deane Borough Council, enabling the next stage of the formal consultation and adoption process to commence.

11. OB Tennis Club Floodlights

Members considered the final legal documentation associated with the previously approved installation of floodlights at Old Basing Tennis Club. PB, as Chair of the Floodlight Implementation Working Group, provided a summary of the project history and the extensive negotiations that had taken place between the Parish Council and the Tennis Club since the Council's decision in September 2025 to support the proposal in principle.

The agreed documents set out the responsibilities of the Tennis Club, including meeting all costs associated with the installation, operation, maintenance, insurance and eventual removal of the floodlights, together with future fencing maintenance. The arrangements also secured a 25% membership discount for parish residents, continued public access to a floodlit court through the pay-and-play scheme, and operational controls governing the use of the floodlights, including limits on usage, curfew times and monitoring arrangements. The Tennis Club representative confirmed the club's commitment to complying

with the agreed conditions and outlined plans for automated management of the lighting system.

Members welcomed the outcome of the negotiations and recognised the significant work undertaken by councillors, officers and Tennis Club representatives to reach a mutually beneficial agreement. Following discussion and questions, the Council unanimously resolved to approve the legal documentation and authorise the signing of the Deed of Variation and associated agreements, enabling the previously approved floodlight project to proceed. Members also discussed future communications to publicise the project and the benefits it would bring to residents and the wider community.

DECISION: RESOLVED to approve as presented, the:

11.1 Deed of Variation
11.2 Licence to Alter
11.3 Operational Controls Document.

RESOLVED to authorise CR and PB to sign the documents on behalf of the Council, with the Proper Officer acting as witness in accordance with Standing Order 23.

RESOLVED to dissolve the Floodlights Implementation Working Group.

12. Committees & Working Groups

12.1 Members noted the **draft minutes** of the **Facilities Management Committee** meeting held on 14th July 2026

12.2 Members noted the **draft minutes** of the **Community Engagement Committee** meeting held on 17th July 2026

12.3 Members considered the allocation of councillors as points of contact for local organisations and community groups, following discussions at the Community Engagement Committee. Members agreed that councillor contacts should primarily facilitate communication, identify opportunities for partnership working, and signpost groups to relevant Parish Council support where appropriate. It was noted that expectations would need to be clearly defined, particularly for newly appointed councillors. Specific discussion took place regarding relationships with St Mary's Church, following feedback that stronger engagement with the Parish Council would be welcomed.
Members agreed that additional information should be provided on the purpose and expectations of remaining liaison roles before appointments are finalised. The matter will be revisited at a future meeting once further guidance has been prepared.

DECISION: LO to monitor contact with Basing House, Basingstoke Canal Society and the Transport Forum. CR to maintain contact with OBLEC and Royal British Legion. FMH & LE to communicate with St Mary's Church.

12.4 Members noted the **decisions issued by the Local Planning Authority** since the last meeting.

12.5 Members noted the **planning applications considered under delegated authority** since the last meeting.

13. Members considered the Monthly Monitoring Report and noted that the new reporting format was proving a useful tool for tracking progress on Council actions and outstanding matters. Several members commented positively on the report and its accessibility, noting that it provided a clear overview of

ongoing work and had already assisted with identifying follow-up actions requiring attention.

The Clerk advised that the report remained a work in progress and explained that, in addition to formally resolved actions, the report would increasingly capture significant matters arising from discussions that had not been the subject of a specific resolution but nonetheless required further attention. Members acknowledged the value of maintaining a central record of actions and ongoing projects and noted that further development of the Parish Council's SharePoint system would support this process. It was recommended that a future session would be arranged to familiarise councillors with the SharePoint system and its functionality.

14. **Date of Next Meeting -** Tuesday, 8th September 2026 at 7.30pm, Parish Office

15. **Confidential Matters**

It was RESOLVED to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, and Standing Orders 3(d) and remaining members of the public, namely FO, left the meeting at this point.

Members considered the renewal of a contract for financial support services and approved a short-term extension, subject to final review of the contractual documentation.

MEETING ENDED AT 9.18pm

SIGNED:..... DATED:.....