

**CANDOVERS PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

**Date:** Tuesday 6<sup>th</sup> May 2025

**Time:** 6:30pm

**Venue:** Candover Valley Club

**Present:** Jonathan Moseley  
Adam Willmott  
Edwina Curtis Hayward  
Emily Martin  
Antonia Cunningham  
Wendy Simson

Chair  
Vice Chairman

Clerk

**Apologise:** Paul Gaskell  
Juliet Henderson  
PCSO 13301 Andy Jones

Borough Councillor  
County Councillor

**1692 Election of the Chairman**

The Clerk asked Cllr Moseley if he would agree to stand as Chairman, there were no other nominations. Cllr Curtis Hayward proposed the nomination and Cllr Cunningham seconded. The Councillors elected Cllr Moseley as Chairman of the Parish Council.

**1693 Election of the Vice Chairman**

Cllr Willmott agreed to stand as Vice Chairman, there were no other nominations. Cllr Cunningham proposed the nomination and Cllr Curtis Hayward seconded. The Councillors elected Cllr Willmott as Vice Chairman of the Council.

**1694 Chairman's statement**

**Changes in personnel**

- Emily Martin joined the Parish Council in January 2025, following the resignation of Sam Foote in July 2024. The Chairman reminded Councillors that the tree agreed as a gift for Sam has not yet been purchased.

**Summary of activity -**

- Lengthsman contract extended for two years to include 2024 to 2026.
- Water levels very high following a wet winter in 2023/25 and a wet summer in 2024.
- Redecoration of the telephone box in Brown Candover
- Presentation by Brad Evans, Southeast Water, joined the meeting talked through the upcoming Candover stream catchment surveys at July meeting.
- Development of Emergency Flood Plan.

- The Rural Crime roundtable with Donna was held on Monday 20<sup>th</sup> January at North Waltham Rathbone Pavilion.

### **Planning applications – 16 in total, 11 properties, and 5 tree work**

- The Garden Cottage, Breach Farm, Dummer (24/00302/FUL) - Granted
- Yew Tree Lodge (T/00284/23/TCA) - Granted
- Moth Farm Dairy, Spybush Land, Brown Candover (24/00724/GPDADW) - Withdrawn
- Yew Tree Lodge, Dundridge Lane, Chilton Candover (T/00189/24/TCA) - Granted
- Yew Tree Lodge, Dundridge Lane, Chilton Candover (T/00236/24/TCA) - Granted
- Manor Farm, Brown Candover (24/01155/HSE) - Granted
- The Woolpack, Totford (24/00790/LBC) - Granted
- Pelican House, Dundridge Lane, Chilton Candover (24/01429/HSE) - Granted
- Chilton House (T/00358/TCA) - Granted
- Moth Farm Dairy (24/02052/GPDADW) – Prior approval not required
- Thorneydown (T/00465/TCA) - Granted
- The Woolpack (24/00790/LBC) - Granted
- Chilton Manor Farmhouse (24/02335/FUL) - Granted
- Candover House (24/02405/HSE) – Not yet decided
- 2 Old School House (24/02500/HSE) - Granted
- Barn at Moth Farm (25/00450/LDPU) – Not yet decided

### **Summary of financial statement**

- £4,440.50 income from Basingstoke and Deane, including precept of £4,120.
- £11,000 income from Lengthsman Grant plus £1,200 administration for Candovers Cluster
- £24.98 income from bank interest
- £7,343.52 payments made.
- Opening balance £12,427
- Closing balance £10,091

Section 106 funds of £3,755.20 – held by B&D to be spent by March/April 2025.

<b>Allocated project</b>	<b>Value</b>	<b>Update</b>
Sport and Playing Fields	£465.61	Passed to Candovers Cricket Club for new roller
Transportation/Highways	£1,400.89	Use to purchase 50% of Speed Indication Device
Allotments	£124.92	Passed to Preston Candover Allotment Charity
Open Space	£931.16	Used to purchase two circular benches
Play Areas	£327.72	Pass to Preston Candover Parish Council and put towards seesaw
<b>Total</b>	<b>£3,250.30</b>	

The Clerk has invoices Basingstoke & Deane for the Sports & Playing Fields, Highways and Allotment funding as this has all been spent/granted. The Chairman informed the Councillors that the benches should be delivered in the next 2 weeks. The Clerk explained that there had been a delay on the seesaw, but this should also be installed by the end of May.

The value of the remaining Community Infrastructure Levy (CIL) carried into 2025/26 is £5,333.91 (opening balance of £6,333.91 in April 2024). This funding (£9,868.91) was transferred to Parish Council in 21/22 and needs to be spent within 5 years of receipt.

£1,000 of the CIL funding was granted to the Candover Valley Club for the new fire alarm system in 2024/25.

A further £5,069.79 has been allocated to Candovers Parish Council from the work done at Pelican House.

New CIL balance - £10,403.70

## **1695 Police report**

### **Criminal Damage x 6**

All of these referred to vehicles being driven over crops possibly in the process of coursing offences.

### **Hare coursing / Hunting**

7 offences have been reported to the Police.

### **Dangerous dog**

A German Shepherd dog has bitten a SSE worker upon the leg. The worker wasn't overly concerned about the incident despite requiring minor medical intervention. Matter was highlighted out of concern if a child was attacked.

The dog has undergone behavioural training courses.

12 suspicious incidents / persons / vehicles / other

## **1696 Internal Audit Report for 2024/25**

This report is to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return

Council: Candovers Parish Council

The report below is based on the evidence made available to me and the Joint Panel on Accountability and Governance Practitioners' Guide (the 'Proper Practices') issued in March 2024 and applying to the 2024/25 financial year.

I would like to thank Wendy for her assistance.

Management and governance were found to be satisfactory but some weaknesses have been identified as below. **Internal Control Objective**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied

### **Response**

It was not possible to reconcile the P60 to the cashbook and the figure on the AGAR Section 2 Accounting Statement, but I understand there were issues with the payroll software during the year. Recommendation: consider outsourcing the payroll as it is not expensive and reduces risks to council and clerk

Other areas of risk identified:

- Minutes of meetings are signed but not the accompanying financial reports

- I couldn't find any evidence of a risk assessment, and although Minute 1657 shows policies were reviewed and amended the documents on the website don't show this process took place

**1697 Certificate of exception**

Prior to the meeting the Clerk had circulated the completed Annual Governance and Accountability Return (AGAR) for 2024/25. Councillors approved that the Parish Council met the criteria for exception as detailed on page 3. The Chairman signed the form.

**1698 Annual Governance Statement 2024/25**

The Clerk read out the 8 statements on page 5 of the AGAR and the Councillors confirmed that the Parish Council had the appropriate controls in place. Statement 9 was answered as N/a as the Parish Council does not have any Trust Funds. The Chairman signed form.

**1699 Accounting Statement for 2024/25**

The Councillors confirmed that they had read the Accounting Statement on page 6 of the AGAR and that the figures submitted agreed with the Annual Accounts. The Chairman signed this page of the AGAR.

The Clerk confirmed that the completed AGAR, Annual Accounts and Explanation of Variances were posted on the Parish Council website along with the dates for the exercise of public rights to view the accounts.

**1700 Questions from the public**

The Clerk reported that no questions had been tabled by the public.

The meeting closed at 7:05pm.