

CANDOVERS PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

Date:	Tuesday 19 th May 2026	Time: 6:30pm
Venue:	Candover Valley Club	
Present:	Jonathan Moseley – via video call	Chair
	Adam Willmott	Vice Chairman
	Edwina Curtis Hayward	
	Emily Martin	
	Antonia Cunningham	
	Alex Rowley – until 7pm	Borough Councillor
	Marc Connor – until 7pm	Borough Councillor
	Sergeant Martyn Evans – 7pm to 7:30pm	
	PC Ross Holdsworth – 7pm to 7:30pm	
	Wendy Simson	Clerk
Apologise:	Juliet Henderson	County Councillor

1787 Borough Councillor update

Cllr Rowley and Cllr Connor introduced themselves and explained that with Cllr Julian Jones there are three Borough Councillors looking after the area. They cover 10 parishes and plan to divide up the meetings to ensure that they can attend most throughout the year.

One of the concerns that they heard whilst canvassing was about road safety and speeding, particularly in rural areas. Cllr Connor explained that the plan to campaign for 20mph speed limits in all villages. As part of the election process, they have been given the mandate to implement these changes, but the funding will not be available until after the Local Government Reorganisation in 2028.

Cllr Rowley explained that there will be another election in 2027 for the new “North Hants” Unitary Authority, this new model will shadow the current model for 12 months before taking control in 2028. Along with Highways, other responsibilities including Health, Social Care and Education will all be managed by the Unitary Authority.

The Chairman asked both Councillors view on the Upper Swallick development, both confirmed that they are against the plans. The closing date for comments on the application is 29th May.

Action: Clerk to re-submit the comments made about the plans as part of the [Basingstoke & Deane Regulation 18 consultation](#).

The two Borough Councillors thanked the Parish Council for the opportunity to attend and speak; they then left the meeting.

1789 Police Update

Sergeant Evans explained that the Basingstoke Rural area was one and a half times the size of the Isle of Wight and is divided into three areas, Basingstoke Rural West, Basingstoke Rural East and Basingstoke Rural South, which is the area the Candover Valley falls into. The team are based in Tadley and consists of a sergeant, 5 constables and 8 PCSOs. PC Holdsworth, along with PCSO Andrew Jones and a special constable Lyndley are the team who work in the Candover Valley most often but are also required to support in other locations.

The policing in the valley is proactive and supports when there is the greatest need which is often at night meaning that some residents don't see police in the valley and believe that the community is not being supported. This is not the case and the officers work with the community and are part of the Rural Crimewatch app so they can monitor any issues and react quickly. They are also working closely with the private security group which operates in the valley and is paid to protect some of the larger estates.

There has been a spate of larger properties being targeted and jewellery and watches taken. The gang carrying out these burglaries are Albanians and it is believed that they fly in, carry out the break-in and then fly out again. Operation Argon has been set up covering several Counties to tackle this gang.

Local gangs target machinery; this has recently included stealing red diesel.

Rogue Traders don't tend to actively steal but will take items if given the chance.

The community have been good at reporting incidents and Sergeant Evens explained that this was important as it allowed resources to be allocated to meet this need.

Cllr Martin asked if more of the community should be on the Rural Crimewatch WhatsApp group to allow reporting. Sergeant Evans explained that this tool was used by estates and farmers and residents were best to report on the website at:

[Home | Hampshire and Isle of Wight Constabulary](#)

Sergeant Evans and OC Holdsworth thanked the Parish Council for their time, the Chairman thanks them both for taking time out to speak to the Councillors and for all they do in the community.

Sergeant Evans and PC Holdsworth then left the meeting.

1790 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.

1791 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 Martin seconded. The Councillors elected Cllr Willmott as Vice Chairman of the Council.

1792 Chairman's statement

Changes in personnel

- There has been no change in personnel this year.

Summary of activity -

- Simon James from the Upper Itchen Restoration Community Interest Company attended the meeting on 1st December.
- Grant approved for CVC for work on the garages.
- Plans to purchase an additional speed indication device.

Planning applications – 14 in total, 13 properties, and 1 tree work -

- **No's 193 & 194 Breach Farm Cottages and adjacent Land, Breach Farm Lane, Dummer (25/00734/FUL)** – Demolition of 2 existing agricultural workers cottages and their replacement with 2 new agricultural workers cottages and associated works. [No decision.](#)
- **Pelican House (25/00822/HSE)** – Conversion of existing barn to auxiliary staff facilities, with removal of first floor. Erection of open sided car barn, and a further three bay outbuilding with one enclosed bay. Resurfacing of existing drive and paths linking to main house and associated landscaping. [Granted](#)
- **Robey's Farm (24/02945/FUL)** – revised scheme of permission 22/03094/FUL. [No decision.](#)
- **Barn at Moth Farm (25/01673/LDPO)** – change of use for barn from storage and distribution to general agriculture including storage of machinery, fertilisers and crops. [This was approved under permitted development and was for information only.](#)
- **Locks Barn (25/01449/HSE)** – Construction of a new carport and storage structure and associated works. [Granted](#)
- **Barn at Moth Farm (25/02463/AGPD)** – [prior determination for general purpose agricultural building.](#)
- **Pelican House (25/00822/HSE)** – Conversion of existing barn and ancillary staff facilities, with removal of first floor. Erection of open sided car barn, and a further three bay outbuilding with one enclosed bay. Resurfacing of existing drive and paths linking to main house and associated landscaping. [Granted](#)
- **Breach Farm (25/02104/FUL)** – Proposed ground mounted 200.2kW solar PV system comprising of 440 x solar 445w modules. [Granted](#)
- **Chilton Manor Farmhouse (5/02805/FUL)** – Erection of play equipment and change of use of land to recreational land. - [Granted](#)
- **1 Moth Farm Cottages (25/02661/HSE)** – Erection of a two-storey extension, a new porch, the insertion of a window into the side elevation, replacement windows and doors throughout and movement of the existing oil tank. – [Granted](#)
- **Building at Chilton Manor Farmhouse (26/00393/GPDAG)** – Notification of proposed change of use of an agricultural building to a production facility with storage and distribution. [To be determined under General Permitted Development Order.](#)
- **Chilton Manor Farm (26/00534/AGPD)** – An agricultural building for storing crops and equipment at field off Bugmore Hill. [To be determined under General Permitted Development Order.](#)
- **Candover Park Estate (T/00161/26/TCA)** – Tree No. – Hornbeam – reduce height of tree to circa 12m above ground level, retaining the cavity that has formed at circa 10m above ground level.

The exact pruning point shall be chosen to seek to ensure the cavity is not opened at the top, retaining the cavity as a dry feature.

- Land at West Fram, Popham (26/00526/FUL) - Part A: Full planning permission for a new roundabout access from the A33; internal spine road, creation of development plots with associated earthworks and plateauing; delivery of plateaus and access for associated development plots; site-wide structural landscaping and infrastructure; and a single warehouse (Use Class B8) and ancillary office, with associated access, hardstanding, landscaping, parking and supporting infrastructure. Part B: Outline planning permission with all matters reserved for the development of employment floorspace falling within Use Classes B2 and B8, with ancillary office space on the development plots; community and leisure uses within Use Classes E, F1 and F2; ground mounted solar within Use Class Sui Generis up to 15MW; Energy Centre within Use Class Sui Generis; HGV Parking and Welfare Area within Use Class Sui Generis; as established through Part A of this application. [No decision.](#)

Summary of financial statement -

- £4,881 income from Basingstoke and Deane, including precept of £4,120.
- £11,000 income from Lengthsman Grant plus £1,200 administration for Candovers Cluster
- £2,899 in S106 funds which were due to expire were claimed.
- £39.30 income from bank interest
- £7,326 payments made.
- Opening balance £10,091
- Closing balance £17,093

CIL funds of £9,903.07 remain with the Parish Council. £5,069.79 was received for Pelican House.

1793 Sign Off minutes of Tuesday 6th May 2025

The minutes of the Annual Parish Meeting held on 6th May 2025 were approved as a true record, the Clerk presented the Vice Chairman with a copy to sign.

1794 Annual Governance Statement 2025/26

The Clerk read out the 10 statements on page 4 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 Vice Chairman signed form.

1795 Accounting Statement for 2025/26

The Councillors confirmed that they had read the Accounting Statement on page 5 of the AGAR and that the figures submitted agreed with the Annual Accounts. The Vice Chairman signed this page of the AGAR.

The Clerk explained that the Accounts would now be sent to the External Auditor as the income for the Parish Council exceeded £25,000.

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.

Action: Clerk to prepare the accounts for External Audit.

Action: Clerk to post notice for elector's rights to inspection the accounts.

1796 Internal Audit Report

The Internal Auditor's report says:

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 2025 and applying to the 2025/26 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.

<i>A. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	<i>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.</i>
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Other areas of risk identified:

- Minutes of meetings were 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 an amended the documents on the website don't show this process took place.*

The Clerk explained that the Internal Auditor had commented on the PAYE last year, but it was understood that the issue was due to a change in software. The Clerk uses the HMRC software and PAYE is paid according to the payslips produced each month, however the P60 at the end of each year shows that the Parish Council have overpaid and are in credit with HMRC.

The Clerk informed Councillors that she had contacted the Clerk at Dummer Parish Council who use a company called "D M Payroll Services Ltd", they offer the following service:

The quotation to provide payroll services for 1 employee paid monthly is £132 + VAT a year plus a one off set up fee of £30 +VAT for each council.

The service includes

- processing the payroll, calculating PAYE, NI & pension*
- providing payslips and pay reports accessed via online portal, you will be given a secure log in*
- completing the monthly online RTI submission to HMRC*
- Processing leavers and submitting P45 to HMRC*
- Calculating any statutory payments*
- Completing year end p60s*

Any requests for re-run of the payroll not the fault of DM Payroll Services Ltd will be charged at £10 + VAT per time.

New starters added during contract are £10 + VAT per new starter.

If any submission of P11D's are required there is a fee of £10 + VAT per submission.

I ask that the council make payments direct to employees, HMRC and pension in accordance with the payroll reports as I do not have the capacity to do this.

The Councillors approved moving to the external payroll provider.

Cllr Curtis Hayward reminded the Councillors that the review of the policies had been started but not been completed for 2026, the Clerk informed the Parish Council that the Hampshire Association of Local Councils (HALC) templates had been used to update the policies. These have been created to ensure that they meet the needs of the Councils and so the updated version cover all scenarios. The Councillors confirmed that all the policies have been read and given that they use the HALC templates are to be approved.

1797 Dates for Public Right to Inspection Accounts

The Clerk informed the Councillors that the accounts were ready to be inspected and so the earliest dates on 3rd June to 14th July were selected.

1798 Conflicts of Interests

The Councillors confirmed that there are no conflicts of interest with the Internal or External Auditors.

1799 Asset Register

The Asset Register was presented as part of the meeting papers; it was agreed by Councillors.

1800 Questions from the public

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

The meeting closed at 7:45pm.