

PRESTON CANDOVER AND NUTLEY PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING OF THE COUNCIL

Date: Monday 18th May 2026 **Time:** 7:30pm

Venue: Preston Candover Village Hall, Preston Candover

Present:

Robin Human	Chairman
Andrew Frome	Vice Chair
Emma Dare Bryan	
Luke Sherbrooke	
Andrew Frome	
Wendy Simson	Clerk

Apologise:

Cllr Juliet Henderson	County Councillor
Cllr Alex Rowley	Borough Councillor
Tara Paul	
Rebecca Kennelly	

1650 Election of Chairman

Cllr Human agreed at the meeting to remain in the Chairman role, there were no other nominations. Cllr Dare Bryan proposed the appointment and Cllr Sherbrooke seconded; the Council elected Cllr Human unanimously as Chairman.

1651 Election of Vice Chairman

Cllr Frome agreed to continue as Vice Chair there were no other nominations. Cllr Sherbrooke proposed the appointment and Cllr Human seconded; the Council elected Cllr Frome unanimously as Vice Chairman.

1652 Register of Members Interests

The Clerk asked Councillors to review their register of Interest forms and update where needed, the link to the form for Basingstoke & Deane, this link is:

<https://forms.microsoft.com/e/WGNtTEyvH0>

Action: Clerk to send Councillors their most recent form for checking.

1653 Minutes of the last AGM

The minutes of the Annual General Meeting from 19th May 2025 were circulated with the papers for the meeting. The Councillors approved them as a true record of the meeting. A copy was provided for the Chairman to sign.

**1654 Statement of activities for 2025/26 Summary of activity -
Summary of activity -**

- Lengthsman scheme extended for another year.

- Basingstoke & Deane revised Local Plan and two additional pieces of land identified under SHELAA. The Land adjoining Paul's Field and Stenbury Drive, Preston Candover and Straight Furlong Site, Berrydown Lane, Axford have been added.
- 20mph speed limit application
- One of the new owners of the pub brought the new pub manager, Luke Ashwood, to the meeting on 21st July.
- Stuart Garnett of Shorewood Homes joined the meeting on 17th November to talk about a development opportunity on the Wield Road. 27 members of the public attended to hear what was being proposed. He also attended the meeting on 16th March to show plans and give an update on the possible development, 39 members of the public attended.
- The land behind the bus shelter next to the pub was discussed with the new owners of the pub and the trees have had TPOs set up to ensure they remain.

Planning applications (31 in total, 14 for properties, and 17 for tree work)

- **Rose Cottage (25/00626/HSE)** – widening of a door with new French doors and side lights – Granted by B&D - [Granted](#)
- **Purefoy Arms (T/00170/25/TCA)** – tree work – to be discussed as part of a closed session at the end of the meeting.
- **Preston House (T/00189/25/TCA)** – tree work – no comments
- **The Elms (T/00187/25/TCA)** - tree work - no comments
- **South Hall (25/00888/HSE)** – External and internal alterations - [Granted](#)
- **North Hall (25/01002/LBC)** – Replacement of 9 windows – [Granted](#)
- **1 Kimber Cottage, Dummer Road, Axford (25/01080/HSE)** – Erection of home office and garden room and associated engineering works to retain the existing Ground – [Granted](#)
- The Purefoy Arms (T/00241/25/TPO) – tree work to Yew.
- The Old Post Office (T/00248/25/TPO) – tree work to Yew.
- The Purefoy Arms (25/01565/LBC & 25/01325/ROC) – variation of condition 1 of 24/000723/LBC to amend drawing numbers to allow for various alterations to approved scheme. [Granted](#)
- The Purefoy Arms (T/00345/25/TCA) – fell Douglas Fir. In line with Saplings Tree Survey.
- The Rectory (T/00351/25/TCA) – tree work, comments by 4th August.
- The Purefoy Arm (T/00344/25/TPO) – maintenance work on trees as discussed earlier in meeting.
- **Tree work on junction of B3046 and Red Lane (T/00369/25/TCA)** – remove semi mature beech tree as hazardous
- **Fawkners (25/01861/FUL)** – demolition of exiting dwelling and associated buildings, erection of a replacement dwelling, detached garage, landscaping and associated works. – [Granted](#)
- **North Hall (25/02031/HSE)** – Extension of two dormers and replacement of modern windows and rooflights in the Main House – [Granted](#)
- **The Croft (T/00508/25/TCA)** – removal of a Beech tree due to the root system causing evident damage and a Ash tree which has Ash Die Back and Canker.
- **Woodham House (T/00523/25/TCA)** – work on six trees and a mixed deciduous group of trees.

- **Sycamore Cottage (T/0059/25/TCA)** – reduce the size of a large Sycamore which is suffering from Ganoderma with a view to try to save it.
- **Preston House (T/00576/25/TCA)** – remove a semi mature Beech tree which has become unsafe and has recently shed a large branch.
- **Broadacre (T/00590/25/TCA)** – tree work.
- **Candover Valley Store (25/02938/ADV)** – Display of no. 1 freestanding advertisement sign, with external, low level solar lighting. Cllr Frome and the Clerk both declared an interest as members of the Community Shop Management Committee and took no part in the discussions. [Granted](#)
- **Preston Farms (T/00009/26/TCA)** – tree work.
- **Cherry Tree Cottage (26/00026/LBC)** – Replacement of door and windows on south elevation. [Granted](#)
- **Allways (25/02967/HSE)** – Erection of rear ground floor extension to replace no. 2 existing lean to extensions and replace clay tiles with slate. [Granted](#)
- **Candover Valley Store (26/00060/FUL)** – Erection of a canopy over existing external decking area. [Granted](#)
- **Land Adjacent to Fawkners (23/03038/FUL)** - Erection of detached dwelling and garage; with associated parking, turning, landscaping, private amenity space and access. Appeal to Secretary of State. [No decision](#)
- **1A Garden Close (T/00096/26/TCA)** – Reduction of overhanging branches to boundary line of a Yew Tree.
- **Valley House (T/00106/26/TCA)** – removal of a fir tree to ground level.
- **Malmsmead (26/00439/LBC)** – Replace 2 existing windows on upper level east elevation. [No decision](#)
- **Fairview Cottage (26/00518/FUL)** – Change of use of existing garage annex ancillary to dwelling to be used as accommodation to be let out to guests on a short term, ad hoc basis. [No decision](#)

Summary of financial statement -

- £11,576 precept from Basingstoke and Deane
- £1,000 Cllr grant and £322.28 from the Community Store for the new seesaw
- £805.28 VAT refund
- Total income for 23/24 - £14,011
- Total payments made - £13,847, this included the new seesaw and extensive tree work.
- Opening balance £6,548 (1st April 2026)
- Closing balance £6,947 (31st March 2025)

Changes in personnel –

- There have been no changes in personnel this year.

1655 Internal Auditors Report

This report is to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return Council: Preston Candover & Nutley 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 was found to be satisfactory but some weaknesses have been identified as below.

<p>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</p>	<p>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.</p>
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Other areas of risk identified:

- Minutes of meetings not signed and dated on every page.

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 Vice Chair informed the Council that "Bottom Line" carry out the accountancy work for the Community Shop and suggested that they are approached for a quote.

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 agreed to add to the next agenda when a decision would be made about which service to use as all agreed that an external provider must be engaged.

Action: Clerk to add to next agenda.

1656 Certificate of Exemption

Prior to the meeting the Clerk circulated the Annual Governance and Accountability Return (AGAR). The exception certificate on page 3 of the form was signed as the Parish Council income and expenditure both fall below £25,000.

1657 Annual Governance Statement (Section 1)

The Clerk read out the 8 statements from page 5 of the AGAR, the Councillors agreed with these statements following the Audit Report and agreed actions. Point 9 does not affect Preston Candover & Nutley Parish Council as there are no Trust Funds.

The Annual Governance Statement was signed by the Chairman.

1658 Sign off audited accounts for 2025/26 (Section 2)

The Councillors agreed they had read the AGAR along with the Annual Accounts and confirmed the Accounting Statement to be accurate, the Chairman signed page 6 of the AGAR.

The meeting closed at 8:00pm.