

**Minutes of the Annual Meeting of Frilsham Parish Council held on  
Wednesday 14<sup>th</sup> May 2025 at 7.30pm in Frilsham Clubroom.**

**Present**

Cllr. M. Allum  
Cllr. I. Coxhead  
Cllr. M. Goodenough  
Cllr. B. Lyon  
Cllr. R. Morley  
Mrs. H. Pratt (Clerk)  
Mr. J. Hole (Yattendon Estates)

**Public Session.**

No matters were raised during the public session.

**1 Election of a Chairman.**

Cllr. Coxhead proposed that Cllr. Allum be Chairman of FPC for the coming year. This was seconded by Cllr. Morley and unanimously agreed.

Cllr. Allum signed his declaration of office as Chairman of FPC.

**2 Election of a Vice Chairman.**

Cllr. Allum proposed that Cllr. Coxhead be Vice Chairman of FPC for the coming year. This was seconded by Cllr. Lyon and unanimously agreed.

**3 Apologies for Absence.**

Apologies for absence were received and accepted from Cllr. Barber and District Cllr. Culver.

**4 Declarations of Interest.**

**4.1 To receive declarations of interest.**

There were no updates to the Register of Interests.

**4.2 Declaration of Interest in Agenda Items.**

Cllr. Allum and Cllr. Coxhead declared an interest in the allotments. Cllr. Goodenough declared an interest in the drainage on Brocks Lane.

**5 Minutes**

**5.1 The meeting of FPC on Wednesday 26<sup>th</sup> March 2025.**

The minutes of the meeting of FPC which took place on Wednesday 26<sup>th</sup> March 2025 were approved and signed by the Chairman.

**6 Matters Arising from the minutes, not covered elsewhere on the agenda.**

**6.1 Annual Parish Assembly (APA).**

The APA, held on the 7<sup>th</sup> May went very well. The talk on River Barn Farm and mill by the owner was well received and enjoyed by all. After the meeting refreshments were enjoyed and there was a good atmosphere.

**7 Insurance Policy.**

The Clerk advised that Clear Councils Insurance broker has changed the company who underwrites their policies to Ecclesiastical. Ecclesiastical are a not-for-profit organisation who specialise in insurance for charities and not-for-profit organisations.

This change has also meant that we enter a new three year fixed term agreement.

The increase in premium from last year is approximately £50.00.

**8 To confirm positions on External Committees:**

Yattendon and Frilsham Sports and Social Trust: Cllr. Lyon  
Frilsham Futures Implementation Group (FFIG): Cllr. Lyon  
Pang Valley Flood Forum: Cllr. Goodenough

- 9 **Dates and Times of Council Meetings for 2025/26.**  
It was agreed that subject to availability of the Clubroom, meetings would move to the third Monday of alternate months (21<sup>st</sup> July, 15<sup>th</sup> September, 17<sup>th</sup> November).  
There will be an extra ordinary meeting on Wednesday 18<sup>th</sup> June at 7pm to consider the internal auditors report and approve the AGAR.
- 10 **To receive a report on Yattendon Estate from Mr. James Hole.**  
Mr. Hole reported that farming on the Estate needs some rain. The game cover crops have been sown.  
Work on the water meadows on the Pang will take place later in the year. The plan is to restore the original route of the river which will slow the water down. The planning application for this work has been submitted to WBC.  
Work is going on to investigate how the wastewater from the brewery can be dealt with, it is expected that this will result in a planning application.  
Concern was raised about the risk of fire on the Estate and Mr. Hole was questioned about the Estates fire policy. The Estate owns a water bowser, but if a fire occurs the fire brigade should be called on 999.
- 10.1 **Football Club Fence.**  
The football club would like the fence alongside the pitch. However, the view is generally that the fence should go on the original fence line which is the boundary of the field. The gorse growing between the pitch and the boundary needs to be cleared. The Estate will clear the gorse with a flail at the end of the month. Once it has been cleared a new fence can be placed on the boundary.  
The minimum width of a football pitch (for adults) is 45m. The field is currently 55m, so there may be the possibility of moving the pitch towards the boundary and increasing the size of the carpark.
- 10.2 **Wyld Court.**  
Yattendon Estate has purchased the Wyld Court Estate. It was questioned how this will effect Riding for the Disabled; they have a lease until 2029.
- 10.3 **100<sup>th</sup> Anniversary of the Iliffe Family at Yattendon.**  
There is to be a party to celebrate the 100<sup>th</sup> anniversary of the Iliffe family being at Yattendon.
- 11 **Planning.**
- 11.1 **Planning applications upon which FPC have been consulted by WBC:**
- 11.1.1 **25/00690/HOUSE – Oaken House, School Lane.**  
*Addition of new external front and rear door porch canopies. Replacement roof with dormers to existing carport to provide work from home office space in roof over. Larger lean-to store to side of carport formed in lightweight timber frame.*  
FPC has submitted a comment of **no objection** to this application.
- 11.2 **Decisions made by WBC:**  
No decisions have been made of any planning applications in Frilsham.
- 12 **Report from District Councillor Carlyne Culver.**  
There was no report from District Cllr. Culver.
- 13 **Playground and Facilities around the Clubroom.**
- 13.1 **RoSPA Inspection.**  
This item was deferred until the next meeting.
- 13.2 **Resurfacing.**  
Cllr. Lyon reported that the “Let’s Get Active” fund, funded jointly by Greenham Trust and WBC has opened. The Clerk will enquire about any funding which may be available from WBC.  
It was agreed that Cllr. Lyon would seek a renewed quote for the work and enquire about

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|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|      | <p>how long the work would take and when there may be availability to complete the work. There was also a discussion about FPC contributing up to £13,000 for the project.</p>                                                                                                                                                                                                                                                                                    |    |
| 14   | <p><b><u>Telephone Box.</u></b></p> <p>Cllr. Allum confirmed that there is no power being supplied to the telephone box. The bottom of the door of the telephone box is rotting. The original door was hardwood, but repairs were carried out with a soft wood, which is not lasting. Cllr. Coxhead will make enquiries about someone who may be willing to repair the door with hardwood.</p>                                                                    | IC |
| 14.1 | <p><b><u>Defibrillator.</u></b></p> <p>It was noted that defibrillators can now be hired/leased rather than purchased outright. There was a discussion about whether FPC should donate the SP1 automatic defibrillator to the Clubroom or maintain ownership; the general view was that FPC maintains ownership.</p>                                                                                                                                              |    |
| 15   | <p><b><u>Allotments.</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |
| 15.1 | <p><b><u>Update from the Frilsham Allotment Trust (FAT) AGM.</u></b></p> <p>Cllr. Coxhead has stood down as Chairman of FAT. Other members are becoming more involved. The deer fencing is essentially complete. There is now a permanent tenant in the paddock.</p> <p>Cllr. Allum thanked Cllr. Coxhead for chairing FAT for at least the past ten years. Concern was raised that tenants haven't been charged yet for the current year.</p>                    |    |
| 15.2 | <p><b><u>Agreement between FPC and FAT.</u></b></p> <p>The Clerk will circulate the original agreement between FPC and FAT to councillors. The new agreement needs to include rules on bonfires, sheds and greenhouses.</p>                                                                                                                                                                                                                                       |    |
| 15.3 | <p><b><u>The Community Orchard.</u></b></p> <p>The Community Orchard is looking smart; more trees have been donated, the water tank has been repositioned and is full, Cllr. Allum is cutting the grass when necessary and some of the trees have been lightly pruned.</p> <p>A new gate and post are needed with a sign telling people that the area is a community orchard.</p>                                                                                 |    |
| 16   | <p><b><u>Environment.</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
| 16.1 | <p><b><u>Flooding on Brocks Lane.</u></b></p> <p>Following constant badgering, WBC has been out and dug out all of the ditches around the Cemetery, on Brocks Lane, Wellhouse Lane and Hawkridge Hill. The work has been done very well. It is hoped that they will now blow the drains through.</p>                                                                                                                                                              |    |
| 17   | <p><b><u>Clubroom.</u></b></p> <p>A summary plan is being prepared, covering the period to the start of the build, to share with the Trust. Visits are being made to other village halls where different options can be discussed with groups who have already redeveloped their halls.</p> <p>Fundraising options are being explored on both a major and more local level. At a major level, the National Lottery and Greenham Trust are being investigated.</p> |    |
| 18   | <p><b><u>Yattendon and Frilsham Sports and Social Trust.</u></b></p> <p>A report on the Trust was given at the APA.</p> <p>Much of the work of the Trust is dependent on the Fete on Monday. Any volunteers are still very welcome.</p>                                                                                                                                                                                                                           |    |
| 19   | <p><b><u>Clerk's Report.</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                              |    |
| 19.1 | <p><b><u>Bank Reconciliation to the 31<sup>st</sup> March 2025.</u></b></p> <p>The Clerk reported that bank statement covering the 31<sup>st</sup> March 2025 has now been received and a matching bank reconciliation circulated to councillors. This shows a balance of £45,929.48 in the current account and £45,753.54 once all payments have</p>                                                                                                             |    |

- cleared.
- 19.2** Expenditure against Budget for FY24/25.  
Budgeted expenditure for the year was £16,000 including VAT, which included £6,500 of ring-fenced sums on the play area and a further £1,500 for the Clubroom. Neither of these amounts have been spent which reduces the budgeted expenditure to £8,000. Total expenditure for the year was £6,815.35. Income was £9,579.59.
- 19.3** Internal Audit.  
The Clerk postponed the internal audit from April for personal reasons, and it is currently scheduled to take place on Tuesday 10<sup>th</sup> June. Once complete, FPC needs to consider and approve the AGAR before the certificate of exemption from external audit is returned to the external auditors, before the 1<sup>st</sup> July.
- 19.4** Payroll Situation.  
Autela has been in contact with HMRC about the Clerks salary and the Clerk now needs to contact HMRC directly to rectify the situation.  
Moving forwards Autela will be completing payroll calculations and making the necessary calculations for PAYE/NL.
- 20** **Finances.**
- 20.1** Financial Statement and Cheques.  
The Clerk circulated a finance report dated the 14<sup>th</sup> May 2025 prior to the meeting, showing a balance, once all payments and lodgements have cleared of £49,972.40. This was reconciled back to the bank statement dated 15<sup>th</sup> April 2025 which showed a balance of £45,699.99.  
Payments made since the last meeting:
- |                                             |         |                                |
|---------------------------------------------|---------|--------------------------------|
| Bibby Financial Services Limited            | £41.92  | April bin emptying.            |
| Playsafety Ltd                              | £105.60 | RoSPA inspection of play area. |
| Hampshire Association of Local Councils Ltd | £79.13  | BALC membership.               |
| Gigaclear                                   | £74.00  | 24/3/2025 to 23/5/2025.        |
| Bank charges                                | £17.00  | 15/2/24 to 14/4/2025.          |
| March salaries                              | £213.49 |                                |
- Cllr. Morely verified the bank statement against the finance report.
- 21** **Any Other Business.**
- 21.1** The Broadsheet.  
The Clerk will submit a summary of this meeting for the Broadsheet.
- 21.2** Grass at the top of Beechfield.  
Vehicles are parking on the grass at the top of Beechfield. Not only does this destroy the grass but obscures the site lines when turning out of Beechfield. This will be on the agenda for the next meeting.

There being no further business the meeting closed at 9.15pm.

**Date of next meetings:**

**Extra-ordinary meeting of Frilsham Parish Council: Wednesday 18<sup>th</sup> June 2025 at 7.00pm**

**Meeting of Frilsham Parish Council: Monday 21<sup>st</sup> July 2025 at 7.30pm in the Clubroom.**