

ANNUAL MEETING OF SHALDEN PARISH COUNCIL HELD Wednesday 27th May 2026 AT 7:30pm

Minutes

Present: Cllr Orme, Cllr Witcher, Cllr Jones, Cllr Green and Cllr Taylor. County Cllr Cox and District Cllr Costigan.

Also in attendance: K Horton (Clerk) and 6 Residents

- 1) Welcome.** Cllr Orme opened the meeting by introducing County Cllr Cox and District Cllr Costigan
- 2) Apologies for Absence.** None received
- 3) Appointment to Committee roles.**
 - a)** *Appointment of Chair and signature of Acceptance of Office.* Cllr Green nominated Cllr Orme, Seconded by Cllr Jones. No other nominations and all in agreement to appoint Cllr Orme as Chair. Acceptance of Office duly signed.
 - b)** *Appointment of Footpaths Representative and Village Hall Representative with verbal declarations of Acceptance of Office.*
Footpath Rep: Cllr Taylor was nominated by Cllr Orme, Seconded by Cllr Jones and all in agreement
Village Hall Rep: Cllr Orme nominated Cllr Jones, Seconded by Cllr Taylor and all in agreement
 - c)** *To consider the necessity for any other named roles for the Cllrs and to appoint as decided.* Cllr Green proposed following the success of the VAS and activities relating to traffic that a Cllr take on the role of Highways Representative. Cllr Green proposed himself for this role.
Cllr Orme highlighted that the other roles exist because of the requirement to interact with other groups and was not aware of such a requirement in relation to road networks. Following discussion, it was clarified that Cllr Green was offering to stay up to date with Highways procedures and be a Subject Matter Expert to help with queries the PC may receive. Cllr Jones proposed that Cllr Green take on the role of Highways SME and that the details of the role be clarified at the next meeting, Cllr Taylor Seconded and all in agreement.
- 4) Declarations of Interest.** None made
- 5) Approval of Minutes.** *To approve the minutes of the Parish Council Meeting held on 6th May 2026.* No questions raised and duly signed as a record of the meeting.
- 6) Report from County Councillor Cox.**
 - Noted that Shalden PC is well served with an experienced Chair who understands the remit of the County Council and it's limitations.
 - Cllr Cox has been in role for less than a month. Training on the Highways portal is yet to be provided but confirmed this would take place in due course as Highways are a priority area for focus inc potholes and junctions such as Golden Pot.

- Cllr Cox confirmed she would also keep the PC and residents informed of the LGR changes as updates happen.

- Cllr Orme confirmed Cllr Cox has an open invite to attend Parish Council meetings.

7) Report from District Councillor Costigan.

- Suggested that residents may wish to write to the leader of Hampshire CC if potholes are not repaired
- Advised that the EHDC Cllr Grant scheme continues this year
- Currently EHDC property portfolio continues to make money for the District Council and they will look to make money available ahead of cap being introduced during Devolution/LGR
- Devolution/LGR is a big task and it is unclear how it will work
- Planning. Travellers have occupied field in Wivelrod over BH weekend. The matter has gone to High Court but Cllr Costigaen noted there is no allocation of sites for travellers and this may impact any legal decision.
- Local Plan is still being worked on and PC should make Cllr Costigan aware of any applications they would like help with.

8) Public forum. Adjournment of the meeting for 10 mins to allow the public to raise questions or speak on an agenda item. Cllr Orme proposed that Public Forum move on the agenda to take place after updates from County Cllr and District Cllr. All in agreement.

- Resident asked this there were any further details about Devolution that could be shared. Cllr Costigan and Cllr Cox confirmed they would share updates as they became available.
- Resident highlighted that Highways don't appear to be responsive and potholes have been left for some time. Resident wondered how contractors are reviewed. Cllr Cox confirmed there are SLAs that need to be met.
- Residents highlighted concerns about Golden Pot junction. Cllr Cox has had briefing from Cllr Kemp-Gee and Highways and is aware the item is also on the agenda.

Cllr Orme thanked Cllr Costigan and Cllr Cox for attending the meeting. Cllr Costigan left the meeting.

9) Highways. The Avenue. To note the response from Hampshire Highways on access to The Avenue from the Golden Pot junction and to confirm any further action. Cllr Orme proposed that the item be brought up agenda given Cllr Cox attendance and resident discussion. All in agreement.

- Clerk shared the response that was received from Hampshire Highways, Senior Traffic & Safety Engineer. The location is a low priority for the investigation of traffic management measures at this time.
- Following discussion of the full response, Cllr Orme proposed that Clerk send a brief to Cllr Cox and put the matter on agenda for next meeting to agree next steps. Seconded by Cllr Jones and all in agreement.

10) Parish Council Finances/Administration

a) Clerk's report inc

i) Updates post May meeting and APM

- Thanks received from Citizen's Advice – grant recipient
- £8,146.21 CIL money has been received.
- Thanks noted to speakers for attending APM.

- *To receive a verbal update from the Clerk on the recent HALC briefing.* Clerk highlighted anticipated impact LGR will have on Tax, bin collections, voting timetable and planning. Clerk also confirmed that PC's preference for unifying the election schedule (that Parish Councils would benefit from taking place at the same time as District/Unitary) has been sent to EHDC.

ii) Correspondence

- Notification from Electoral Services at EHDC that Cllrs home addresses will be removed from Public Registers in line with English Devolution and Community Empowerment Act 2026. No Cllrs wish their address to remain on the register
- Invitation from HALC on LGR on 11th June. Clerk reminded Cllrs of the opportunity to attend. Cllr Taylor is able to attend first part of the meeting.
- Hampshire Highways. The consultation on speed reduction at Golden Pot has concluded, and the results are now being processed. This includes preparing the report and seeking approval from the Executive Lead Member for Universal Services.

b) Financial summary for March 2026 and April 2026 and in addition:

- i)** Notification of Payments made under Item 14 of the Financial Regulations since the last meeting
- ii)** Notification/authorisation of other payments
- Payments approved
 - Summary signed as a record of financial position
 - Given the Clerk's planned LOA, it was proposed by Cllr Orme that it be noted the Clerk has authorisation to process payments relating to agreed work such as bin collection, training etc. Seconded by Cllr Taylor and all in agreement.

c) Internal Audit report

To receive and accept the completed report having reviewed any recommendations and agree any actions to address them. The records of the Council were considered to be in very good order with just four comments made by the Auditor. These were considered by Councillors and the following responses agreed. Cllr Orme proposed, Cllr Jones seconded and all in agreement.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. Auditor's Comment. Pavilion rebuild. If there is a likelihood that the project will exceed £25,000 net, it must be advertised on Find a Tender The cost of such advertising is nil and may open up further options to the Council. **SPC response. The Council note the advice provided**

G. Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. Auditor's Comment. Clerks salary. There was no clear minute in the year of any increment applied to the clerks salary. It is always good practice to minute employment terms each year. **SPC response. The Council is comfortable that the Clerk's salary was reviewed and an increase awarded. Details are noted in the Year End forecast document that is available on the website.**

L. Transparency Code. Auditor's Comment. FOIA publication scheme. It is a requirement of the Freedom of Information Act for all councils to populate a model publication scheme. The model scheme can be adapted and adopted from here. **SPC response. The Council note this requirement and will endeavour to be compliant during 2026/27**

O. Digital and Data Compliance. Auditor's Comment. Assertion 10 requirements. The council has engaged with these changes and was partly in compliance by the year end. A data audit should be carried out, including data stored by members, and repeated each year. An accessibility statement should be added to the home of the website. **SPC response. The Council note this requirement and will endeavour to be compliant during 2026/27**

d) To review and then accept the following policies/documents for 2026/27:

- i) Standing Orders for 2026/27
- ii) Financial Regulations for 2026/27. Amend to £25k for tenders to follow advice of internal auditor
- iii) Asset Register for 2026/27
- iv) Statement of Internal Control 2026/27
- v) SPC Risk Analysis 2026/27
- vi) EHDC Councillor Code of Conduct
- vii) Data Retention Policy

Cllr Orme proposed that all policies be adopted and Cllr Green seconded. All in agreement

e) Having accepted the Internal Audit report and supporting papers, to approve the External Audit requirements for 2025/26:

- i) *Section One. The Annual Governance Statement.* The Annual Governance Statement. Cllrs were in agreement that the PC can answer in the affirmative to the statements. The Statement was completed and signed
- ii) *Section Two. The Accounting Statements* Figures reviewed with no questions being raised. Statement was signed.
- iii) *To note that the PC is required to complete Form 3 for the Annual Governance and Accountability Return 2025/26 and that the required documents will be sent to the external auditor before 1 July 2026.* No questions raised and Cllrs in agreement.
- iv) *To note the dates of the notice of Public Rights & Publication of unaudited AGAR.* Date of Announcement will be 2nd June 2026, Inspection period starts 3rd June and ends 14th July 2026.

11) Appointment of Internal Auditor for 2026/27. *To confirm the appointment for 2026/27.* Original letter of engagement confirms suitability of auditor. Cllrs confirmed no conflicts of interest with Do The Numbers so PC confirmed company was appointed again. Cllr Orme proposed, Cllr Taylor seconded and all in agreement.

12) Use of Village Hall. To agree that a hire agreement be entered into with Shalden Village Hall CIO to secure "Hirer's Insurance" cover for Parish Council meetings. £12 for annual hire. All Cllrs were in agreement

13) Defibrillator. *To agree whether the Parish Council will pay the maintenance costs for the defibrillator machines located in the parish for 2026/27.* Cllr Orme proposed that maintenance costs be met by PC, Cllr Green seconded and all in agreement.

14) Recreation Ground project *To receive a verbal report on the work of the Working Group and to approve any required actions to progress the works.*

- Alton FC have confirmed no further matches or practice scheduled and they have emptied Pavilion of their property. Cllr Orme will pressure wash unit ahead of photos for marketing.
- Request has been logged with SSEN for disconnection of electricity. No decision on timing or cost yet. Cllr Taylor will be point person.
- Site visit to be scheduled for delivery confirmation. Cllr Jones and Cllr Taylor will be point persons for this.
- Grants. Humbley Grove have confirmed they would consider request for support. Cllr Whitcher to take forward.
- Cllr Green confirmed technicalities were provided on latest spec. Clerk to circulate.
- Concerns about collection of current unit. Quote for £400 received by Cllr Jones.

15) Rights of Way. Footpath. *To receive a verbal update from the Clerk on the stile replacements that were requested in the parish and to agree any next steps.*

- Stiles on land of Shalden Lodge have been made safe.
- Stile on corner of New Odiham Road and Southwood Road has not been made safe. LO has not responded to enquiries from Clerk. Cllr Jones proposed that matter needs to be escalated to Hampshire Countryside, Cllr Orme seconded and all in agreement.
- Footpath 1 has had hedging added along boundary which may impact access and maintenance. Cllr Taylor proposed that Footpath Warden walk the route (FP1) and advise whether route is compromised, Cllr Jones seconded and all in agreement
- Cllr Green requested that Footpath 14 also be walked to advise whether Lengthsman needs to take any action to improve access. Cllr Orme seconded and all in agreement

16) Next Meeting - Wednesday 15th July at 7:30pm

Meeting closed 9pm

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Signed: D Orme, Chair of SPC

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Dated