

ITCHEN STOKE AND OVINGTON PARISH COUNCIL

Minutes of the Full Meeting of the Council held on Wednesday 13th May 2026 At The Lodge, Hampage Farm, Ovington, SO24 0HY at 7.30pm

These minutes are draft until resolved as accurate at, usually, the following Council meeting.

Council Members Present:

Chair & Vice Chair	Councillors	In attendance
Cllr David Cook, Chairman	Cllr Laura Carney Cllr Barry Norgate	Wendy Simson (Clerk)
Cllr John Harvey, Vice-Chairman		

Apologies from: Cllr James Collins, Cllr Peveril Bruce, Cllr Porter, Cllr Pinniger, Cllr Gordon-Smith and Cllr Power

26.16	Welcome & Apologies The Chairman welcomed everyone to the meeting. Apologies from Cllr James Collins, Cllr Peveril Bruce, Cllr Porter, Cllr Pinniger, Cllr Gordon-Smith and Cllr Power received in advance of the meeting. The election of the Chair and Vice Chair were delayed to the end of the meeting.	
26.17	Matter arising from the last meeting. Update on Charity Commission - The Chairman informed the Councillors that several attempts have been made to clarify if the Charity can spend part of the capital sum or only the annual interest generated. The Chairman has made a formal complaint to the Charity Commission about the lack of response to these enquires. As part of this communication the Chairman has been informed that he is not listed as a Trustee for the Charity. Action: Clerk to confirm Charity number to the Chairman. The Clerk has spoken to the Charity Commission having had no success at amending the Administrator online. The Clerk spoke to Finn who was very helpful and asked the Clerk to confirm key information so that the Administrators details can be amended by the Charity Commission. The information was sent on 23rd April, so a response is due by 13th August. Update from PCC re quotes for new sign and heating – The Chairman informs the Councillors that there has been no update from the PCC. Grant Application Form – The Clerk included a copy of the Grant Application form with the papers for the meeting. This form is live on the Parish Council's website. Marquee insurance claim - The insurance claim for the marquee has been paid. The Chairman is to order a new marquee with the same dimensions as the previous one. The Chairman is to ask Gala tents if they can take away the old marquee as part of the process, this will create space for the new marquee to be	

	stored. In the interim it was agreed that the new marquee be stored at Cllr Collins home until after the Meadow Party. Cllr Bruce has not yet provided an invoice for the storage of the marquee. The last invoice was for the period up to 30th November 2022, so three and a half years is outstanding. The annual fee was £240, so a total of £840 is owed by the Parish Council to Hampage Farm. Action: Clerk to request an invoice for this sum or bank details so the payment can be made.	
26.18	To Receive and Approve the Minutes of the Meeting held on 12th February 2026 PROPOSED: The Chair, seconded Cllr Harvey. RESOLVED: All Members present agreed that the minutes were a true and accurate record of the above meeting and were duly signed by the Chairman	
26.19	Planning (to ratify the decisions of the Council) The Clerk informed the Councillors that there are no current planning applications.	
26.20	Finance The Clerk prepared and circulated the financial papers prior to the meeting. Three payments were submitted since the last meeting which needed to be approved before this meeting they were: • Andy's Loos (facilities for Meadow Party) - £110.00 • Vision ICT (website hosting) - £120.00 • HALC Membership for 2026/27 - £197.00 These payments were set up by the Clerk but there was a delay in authorising these due to an issue with the email system. Payment was made on 7th May, but the Chairman asked that Councillors check that they are receiving emails to the Parish Council accounts on a regular basis. The Clerk explained that it was believed that the issue had been a change on the Vision ICT system and a new login route. Action: Clerk to ensure at least one email a week is circulated to all Councillors to be used as a test. Three new payments due to be made were all approved, they were: • Internal Auditor - £180.00 • Clerk's salary (April to June) - £369.60 • PAYE (April to June) - £92.40 PROPOSED: The Chair proposed that this payment be approved and Cllr Harvey seconded this RESOLVED: To approve all six payments. The Councillors agreed to add Cllr Carney and Cllr Collins as signatories on the Unity Trust account. Action: Clerk to email both for details required to add to banking system.	
26.21	Asset Register The Clerk included the Asset Register as part of the current Asset Register in the Council papers. The Marquee has not been removed as the insurance claim at not been processed on 31st March for year end. The marquee will now be removed and once the new marquee has been purchased it will be added.	

26.22	Finance and Audit The Clerk circulated the year end paperwork with the meeting papers. (e) The Internal Auditor Report The Internal Auditor commented that some weaknesses were identified as part of objective G, the Auditors comment is: <i>"It was not possible to reconcile the P60 to the cashbook and the figures on the AGAR Section 2 Accounting Statement. Recommendation: consider outsourcing the payroll to improve internal controls and reduce the risks to both the Council and Clerk"</i> The Clerk explained that she had inherited using the HMRC app for the monthly RTI (Real Time Uploads) and had instructed the council to pay against the tax indicated on the payslips the system produced, however the P60 showed very different figures and have meant that the council are in credit with HMRC. The Clerk is required to continue sending the RTI each month or a fine is send by HMRC but investigations about which payroll provider other small parish councils use has been initiated. Action: Clerk to bring option for new payroll provider to the next meeting. The Internal Auditor also identified that not all pages of the minutes were being initialled and dated. (f) Annual Governance Statement The Clerk read out the 10 Assertions in Section 1 of the Annual Governance and Accountability Return (AGAR), the Councillors agreed all the points along with confirming that the website is up to date and the Transparency Code is in place. (g) Accounting Statement The Clerk included the Accounting Statement in the papers and the Councillors approved that this was correct. (h) Certificate of exemption The Councillors approved to certify itself as exempt from the limited assurance review as both the income and expenditure of the council falls below the figure of £25,000 required to meet these criteria. (i) the Dates for the Notice of Public Inspection of the Accounts The Clerk explained that the dates suggested met the Audit requirements, these were approved by all Councillors. (j) Bank reconciliation The Clerk included the Unity Trust statement in the council papers to allow Councillors to approve the reconciliation. (k) Conflicts of interest Councillors confirmed that there are no conflicts between the council and the External Auditors. The Chairman signed all section of the AGAR. Action: Clerk to scan and publish on the website.	
26.23	Assets Checks update from councillors (standing item)	

	The Chair confirmed that all the assets were in good order with the exception of the marquee.	
26.24	Correspondence Prior to the meeting the Clerk had circulated correspondence on the following items: • The New Police Officer – PC Brad Hurt (29623) • Speed Indicator Query • Update on the M3 J13 roadworks. The Councillor confirmed that all these items had been noted. The Clerk suggested that the new Police Officer be invited to the next meeting, Councillors approved this suggestion. Action: Clerk to invite PC Hurt to the September Parish Council meeting.	
26.25	Speed Watch Update The Chair reported that the four new volunteers was now three. All the paperwork has been completed. Cllr Carney, who is one of the new volunteers, received an email with dates to join the training.	
26.26	County, Ward and District Councillors Reports The District Councillor report was circulated prior to the meeting.	
26.27	Members Questions Abington Fete - Cllr Harvey informed the Councillors that the Abington Fete sign has been displayed and invites parishes to enter a raft in the raft race. Cllr Harvey has been approached by some residents who are interested in getting involved. Meadow Party – The Chairman informed the Councillors that the date for the Meadow Party of 26th June. The Parish Council usually supports the event with a grant to cover the cost of some of the food. The event takes place every other year and in 2024 the budget was £500 but the Chairman suggested this be increased to £600 given the increased cost of food. Cllr Carney proposed this increase, Cllr Norgate seconded the proposal, the Councillors approved the increase. Defibrillator – The Chairman informed the Parish Council that the pads on the defibrillator need replacing as they have an expiry date. Cllr Carney proposed that a budget of £80 be allocated to the replacement of the pads, Cllr Harvey seconded this proposal, the Councillors approved the expenditure. Meeting with Lord Ashburton – The Chairman informed the Council that he had met with Lord Ashburton who had informed him that a planning application was due for a natural burial ground on the estate. They also discussed flooding at the water meadows; it is currently dry and Lord Ashburton agreed to get the issues assessed but it was agreed that it would not be a quick or easy task. Chairman's role – The Chairman informed the Council that he was happy to continue to stand as Chairman but planned to resign at the end of the December	

	meeting. The Chairman explained that he hoped this would give the remaining Councillors time to agree who would take the role for the remaining part of the year. Cllr Harvey confirmed that he would continue as Vice Chairman. The Councillors approved both roles for the stated timeframes. Cllr Carney spoke on behalf of the Councillors o thank the Chairman for his time on the Parish Council. The Chairman informed the Council that he had been approached by a resident who was interested in joining the Parish Council and suggested that they be approached after the December meeting when the vacancy is advertised.	
26.28	Date of Next Meeting • Wednesday 23rd September 2026 • Wednesday 2nd December 2026	
25.29	Close of Meeting – There being no further business the Chairman closed the meeting at 9:10pm.	

Confirmed as a true record:

Signed by David Cook (Chairman).....

Dated: Wednesday 30th September 2026