BENTWORTH PARISH COUNCIL

Clerk: Louisa Thomson
Email: clerk@bentworthparishcouncil.org

Scott Neville - Chairman, Simon Lane – Vice Chairman, Christian Browning and Sheena Robertson

MINUTES OF MEETING

Tuesday 5th May 2026 at Jubilee Hall, Bentworth

Present:

Parish Councillors	Clerk	District & County Councillors	Others
Scott Neville Simon Lane Christian Browning Sheena Robertson	Louisa Thomson		Members of the public

Councillor Scott Neville presided over the election of a new chairman.

26.047 ELECTION OF CHAIRMAN
Councillors Simon Lane and Scott Neville were nominated.
Proposed Christian Browning, Seconded Simon Lane, UNANIMOUSLY RESOLVED: That Councillor Scott Neville is elected as Chairman. Chairman Neville signed a declaration of acceptance of office.

26.048 ELECTION OF VICE-CHAIRMAN
Proposed Scott Neville, Seconded Sheena Roberston, UNANIMOUSLY RESOLVED: That Councillor Simon Lane is elected as Vice-Chairman. Vice-Chairman Lane signed the declaration of acceptance of office.

26.049 CONFIRMATION OF MINUTES – UNANIMOUSLY RESOLVED
The Minutes of the Council meeting held on 7th April 2026, copies previously circulated. **Proposed as a true record by Simon Lane, Seconded Christian Browning, RESOLVED and signed by chairman Scott Neville. (Sheena Robertson abstained.)**

26.050 PUBLIC PARTICIPATION - Members of the public thanked the Councillors.

26.051 COUNCIL REGULATION AND PROCEDURES
Council reviewed the regulations and procedures, **Proposed Simon Lane, Seconded Christian Browning, UNANIMOUSLY RESOLVED:** regulations and procedures a) – i) are confirmed and fit for purpose, adoption of item j) GDPR postponed until next months meeting.

a) Standing Orders
b) Financial Regulations
c) Grant Awarding Policy & Procedure and Application Form
d) Disciplinary and Grievance Policy
e) Social Media Policy
f) East Hampshire District Council Code of Conduct – Councillors signed agreeing to abide by the Code of Conduct.
g) Complaint Handling Procedure
h) Risk Assessment
i) AutoSpeedWatch Camera Policy
j) GDPR – General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders

Copies to be added to the Parish Council website detailing the review/adoption date and minute reference.

26.052 TERMS OF REFERENCE PLANNING COMMITTEE
Proposed Simon Lane, Seconded Sheena Robertson, UNANIMOUSLY RESOLVED: Terms of Reference are current and fit for purpose. Item 4. Nomination of members will take place when the Parish Council has more Councillors.

26.053 ASSET REGISTER
Proposed Simon Lane, Seconded Christian Browning, UNANIMOUSLY RESOLVED: the Asset Register is correct, attached Appendix A.

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26.054 INSURANCE
Having reviewed the Insurance Policy Renewal, **Proposed Simon Lane, Seconded Sheena Roberton, UNANIMOUSLY RESOLVED** to renew with Zurich Municipal, renewal fee £400.23. Council will look at alternative insurance companies next year.

26.055 ANNUAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/26

a) Summary of Receipts and Payments for the 4th Quarter Ended 31st March 2026 were presented to Council as follows:

BALANCE BROUGHT FORWARD on 01/01/26	£24,461.97
ADD Total Receipts	£ 1,581.84
LESS Total payments	£ 2,017.78
Balance Carried forward 31/03/26	£24,026.03
These cumulative funds are represented by:	
Current Account Balance	£12,668.85
BB Inst Account Balance (£9,282.79 Neighbourhood CIL)	£11,357.18
	£24,026.03

b) Council confirmed receipt of the Annual Internal Audit Report carried out by April Skies Accounting and the completion of the Annual Internal Audit Report 2025/26 section of the AGAR.

c) **Proposed Simon Lane, Seconded Sheena Robertson, UNANIMOUSLY RESOLVED:** the Council certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and they meet the criterial required to do so.
The Certificate of Exemption is signed by the Chairman Scott Neville and Responsible Finance Officer Louisa Thomson.

d) Annual Governance and Accountability Return, variances report and bank reconciliation.

i) Annual Governance Statement 2025/26 – Council completed the Annual Governance Statement. **Proposed Simon Lane, Seconded Christian Browning, UNANIMOUSLY RESOLVED** it is signed by Chairman Scott Neville and Clerk Louisa Thomson.

ii) Accounting Statements 2025/26 – The Annual Accounts for the year ended 31st March 2026 were presented to council for approval. **Proposed Simon Lane, Seconded Christian Browning, UNANIMOUSLY RESOLVED** that the Accounting Statements 2025/26 are approved, and were signed by Chairman Scott Neville, Clerk Louisa Thomson had signed before presenting to council.

e) Conflict of Interest with BDO LLP Form
Proposed Sheena Robertson, Seconded Simon Lane, UNANIMOUSLY RESOLVED that no members of Bentworth Parish Council have a conflict of interest with BDO, the form was signed by Chairman Scott Neville and Clerk Louisa Thomson.

f) Notice for the period for the excise of public rights
Proposed Simon Lane, Seconded Christian Browning, UNANIMOUSLY RESOLVED: the date of announcement Tuesday 2nd June 2026. Public rights notice commencing on Wednesday 3rd June 2026 and ending on Tuesday 14th July 2026.

26.056 COUNCILLOR UPDATES
Christian Browning – the pond planting will take place in the next month or so.
Simon Lane – Broken styles have been logged with Hampshire County Council for repair.
Sheena Robertson – Will contact Hampshire Highways regarding possible traffic calming measures.

26.057 PLANNING
Council considered one application, their comments forwarded to East Hampshire District Council.

EHDC-26-0376-TCA Hookers Place Village Street, Bentworth **SUPPORT**
T1 Yew Tree Reduce the canopy by upto 1.2m. Current crown radius 10m, new radius minimum of 7.6m. Thin by upto 20% Raise the canopy from 1.7m up to 2.4m. T2 Small Hawthorn. Pollard the tree to the height of the laurel hedge to prevent it from eventually dominating the Yew tree T1.

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Proposed Sheena Robertson, Seconded Simon Lane, UNANIMOUSLY RESOLVED: Bentworth Parish Council support this application.

26.058 LAND SOUTH OF GLEBE FIELDS
Council discussed whether 'Hurley Meadow', as suggested by the developer is acceptable instead of the previously suggested 'Hurley Fields'.

Proposed Christian Browning, Seconded Simon Lane, UNANIMOUSLY RESOLVED to suspend Standing Orders to enable members of the public to speak.

Proposed Christian Browning, Seconded Simon Lane, UNANIMOUSLY RESOLVED to reinstate Standing Orders.

Proposed Christian Browning, Seconded Simon Lane, UNANIMOUSLY RESOLVED: to confirm 'Hurley Meadow' is acceptable.

26.059 VILLAGE FETE

a) **Proposed Christian Browning, Seconded Simon Lane, UNANIMOUSLY RESOLVED:** the Parish Council will administer the Village Fete, Clerk to check the Council's insurance policy covers this.

b) **Proposed Christian Browning, Seconded Simon Lane, UNANIMOUSLY RESOLVED:** to approve running costs up to £200.

26.060 NEIGHBOURHOOD CIL (COMMUNITY INFRASTRUCTURE LEVY)
Proposed Simon Lane, Seconded Sheena Robertson, UNANIMOUSLY RESOLVED: to receive the £8,334.28 Neighbourhood CIL from EHDC.

26.061 NEWSLETTER
Proposed Simon Lane, Seconded Sheena Robertson, UNANIMOUSLY RESOLVED: to produce the newsletter once a year before Christmas.

26.062 DEFIBRILLATOR - Sheena Robertson volunteered to be guardian jointly with David Eyre-Brook.

26.063 AUTOSPEEDWATCH

a) Scott Neville updated the conspicuousy kit will be added to the third camera soon. DVLA have provided details of the registered keepers of the vehicles which have been recorded the most times.

Proposed Christian Browning, Seconded Simon Lane, UNANIMOULSY RESOLVED to suspend Standing Orders so members of the public can speak.

Suggested that an article is published in The Villager and on the Parish Council website explaining the Parish Council will now be writing to the registered keeper of private vehicles.

Proposed Christian Browning, Seconded Sheena Robertson, UNANIMOUSLY RESOLVED to reinstate Standing Orders.

b) **Proposed Simon Lane, Seconded Sheena Robertson, RESOLVED (Christian Browning abstained):** to send the registered keepers of private vehicles the same letter which is currently sent to commercial vehicle owners after the article in The Villager is published.

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26.064 SPEED INDICATOR DEVICE – Report from David Maltby

SID Report for Wellers between 12 to 26 April.

	Total (both directions)
Vehicles Recorded	15,404
31-35mph	4,931
36-40mph	1,140
41-45mph	201
46-50mph	35
51-60mph	20
61-70mph	6
>30mph	6,333(41.11%)
>35mph	1,402(9.10%)

60mph and higher
Mon 13th April 65mph at 00:15 towards Medstead.
Mon 13th April 70mph at 21:04 towards Medstead.
Mon 13th April 62mph at 21:13 towards A339.
Tue 21st April 62mph at 23:16 towards Medstead.
Thu 23rd April 68mph at 01:18 towards Medstead.
Fri 24th April 63mph at 19:56 towards Medstead.

26.065 COUNCILLOR TRAINING

a) **Proposed Simon Lane, Seconded Christian Browning, UNANIMOUSLY RESOLVED:** to approve training costs for Christian Browning and Sheena Robertson; Councillor Essentials £120 per person and Introduction to Local Council Finance for Councillors £53.50 per person.

b) **Proposed Simon Lane, Seconded Christian Browning, UNANIMOULSY RESOLVED:** to approve training costs for any new councillors as per item a) and Chairing Skills for Scott Neville £59.00.

26.066 COMMUNITY UPDATES

Community Care – a quite month, three members down, have one person showing an interest in joining.
Neighbourhood Watch – nothing to update.

26.067 ACCOUNTS 2026/27

Proposed Sheena Robertson, Seconded Christian Browning, UNANIMOUSLY RESOLVED to approve the following payments which will be authorised by Scott Neville.

a)	Louisa Thomson – Clerk Salary April 2026	£514.13
b)	Louisa Thomson – Clerk's expenses April 2026	£ 68.27
c)	Zurich Municipal – Insurance renewal (if approved in item 12.)	£400.23
d)	April Skies Accounting – Internal Audit	£364.40
e)	Hampshire Association of Local Councils – Affiliation Fees and NALC Levy	£304.00
f)	DCK Payroll Solutions Ltd – Payroll and Year End processing	£ 38.28
g)	N Day – Annual Parish Meeting refreshments	£ 28.94
h)	SJL Contracting – Village Green grass cutting x 2 and pond topsoil	£310.00
i)	St Mary's Bentworth CE Primary School – Planning meeting 24th March	£ 15.00

26.068 MEETING DATES

a) Clerk to check if the meetings can be moved to another day of the week before confirming dates for the next year.

b) The date of the next scheduled meeting is Tuesday 2nd June 2026.

CLOSE OF MEETING – The Chair thanked all present for their attendance and closed the meeting at 9pm.

Signed……
Scott Neville - Chair Bentworth Parish Council

2nd June 2026