

MINUTES OF THE LOCKERLEY PARISH COUNCIL MEETING HELD ON 18TH MAY 2026 AT THE MEMORIAL HALL, LOCKERLEY, HAMPSHIRE

Cllrs. Present: Cllr. Len Arthur, Cllr. Kevin Baker, Cllr. Peter Funnell (Chair), Cllr. Tara Madgwick, Cllr. Jane Waller, Cllr. Joanne Young

In attendance:

County Cllr. Nick Adams-King – Hampshire County Council
Mike Smith – 6th Romsey (Lockerley) Scouts
Members of the public

1. APOLOGIES

Cllr. Tim Coomer – Lockerley Parish Council
Borough Cllr. Alison Johnston – Test Valley Borough Council

2. DECLARATIONS OF INTEREST

None recorded.

3. PUBLIC QUESTIONS

None recorded.

4. TO RESOLVE APPROVAL OF THE MINUTES OF THE FULL COUNCIL MEETING HELD 20 APRIL 2026

The Chair reviewed the Minutes of the Full Council meeting held on 20 April 2026. Members unanimously RESOLVED to accept the Minutes of this meeting as a true and correct record subject to a minor amendment. The Chair signed the Minutes accordingly.

5. MATTERS ARISING FROM THE MEETING HELD 16 MARCH 2026

All matters arising from the meeting held on 16 March 2026 have been expedited and duly noted or discussed further at this meeting as separate agenda items.

6. BOROUGH AND COUNTY COUNCIL REPORTS

Borough Cllr. Alison Johnston provided an update report on the latest regarding Test Valley Borough Council.

County Cllr. Nick Adams-King provided an update report on the latest regarding Hampshire County Council.

7. CORRESPONDENCE RECEIVED

All items of correspondence have all been previously circulated to members and duly noted.

8. TO RESOLVE THE FINANCE SCHEDULE FOR MAY 2026

The Parish Clerk advised members of the financial schedule for May 2026 and the financial position of the Parish Council. The total expenditure amounted to £6,935.43 and income received totalled £22,753.37

The amounts were made up as scheduled below:

EXPENDITURE

Kevin Glyn-Davies – Refund for expenses Waltet – Invoice 59109 dated 10 March 2026 – Planings for track repair at Lockerley Green - £760.00 (VAT - £152.00) £912.00

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Kevin Glyn-Davies – April Salary – Gross payment £1,066.66 LESS National Insurance £1.49 – Net payment £1,065.17

Enpress Limited – Invoice SI-8685 dated 1 May 2026 – 400 Chatterbox newsletters printing - £45.00 (VAT - £0.00) £45.00

Lockerley and East Dean Memorial Hall – Invoice LVH0700 dated 2 May 2026 – Hire of the Main Hall for Parish Council meeting on 18 May 2026 - £30.00 (VAT - £0.00) £30.00

Gallagher Insurance – Invoice 1606776/Policy Number 8188156 dated 4 May 2026 – Annual Insurance for Lockerley Parish Council - £1,928.45 (VAT - £0.00) £1,928.45

Smartest Energy – Invoice FSHNQ79X6/003 dated 5 May 2026 – Electric usage for period 1 April 2026 to 30 April 2026 - £22.71 (VAT - £1.14) £23.85

Kevin Glyn-Davies – Refund for expenses Screwfix – Invoice A25883427828 dated 5 May 2026 – Melba Men at Work Sign and Cones - £99.97 (VAT - £20.00) £119.97

J. Humphry Associates Limited – Invoice 19869 dated 6 May 2026 – Preparation of annual accounts for audit 2025/2026 - £480.00 (VAT - £96.00) £576.00

Woolley & Wallis – Invoice SHA 19750 dated 11 May 2026 – Inspection and valuation report for Parish Room - £1,400.00 (VAT - £280.00) £1,680.00

Lightatouch – Invoice 260512 dated 12 May 2026 – Completion of Internal Audit to the accounts for 2025/2026 - £475.00 (VAT - £0.00) £475.00

Kevin Glyn-Davies – Refund for expenses Amazon – Invoice GB60YUN4K60R51 dated 15 May 2026 – Bluetooth Conference Speaker - £66.66 (VAT - £13.33) £79.99

INCOME

Test Valley Borough Council – First Instalment of Precept - £18,408.00

Interest paid as at 10 May 2026 - £83.26

VAT Refund for 2025/2026 - £4,262.11

Members RESOLVED the expenditure of the parish council for May 2026 as prescribed above, totalling £6,935.43 expenditure and the income for the parish council of £22,753.37

9. TO RESOLVE APPROVAL OF THE UNAUDITED ACCOUNTS OF THE LOCKERLEY PARISH COUNCIL FOR THE FINANCIAL YEAR END 31 MARCH 2026, TO COMPLETE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2025/2026 AND ANNUAL GOVERNANCE STATEMENT 2025/2026 AND ANNUAL REVIEW OF THE INTERNAL AUDIT

The Parish Clerk advised members of the legal audit requirements in the completion of the Annual Governance and Accountability Return 2025/2026. As gross income and expenditure exceeded the £25,000 threshold, the Parish Council qualifies for a basic, intermediate audit to BDO. The Parish Council is therefore required to complete Form 3. The authority must approve Section 1 Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published on the

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Lockerley Parish Council Website before 1 July 2026.

The Parish Clerk presented the Annual Internal Audit report review as prepared by Tim Light (Internal Auditor) for members' consideration. No matters of concern have been raised from the internal audit.

Members RESOLVED approval of the unaudited accounts of the Lockerley Parish Council as at 31 March 2026, which were previously circulated to all. Members carefully considered Section 1 of the Annual Governance Statement and RESOLVED to complete this with 'Yes' statements accordingly. The Chair and the Parish Clerk signed this section as required. Members then considered Section 2 Accounting Statements and RESOLVED agreement for this to be signed by the Chair and the Parish Clerk as necessary. Members RESOLVED the Annual Internal Audit Report accordingly.

Members considered the BDO Conflicts of Interests Form and RESOLVED that there are no such conflicts of interest with BDO and this was duly signed by the Chair.

10. TO CONSIDER AND RESOLVE PORTFOLIO RESPONSIBILITIES AND METHODOLOGY FOR MEMBERS, SUBJECT TO CONDITIONS

Cllr. Len Arthur introduced this agenda item to the Parish Council. He stated that for about 15 years, responsibilities for certain tasks around the Parish were delegated and allocated to councillors to pursue as required.

He suggested that such tasks could include the following:

- Footpaths
- Highways
- Flooding
- Playground
- Village Hall
- Village Greens
- Test valley town and parish councils meetings
- Community resilience plan
- Lengthsman scheme
- Thorngate Village care group
- Lockerley School
- Parking at the garage and SID

Cllr. Len Arthur felt that at the present time, there is an ad hoc approach with no structure to it. If a councillor or 2 are allocated a portfolio for certain tasks, and advertised, then the parishioners know who to report issues to, If the portfolio holder is sending an email to report any issues then obviously, before sending, it should be passed to the Clerk and Chair beforehand for comments and include both in any communications.

Members considered this carefully.

11. TO RESOLVE A REPORT FROM THE LOCKERLEY AND EAST DEAN MEMORIAL HALL COMMITTEE.

Cllr. Len Arthur provided the following report:

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We now have the starting date for the new roof; it's the 20th of July. The excellent news is the Hall will not have to close. The contractor believes they can work around the needs of the hall, however it is noted the situation will evolve as the project progresses and will require some patience and flexibility from users. It is expected the main disruption will be to the car park, which will need to be managed from a safety perspective, with certain areas closed as they move around the hall roof. Also access via the main entrance may be affected, but we have fire doors with a ramp for wheelchairs to enter and exit the hall, and so we believe access will be manageable but will require some patience and flexibility from users.

The events that have taken place in April / May since our last meeting include:

- 24/04 Seniors Youth Club (11 – 16 years)
- 25/04 Bingo Night.
- 1/05 Juniors Youth Club (7 – 11 years)
- 2/05 Lockerley Makers Market
- 8/05 Sound Bath Experience
- 13/05 Management Committee Meeting
- 15/05. The Lock – Inn, pop up pub and youth club
- 17/05. The Village Lunch Club.

These events were all well attended and feedback suggests we are doing something right. Regarding the junior's youth club on 1 May, with an unusually warm day, a last-minute decision was taken to hold the youth club out on Butts Green. This was particularly well received and the children had a great time, just running around and letting off some steam. This prompted the Hall's youth club team, supported by the Management Committee to ask the Parish Council for their blessing to use the green for similar events over the warmer months and longer days. The Hall Committee welcome and appreciate the Parish Council's reply confirming support, via the Chair.

We are also delighted that Damien Rowe, who previously worked at the village shop, has become a welcome addition to our group of volunteers for the pub, and was working behind the bar this last weekend. He is a great addition to the team, and we hope this helps to ensure he stays connected to our community.

For June, along with the usual weekly events the Hall will be busy with:

- 05/06 Seniors youth club
- 06/06 Pop up take away
- 12/06 Sound Bath Experience
- 12/06 Juniors youth club
- 19/06 Village lunch club
- 20/06 Lockerley fete
- 20/06 Pop-up-pub (after the fete party)

12. TO DETERMINE AND RESOLVE PLANNING APPLICATIONS

The Parish Clerk advised members of one planning application received since the last meeting

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26/00962/FULLS – Erection of Greenhouse at Oaktree Farm, Pains Hill, Lockerley -
RESOLVED: NO OBJECTION

13. TO RECEIVE A POLICE REPORT

None received.

14. FOOTPATHS AND ROADS

Cllr. Jane Waller provided a footpath and roads update per the below:

Lengthsman

Our annual budget allocation is due this month, but no works have yet been scheduled.

Footpaths

The long period of dry weather has held back growth and our footpaths have remained passable.

Stiles

Two faulty stiles have been reported and recorded on the CAMs system. The stile at the top of Footpath 16, the path that links Butts Green garage corner with Critchell's Green, is wobbly and unsafe. The stile on Footpath 5 at Carters Clay is in a similar, dangerous condition and this complaint has also been recorded. Our Community Engagement Ranger, Alison Hellyer has been informed. The stile in the middle of Footpath 5, previously reported as faulty, has recently been replaced by a sturdy, purpose made metal stile.

Culverts, Ditches, and grips

Several of the ditches along the Romsey Road are heavily overgrown and their capacity to hold water is considerably reduced, thus contributing to the risk of flooding. HCC are to repair the bank of the water course on Butts Green where it is undermining the road surface.

Footpath 7 Improvements

The steering group met on 11th May. The main topics for discussion were the method and materials to be used to increase accessibility to the meadow. The proposal is to raise the level of the entrance to the meadow with appropriate land fill materials, (aggregate and gravel) to comply with HCC regulations. The design still to be decided. A site meeting has been arranged for 15th May with a contractor to discuss these proposals. A boardwalk is also proposed, to be installed on the higher ground and extending into the meadow for 12 metres from the gate.

Funding needs to be secured to replace the present kissing gate with a sturdier model that can be fastened.

Future works

Please continue to inform us of any land related problems.

17. MEMBERS QUESTIONS

The Chair requested that Cllr. Kevin Baker prepare a SID report with data and development updates for presentation at the Annual Parish Assembly.

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In the absence of any further business to transact, the Chair closed the meeting at 20.13 hours.