

## **Lower Green shed – roof works**

### **Background**

The Lower Green Shed building is a 1970s concrete sectional building at Lower Green allotments with an asbestos roof which was recently damaged by a fallen tree branch. The building is being used as a storage and workshop facility for Liss Men's Shed to repair and recycle bikes for the community. LPC is trying to expediate the repair of the works to the roof as the building cannot currently be used.

### **Costs of works**

Apart from specialist asbestos removal, all labour (circa £2,500) will be supplied free of charge by Liss Men's Shed. Following the receipt of three quotes to remove the asbestos roof, the cost of the works (based upon the cheapest quote to remove the old roof) is as follows:

Removal of asbestos roof - £1,265

Materials for new roof (estimated) - £2,300

Contingency - £435

Total – (up to) £4,000

### **Recommendation**

That Council approve up to £4,000 from reserves for roof repair works to Lower Green shed.

# ALLOTMENT WORKING PAPER

## MARCH 2025

### INTRODUCTION

In response to the growing need for food and outdoor space, the British government passed the Allotments Act of 1887. This act enabled local authorities to create and manage allotment gardens. The idea was that working-class families would have small plots of land to cultivate their own food, improving both their nutrition and their wellbeing.

After the wars, the popularity of allotments waned somewhat but saw a resurgence in the late 20th century due to the increasing interest in organic food, sustainability, and self-sufficiency. Allotments continue to be an important part of the village, offering individuals the opportunity to grow food, connect with nature, and become part of a community.

Allotments have evolved from a practical response to urban poverty and food insecurity to a modern symbol of sustainable living and a hobby for many villagers.

LPC manages 145 allotment plots over 6 sites in Liss on behalf of Parish Allotments (charity reg 237190).

Occupancy stats:

Tenanted – 118 (81%)

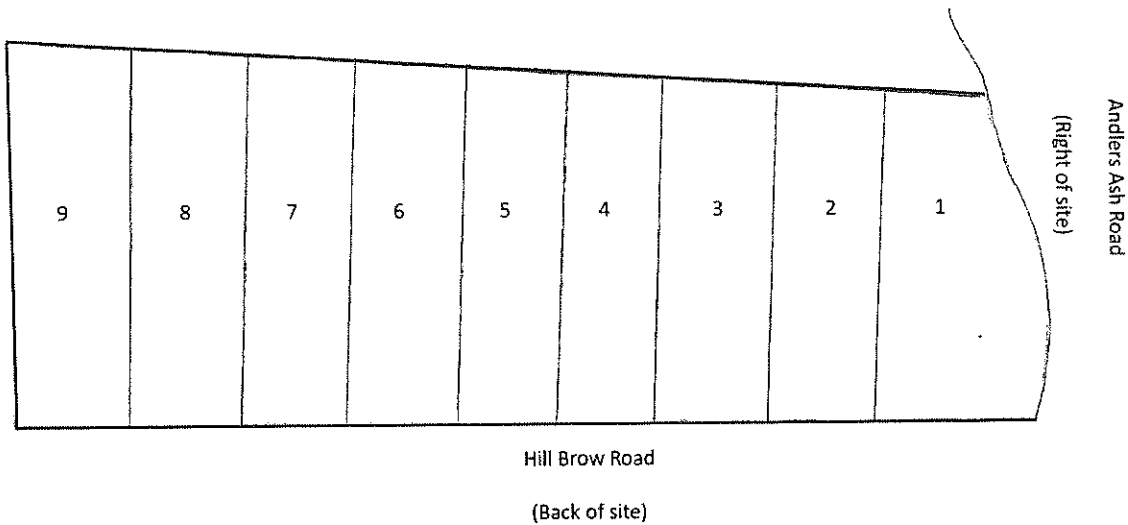
Untenanted – 13 (9%)

Deemed unworkable – 14 (10%)

### MITCHELLS

Located on the corner of Andler's Ash Road and Hill Brow Road.





PLOTS						
Total	Occupied	Unoccupied	Unworkable	Smallest	Largest	Average size
9	8	1	0	133 sqm	210 sqm	149 sqm

**Site conditions**

Hedges along Hill Brow Road (west) and Andler's Ash Road (north) boundaries. Fence along Hilliers tree farm (east) boundary. Resident boundary fence along south boundary. Gates on Andler's Ash Road and Hill Brow Road, both with padlocks which are used. Mains water in standpipes. Site is regularly worked and generally well looked after. There has been occasional instances of vandalism and theft.

**Proposed strategy**

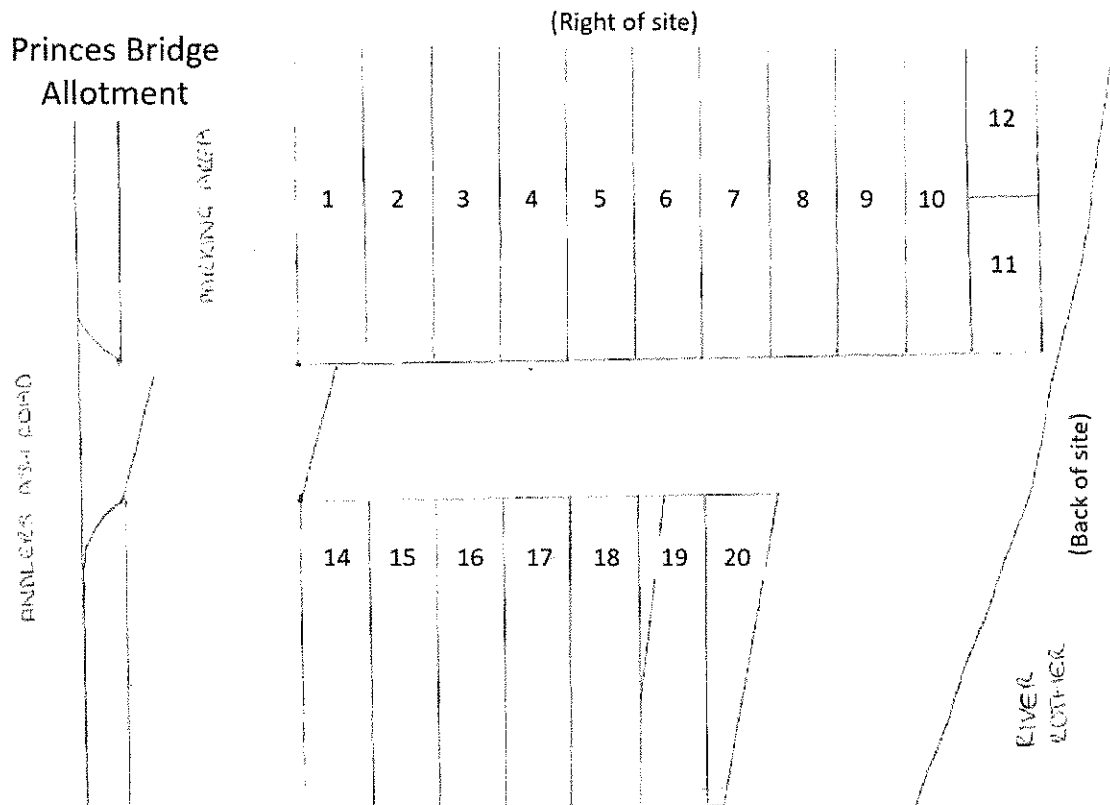
Retain as allotment garden. Consider taller gates for security. Develop maintenance plan for boundaries and hedges. Remeasure plots and update site map.

**Short/medium term**

Cut hedges back hard in Autumn 2025. Speak with neighbours of untenanted plot and if necessary, allow them to strim grass/weed in the early summer.

**PRINCES BRIDGE**

Located at the Flexcombe end of Andler's Ash Road adjacent to the railway line



PLOTS						
Total	Occupied	Unoccupied	Unworkable	Smallest	Largest	Average size
20	10	2	8	100 sqm	100 sqm	100 sqm

**Site Conditions**

Railway and mature trees along eastern boundary. River Rother and mature trees along southern and western boundary. Vehicular gate on Andler's Ash Road (northern) boundary leading into loading/parking area. Fence along northern end of plot 1 with gate between plots 1 and 14. The whole site is ringed with large mature trees, not a lot of natural light. Plots 14 to 17 are completely overgrown and unworkable, have been used to fly tip.

Plots 10 is untenanted and very boggy in winter. Plots 11 to 13 (13 not shown on map) are untenanted and unworkable – tree whips were planted there in 2023. Himalayan Balsam remediation has been successful in the southern area of the site but is still rife along the northern and western boundaries. Water is provided in two 1,000 litre tanks filled from the river once a week from April to September. Plots 1 to 9 are largely greenhouses and polytunnels. Padlock on gate is not widely used. Plots that are tenanted are largely well used and well looked after. Given the very wet ground and relative lack of sunlight, the growing conditions are not ideal.

### **Proposed strategy**

Do not seek new tenants when plots become available. Aim to make the site completely untenanted by 2035 to 2040. The area could become a natural area and used for forest school or a nature reserve. Potentially could also be disposed of.

### **Natural area options:**

- Survey for alternate leaved golden saxifrage in April/May when in flower (notable species found in Alder Carr North Stodham Bridge next door). Presence will indicate specific management requirements and will support the potential for designating the site a SINC (Site of Importance for Nature Conservation)
- If any is found, consult with specialists/park rangers for management requirements
- If none found
  - Remove allotment infrastructure (greenhouses, polytunnels, edged/raised beds, water tanks etc)
  - Remove invasive species – bamboo, Himalayan balsam etc
  - Reduce scrub to south of the site
  - Leave standing or fallen deadwood
  - Manage trees through rotational coppicing and maintain some open canopy
  - Install bird and bat boxes, bug hotels and log piles for amphibian habitat

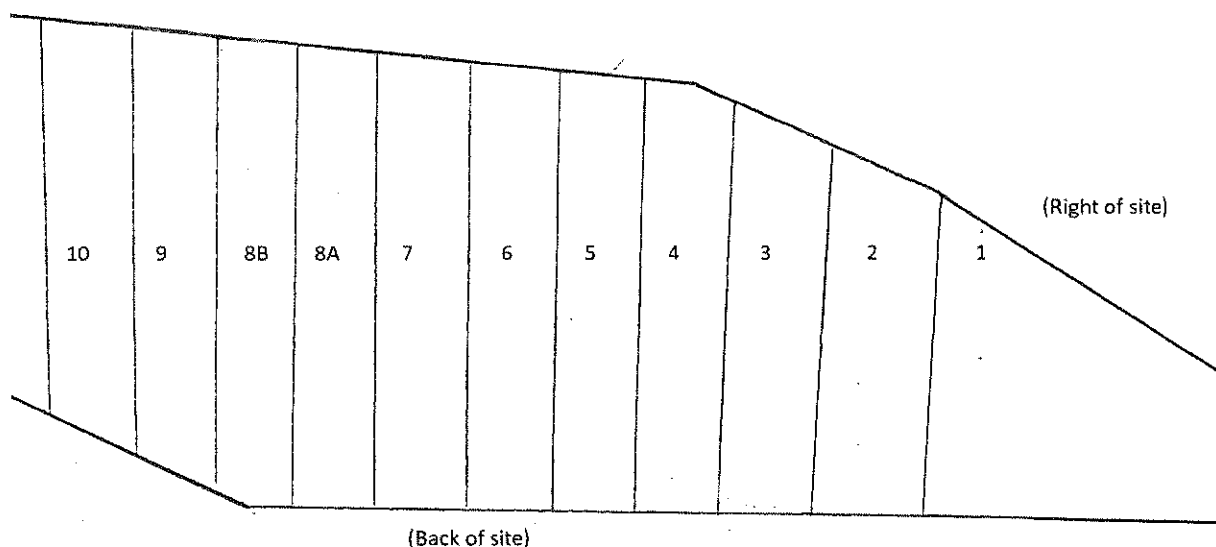
### **Short/medium term**

Continue Himalayan balsam remediation. Survey for skunk cabbage. Strim/cut grass in central access path in early and late summer

## **RIVERSIDE WALK**

Located on the Riverside Walk between the station industrial area and the LPC managed play area to the east of the Riverside Walk footpath.





PLOTS						
Total	Occupied	Unoccupied	Unworkable	Smallest	Largest	Average size
11	9	2	0	133 sqm	266 sqm	166 sqm

#### Site Conditions

Railway line, mature trees and fencing along eastern and southern boundary. Riverside Walk and fence along western boundary with two access gates. Padlocks widely used. New post and rail fence with deer protection to 6 feet along northern boundary. Riverside Walk fence along western boundary is largely intact with a few places bent by trees. Each plot has boundary fences. There is a fence parallel to the Riverside Walk boundary to create a walkway along the length of the site, this fence was installed by LPC about 30 years ago and it is in a bad state of repair. Water is in 4 x 1,000 litre tanks filled from the river once a week from April to September. Water tank infrastructure was upgraded with concrete and breeze blocks in March 2025. Tenanted plots are generally well used and well looked after. There has been some instances of theft and vandalism, largely owing to proximity to the Riverside Walk.

#### Proposed strategy

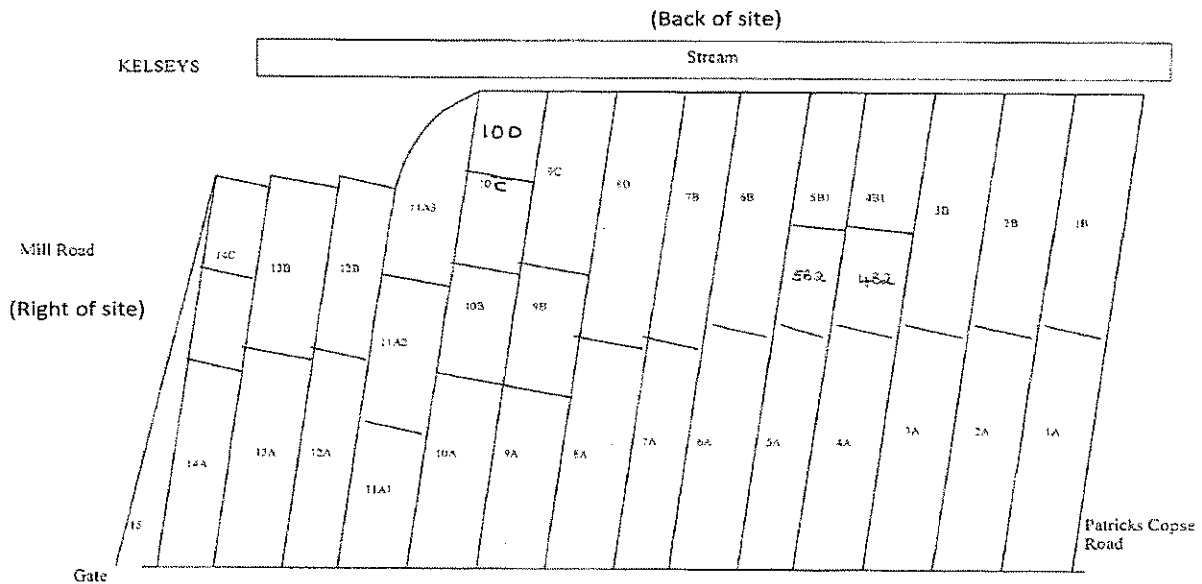
Retain as allotment garden. Develop maintenance plan for boundaries and water infrastructure. Allow beekeeping. Remeasure plots and update site map.

#### Short/medium term

Patch/repair damaged or broken areas of fencing. Recommend not replacing or repairing internal fencing installed by LPC.

## KELSEYS

Located between Mill Road and Patrick's Copse Road



	PLOTS						
	Total	Occupied	Unoccupied	Unworkable	Smallest	Largest	Average size
Kelseys	37	33	4	0	60 sqm	236 sqm	129 sqm

### Site Conditions

Housing, scrub and mature trees on northern and southern boundaries – some with access gates into the allotment site. Mill Road along eastern boundary with a gate. Patrick's Copse Road along western boundary with fence and gate. Stream to the north of the site. Some dumping of organic waste along northern and southern boundaries has created mounds. Over the years several larger plots have been divided to make smaller ones. Mains water with standpipes. Tenanted plots are largely well used and well maintained. Gates are rarely locked. There has been some reports of vandalism and theft and also complaints about tree cutting.

**Proposed strategy**

Retain as allotment garden. Develop maintenance plan for boundaries. Change policy to allow tenants to remove trees within individual plot boundaries. Remeasure plots and update site map.

**Short/medium term**

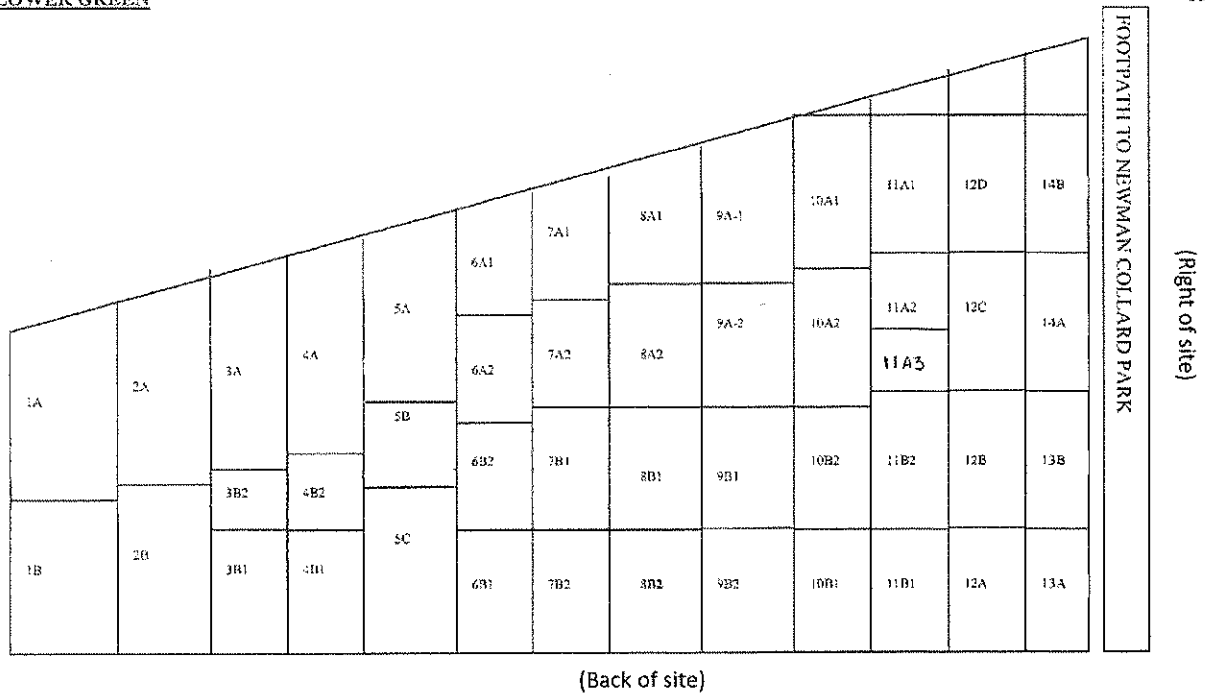
Survey trees along northern and southern boundaries to assess whether any are likely to cause boundary disputes with neighbours and consider felling any low quality or invasive species. Create and issue plot number signage to allow identification.

**LOWER GREEN**

Located on Rake Road opposite Greenfields



LOWER GREEN





	PLOTS						
	Total	Occupied	Unoccupied	Unworkable	Smallest	Largest	Average size
Lower Green	47	44	3	0	55 sqm	184 sqm	112 sqm

**Site Conditions**

Northern boundary along Rake Road with mature hedging, one small gate at western end and one vehicular sized gate directly opposite Greenfields. Mature hedges along eastern boundary with gate access to Moss Close. Scrub and mature trees along southern boundary with fence-line border with Inwood Road housing. Mature hedges along western boundary along footpath between Rake Road and Newman Collard Park. With fence and gate access at southern end. LPC owned storage shed/hut in south western corner of the site, currently used by Men’s Shed for bike storage. Some dumping of organic waste along northern and southern boundaries has created mounds. Over the years several larger plots have been divided to make smaller ones. Mains water with standpipes. Tenanted plots are largely well used and well maintained. There has been some reports of vandalism and theft. Major clearance work in 2023 to southern boundary to remove ideal habitat for foxes to build dens. Padlocks on gates are not used and have been removed and disposed of by tenants. Tenanted plots are generally well used and maintained. There have been some complaints about waterlogged conditions along the eastern end of the site between plots 1 and 3.

**Proposed Strategy**

Retain as allotment garden. Develop maintenance plan for boundaries and hedges, to include periodic review of fox population. Review condition of waterlogged area to eastern end of the site and consider not tenanting the area – these plots would need to be managed in early spring and late summer. Remeasure plots and update site map.

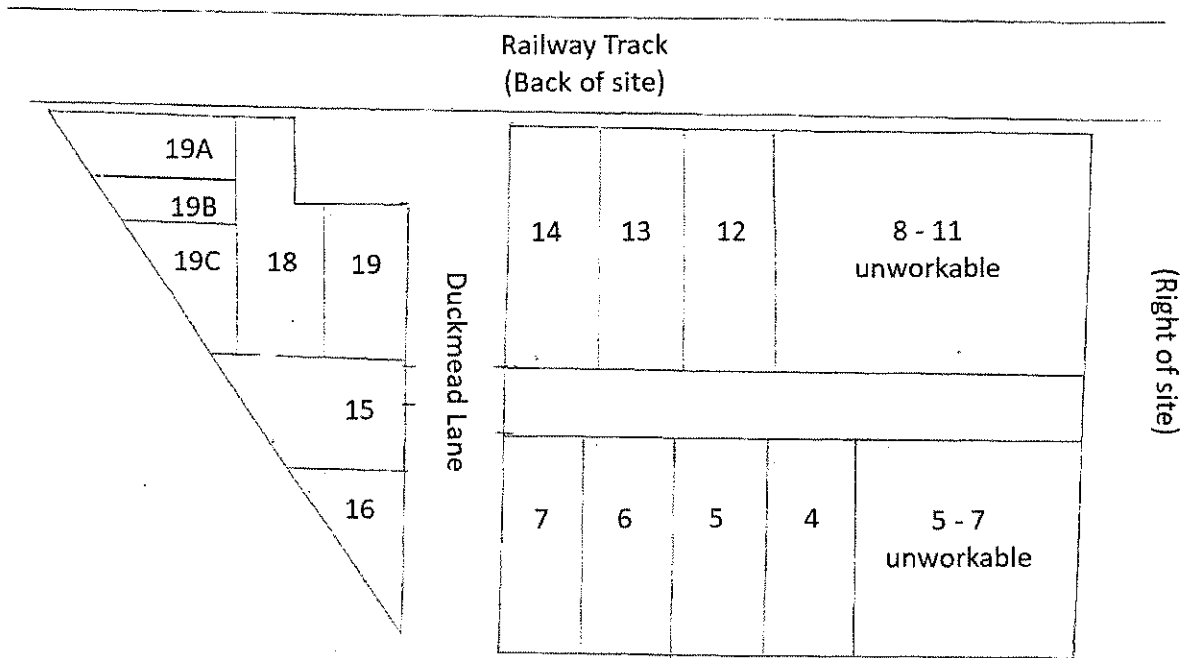
**Short/medium term**

Create and issue individual plot number signage to allow identification.

**FERNHILLS**

Located on Duckmead Lane along the railway line





	PLOTS						
	Total	Occupied	Unoccupied	Unworkable	Smallest	Largest	Average size
Fernhill	21	14	1	6	100 sqm	247 sqm	131 sqm

**Site Conditions**

Site is split into two by Duckmead Lane. It can be accessed from Duckmead Lane and there is a small area alongside the railway line where cars can park or from a pedestrian crossing over the railway from Mint Road.

Fernhill West – northern boundary is mature trees and hedges to the railway line, eastern boundary is mature hedge to Duckmead Lane with gate, western and southern boundaries are mature hedges. Water by mains with standpipes. Plots are divided by a combination of hedges and fences. Plots are tenanted and well maintained but not extensively used, several are largely laid to grass. Padlocks are not widely used. There has been some reports of vandalism and theft.

Fernhill East – northern boundary has mature trees and hedges and is fenced with a footpath between the fence and railway line western boundary is mature hedge to Duckmead Lane with a gate, southern boundary has mature trees to neighbouring property and eastern boundary has mature trees and hedges to neighbouring property. There are many mature trees which do not allow a lot of natural sunlight into plots on the southern part of the site. Plots 1 to 3 and 8 to 10 on eastern edge are untenanted and the area has been considered for development into a nature reserve. Plot 4 is used to keep bee hives. Water by mains with standpipes. Padlocks are not widely used. There has been some reports of vandalism and theft.

**Proposed strategy**

Retain Fernhills West as an allotment garden. Develop maintenance plan for boundaries. Allow beekeeping. Remeasure plots and update site map.

Do not seek new tenants when plots become available at Fernhills East. Aim to make the site completely untenanted by 2035 to 2040. The area could become a natural area and used for forest school or a nature reserve. Potentially could also be disposed of.

#### Natural area options:

Enable the habitat to become a deciduous woodland, which is a priority habitat in the UK's Biodiversity Action Plan. The site would be connected to the deciduous woodlands to the west and east via a network of existing hedgerows providing important corridors for wildlife.

- Remove allotment infrastructure (greenhouses, polytunnels, fences, raised/edged beds etc)
- Reduce quantity of bracken to the west of the site
- Remove cherry laurel
- Plant native trees which tolerate acidic conditions (field maple, hawthorn, pedunculate oak, blackthorn, silver birch)
- Keep hazel

#### **Short/medium term**

Replace inaccurate plot map in LPC website.

## **Draft Vision Statement**

At Parish Allotments (Charity reg 237190), our mission is to create sustainable, inclusive and thriving community spaces through allotments. We aim to support individuals and families by providing access to land for growing food, fostering community connections and promoting environmental responsibility.

## **Vision**

Our vision is to cultivate a society where everyone has the opportunity to connect with nature, grow their own food, and develop sustainable practices that benefit individuals and families. By empowering people through allotment gardening, we hope to improve mental and physical well-being, increase food security, and create spaces for community interaction.

## **Core Values**

1. **Sustainability:** We are committed to promoting sustainable gardening practices that protect the environment and encourage ecological awareness.
2. **Community:** We believe that allotments should be a place for people to come together, share experiences, and support each other.
3. **Accessibility:** We strive to make allotments accessible to everyone, regardless of age, background, or income level.
4. **Health & Well-being:** We understand the importance of both physical and mental well-being and seek to enhance these through gardening and connection to nature.

## Goals and Objectives

1. **Establish and Maintain Allotment Spaces:**
  - a. Protect land set allocated to developing accessible and affordable allotments for the community.
  - b. Ensure that the spaces are well-maintained and provide a welcoming environment for all participants.
2. **Community Engagement and Support:**
  - a. Foster a sense of community with all allotment tenants
3. **Promote Healthy Living:**
  - a. Encourage the community to grow their own fresh produce, improving local access to nutritious food.
  - b. Advocate for the health benefits of gardening, physical activity, and fresh food consumption.
4. **Environmental Stewardship:**
  - a. Promote eco-friendly gardening techniques such as composting, organic farming, and water conservation.
  - b. Lead efforts to reduce the environmental footprint of the allotment community through green initiatives.

## Impact Measures

To measure our success and ensure that we are making a positive difference, we will track:

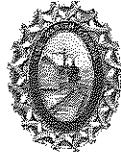
- **Community Engagement:** The number of people actively managing allotment plots.
- **Sustainability Practices:** The implementation of sustainable gardening practices and reduction of waste.
- **Health Outcomes:** Improved physical and mental well-being of participants.
- **Food Security:** The amount of produce harvested and distributed to local food banks or community members in need.

## Future Aspirations

- **Increase Impact and Outreach:** We hope to increase the amount of actively tenanted plots
- **Build Resilience:** Strengthen the charity's ability to weather financial challenges and secure funding for long-term sustainability.
- **Improve facilities:** We aim to improve and develop the facilities to safeguard the allotment gardens for future generations.

## Conclusion

At Parish Allotments, we envision a future where community gardens and allotments are a cornerstone of healthy, vibrant and resilient communities. By fostering a shared commitment to sustainability and well-being, we aim to transform lives, promote environmental stewardship, and contribute to a healthier society for generations to come.



## **LISS PARISH COUNCIL - BEEKEEPING POLICY**

### **Background**

Beekeeping is a very old and traditional hobby. It is a source of food production reflecting local quality and flavour. It is estimated that honeybees pollinate about 34% of crops in the UK, and having bees on allotment sites results in higher yields and better quality produce.

### **Purpose**

This policy provides guidance to prospective beekeepers who wish to place beehives on Liss Parish Council (LPC) land, specifically allotment plots. It sets out the process to follow and the actions that have to be taken prior to formal approval being given.

### **Stage 1 – initial consideration**

Written permission to keep bees on LPC land must be sought from the Parish Council prior to installation of the beehive(s). The application form in appendix 1 should be completed and returned to LPC with copies of the evidence and a site plan detailing the planned location for the hive(s) in line with the siting of beehives conditions detailed in this policy.

The suitability of the site must be determined and agreed by the Parish Council before the process can continue.

Any person wishing to keep bees will need to demonstrate their experience in bee keeping through evidence of membership of the British Bee Keeping Association, and associated training and insurance. Copies of these records must be provided to be kept on file in addition to the application to keep bees.

### **Stage 2 – Consultation and management requirements**

Once the site suitability has been determined in principle, it will be necessary to satisfy the requirements detailed in stage 2 so that the proposals can be formally approved by LPC.

#### *Consultation process*

It is the responsibility of LPC to inform, in advance (via written correspondence or a display notice – see appendix 2), all stakeholders of the proposed site (including plot owners, houses (where appropriate) and any public in the vicinity of the proposed hives of the intention to keep bees and to allay any concerns/answer any queries that they may have.

If no response is received, it will be considered that there are no objections to the proposal. However, if any major concerns have been raised, including objections on the grounds on allergies or medical grounds, it must be considered as to how these will be addressed or

permission may be refused to keep bees on site. Records should be kept of any replies received/concerns raised.

### *Risk assessment*

The beekeeper has a duty of care to the public in the vicinity of the hives. A risk assessment covering the following points must be provided along with the initial request to keep bees:

- Make sure all eventualities are covered.
- Any risks are identified
- There are actions identified to control any risks identified.
- Measures are in place to prevent bees swarming.

### *Conditions*

LPC is responsible for ensuring the following conditions are met on which bees are permitted:

- Beekeepers must be a member of the British Bee Keeping Association (BBKA) and provide a copy of their membership annually to the Parish Council. Beekeepers must work to the good practice guidelines of the BBKA and must have completed the basic assessment BBKA course and provide a copy of their training certificate.
- Beekeepers must provide a copy of their public liability insurance on an annual basis - it is recommended that the level of cover is £10 million public liability.
- Beekeepers adhere to the operational requirements regarding siting of hives.
- The beekeeper will be responsible for hive security and maintenance - it should be considered that all allotment sites have restricted public access and unforeseen incidents can happen.
- Hives will remain on site as long as they are adequately maintained.
- The Council accepts no liability for loss, damage or theft from beehives.
- The beekeeper must provide the Parish Council with contact details of adequate stand-by arrangements to deal with emergencies such as swarming during any absence or unavailability of the beekeeper. All emergency contact details should be clearly displayed on site in case of swarm.
- Hives must be registered and be inspected annually by a BBKA registered beekeeper.
- The beekeeper will not display notices that honey or other bee produce are available for sale.

### **Stage 3 - Formal agreement**

Once the requirements of Stage 1 and 2 have been met, the beekeeper will receive written confirmation that has been granted permission to place bee hives on site. Prior to bringing any bee hives onto the site, all required documentation such as emergency contact details, insurance details, confirmation of membership to the BBK Association and evidence of required qualifications must be given to LPC for their records.

#### *Notification*

Once permission has been agreed, LPC shall undertake to:

- Inform stakeholders at the earliest opportunity that there are bee hives on site. Any prospective new tenants that do not wish to have an allotment plot neighbouring a site where bees are kept should be offered an alternative plot if available.
- Install signage at the site entrance(s) and on the site notice board (if one exists) advising that bees are kept on site. The beekeeper must display a sign on the plot boundary stating honey bees are located there. Signage must provide advice for when/if bees swarm along with contact details for the beekeeper and adequate stand-by arrangements during any absence/unavailability. All signage costs must be met by the beekeeper.
- Provide a briefing note to Parish Council staff should it not be possible to contact the beekeeper in the case of emergency.

### **Stage 4 – Operational requirements**

#### *Siting of bee hives*

- Bees must be carefully placed to be away from footpaths and direct thoroughfares.
- No more than 3 hives should be grouped together.
- Do not place hives in positions from which flight paths impinge on other site users or pathways.
- Arrange for hives to be sited in a remote area away from other site users.
- Limit the number of colonies in any area.
- The bees should be screened so as not to draw attention to them and to create a barrier to ensure the bees fly upward quickly to their normal flight height (in excess of 2 meters/6 feet to ensure that their flight path is not directly over other plots. This can be achieved by the use of a fine mesh screen of a gauge of less than 10mm.

#### *Handling of bees*

- The beekeeper should try to ensure that the strain of bees used is gentle, e.g., by using a queen from a docile strain.
- Handling bees should be done at times when the bees are very active and when there is someone else on site in case of emergency (but not when other people are in the

immediate vicinity). When opening hives every care should be taken to ensure that it is not a busy time (i.e. busy weekend afternoons.), and that the weather conditions are favourable (i.e. not raining, windy or thundery).

- A "Beekeeper at work" sign must be placed prominently on site while the beekeeper is working and for around half an hour after to ensure that no one walks too near unless they want to.
- The strength of colonies should not be allowed to increase to swarming strength in an unmanaged way. All swarm precautions must be taken - an inspection of each hive is required at least once a week to check for signs of swarming preparations during the 'swarming season' (around April to July in the UK).
- A 'bee safe' small water source should be easily accessible to the bees and kept filled as appropriate before the bees are established to prevent them congregating around taps or open water.
- If beekeepers are happy to show any interested parties the hives then additional sets of protective clothing should be made available.
- Unused equipment should not be left around as it could spread disease.

Beekeepers must make adequate arrangements to ensure that any problems caused by their bees in their absence will be resolved, e.g. have a nominated person as a point of contact in their absence. Up to date contact details of a primary and secondary qualified and insured beekeeper should be made available on a site notice board in case of emergencies.

### **Vandalism**

The beekeeper should try to ensure that long objects are not available near the hives as these may be used to push over hives from a safe distance.

### **Diseases**

The beekeeper is required to register all hives with the National Bee Unit's 'Beebase' (part of Defra). If a beekeeper suspects their honey bees have Notifiable Brood Diseases such as AFB/EFB they should report the issue immediately to the National Bee Unit (NBU) to arrange for an inspector to assess the honey bees.

If diseased bees are to be disposed of, advice should be taken from the NBU or their local bee keeping association on appropriate disposal methods.

### **Education**

Consideration should be given to arranging an initial session/briefing for allotment plot holders to learn and be educated about the bees, how the beekeepers are planning to operate and advice on what to do in case of emergencies etc.



## **Complaints Process**

Complaints from plot holders or members of the public should be directed to the Assistant Clerk for consideration. It may be necessary for a re-evaluation of the appropriateness of the siting of bee hives on the particular site to be undertaken. Any withdrawal of permission to keep bees on an allotment plot would be done via issue of a notice for the removal of hives during the next winter season.

## **Withdrawal of Consent**

LPC may withdraw the permission to keep bees at any time by issuing a notice for the removal of hives if:

- The beekeeper contravenes any of the conditions within this policy/within the Allotment Tenancy Agreement.
- Substantiated information is received that requires a review of the arrangements.

Any costs resulting from withdrawal of consent shall be borne by the beekeeper.

*This document should be read in conjunction with the document LO15 Dec 2011 produced by the British Beekeepers Association.*





## LISS PARISH COUNCIL BEEKEEPING CONSULTATION

A request has been received to site beehive(s) at  
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Whilst Liss Parish Council has agreed in principle that this site could be suitable for such activities, before any final approval is granted, consultation with all stakeholders is undertaken to seek your views on the proposal.

Should you have any concerns or require any additional information regarding the proposed location of these hives please respond by **[date]**. If no response is received, it will be assumed that you are in agreement and happy for approval to be granted.

*The benefits of bee keeping:*

- *It is a very old and traditional hobby.*
- *Bees produce honey, wax, and collect pollen.*
- *They provide a valuable pollinating resource for gardeners and wild plants.*
- *They support local food production and this adds to increasing the quality and flavour.*
- *Bees are social insects and, because of the way in which they can be managed in modern hives, their lifestyles can be easily studied. This can encourage responsible attitudes to other creatures and the environment generally.*
- *In an urban environment, bees can be very productive as they are able to forage from a wide range of plants in gardens, parks etc., over a wide "flowering" period.*

**Please forward any comments to:**

*The Assistant Clerk, Liss Parish Council, Hill Brow Road, Liss GU33 7LA or email:  
[assistantclerk@lissparishcouncil.gov.uk](mailto:assistantclerk@lissparishcouncil.gov.uk)*

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	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>INCOME</b>						
<b>1000 Village Hall</b>						
1080 Bank Interest	295	0	(295)			0.0%
1601 Village Hall Rent	13,213	8,500	(4,713)			155.4%
1610 LPC Grant	0	26,168	26,168			0.0%
<b>Subtotal</b>	<b>13,508</b>	<b>34,668</b>	<b>21,160</b>	<b>0</b>	<b>0</b>	<b>39.0%</b>
<b>1100 Pavilion</b>						
1602 Pavilion Rent	22,507	27,000	4,493			83.4%
1605 Inpost income	500	0	(500)			0.0%
1610 LPC Grant	0	3,897	3,897			0.0%
<b>Subtotal</b>	<b>23,007</b>	<b>30,897</b>	<b>7,890</b>	<b>0</b>	<b>0</b>	<b>74.5%</b>
<b>1200 West Liss Pitches</b>						
1603 West Liss Pitch Rent	735	2,750	2,015			26.7%
1610 LPC Grant	0	9,160	9,160			0.0%
<b>Subtotal</b>	<b>735</b>	<b>11,910</b>	<b>11,175</b>	<b>0</b>	<b>0</b>	<b>6.2%</b>
<b>1300 Allotments</b>						
1600 Allotment Rent	5,010	5,500	490			91.1%
1610 LPC Grant	0	12,805	12,805			0.0%
<b>Subtotal</b>	<b>5,010</b>	<b>18,305</b>	<b>13,295</b>	<b>0</b>	<b>0</b>	<b>27.4%</b>
<b>TOTAL INCOME</b>	<b>42,260</b>	<b>95,780</b>	<b>53,520</b>	<b>0</b>	<b>0</b>	<b>44.1%</b>

**EXPENDITURE**

<b>1000 Village Hall</b>						
4000 Staff salary	15,216	15,280	64		64	99.6%
4005 Pensions	3,290	2,808	(482)		(482)	117.2%
4060 Training	125	250	125		125	50.0%
4070 Insurance	2,000	2,000	0		0	100.0%
4075 Telephone & Internet	319	385	66		66	82.8%
4080 IT software	681	300	(381)		(381)	227.0%
4085 Website & email hosting	150	150	0		0	100.0%
4090 Stationery	173	150	(23)		(23)	115.3%
4100 Printer/copier	100	100	0		0	100.0%
4115 Audit	133	400	267		267	33.3%
4120 Subscriptions	120	120	0		0	100.0%
4145 Council Tax & licences	161	350	189		189	46.0%
4150 Gas	2,749	3,000	251		251	91.6%
4155 Electricity	2,565	4,000	1,435		1,435	64.1%
4160 Water supply	57	700	643		643	8.1%
4170 Fire safety	300	600	300		300	50.0%
4175 Building Maintenance	4,191	1,500	(2,691)		(2,691)	279.4%
4180 Feminine Hygiene Costs	439	650	212		212	67.5%
4190 Cleaning Materials	114	600	486		486	19.0%
4195 Other Servicing	80	1,325	1,245		1,245	6.0%
4245 Other Grounds Costs	105	0	(105)		(105)	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Subtotal</b>	33,067	34,668	1,601	0	1,601	95.4%
<b>1100 Pavilion</b>						
4000 Staff salary	14,244	12,892	(1,352)		(1,352)	110.5%
4060 Training	188	250	63		63	75.0%
4070 Insurance	2,000	2,000	0		0	100.0%
4075 Telephone & Internet	763	385	(378)		(378)	198.3%
4080 IT software	681	300	(381)		(381)	227.0%
4085 Website & email hosting	150	150	0		0	100.0%
4090 Stationery	186	150	(36)		(36)	124.1%
4100 Printer/copier	100	100	0		0	100.0%
4115 Audit	133	300	167		167	44.4%
4120 Subscriptions	120	120	0		0	100.0%
4145 Council Tax & licences	538	600	62		62	89.7%
4150 Gas	2,237	4,200	1,963		1,963	53.3%
4155 Electricity	1,259	3,675	2,416		2,416	34.2%
4160 Water supply	167	350	183		183	47.7%
4165 Waste Bins	1,671	1,400	(271)		(271)	119.3%
4170 Fire safety	372	400	28		28	93.0%
4175 Building Maintenance	5,729	2,000	(3,729)		(3,729)	286.4%
4180 Feminine Hygiene Costs	96	0	(96)		(96)	0.0%
4190 Cleaning Materials	610	800	190		190	76.2%
4195 Other Servicing	642	775	133		133	82.8%
4200 Equipment Repairs & Servicing	234	50	(184)		(184)	468.0%
4205 Equipment Replacement	148	0	(148)		(148)	0.0%
4245 Other Grounds Costs	59	0	(59)		(59)	0.0%
<b>Subtotal</b>	32,326	30,897	(1,429)	0	(1,429)	104.6%
<b>1200 West Liss Pitches</b>						
4000 Staff salary	8,150	8,150	0		0	100.0%
4235 Grass Cutting	895	1,500	605		605	59.7%
4240 Pitch Related Costs	80	350	270		270	22.9%
4245 Other Grounds Costs	131	800	669		669	16.4%
4255 Tree Sugery	0	1,000	1,000		1,000	0.0%
4260 Hedge Cutting	0	110	110		110	0.0%
<b>Subtotal</b>	9,256	11,910	2,654	0	2,654	77.7%
<b>1300 Allotments</b>						
4000 Staff salary	10,490	10,490	0		0	100.0%
4060 Training	63	250	188		188	25.0%
4080 IT software	425	300	(125)		(125)	141.7%
4085 Website & email hosting	150	150	0		0	100.0%
4090 Stationery	173	150	(23)		(23)	115.3%
4100 Printer/copier	25	25	0		0	100.0%
4115 Audit	133	75	(58)		(58)	177.8%
4120 Subscriptions	120	120	0		0	100.0%
4160 Water supply	388	2,625	2,237		2,237	14.8%
4175 Building Maintenance	19	0	(19)		(19)	0.0%
4215 Fuel	0	300	300		300	0.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4245 Other Grounds Costs	416	2,600	2,184		2,184	16.0%
4255 Tree Sugery	0	1,000	1,000		1,000	0.0%
4260 Hedge Cutting	0	220	220		220	0.0%
<b>Subtotal</b>	<b>12,401</b>	<b>18,305</b>	<b>5,904</b>	<b>0</b>	<b>5,904</b>	<b>67.7%</b>
<b>1400 Newman Collard Playing Field</b>						
4235 Grass Cutting	(277)	0	277		277	0.0%
<b>Subtotal</b>	<b>(277)</b>	<b>0</b>	<b>277</b>	<b>0</b>	<b>277</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURE</b>	<b>86,773</b>	<b>95,780</b>	<b>9,007</b>	<b>0</b>	<b>9,007</b>	<b>90.6%</b>
<b>Total Income</b>	42,260	95,780	53,520			44.1%
<b>Total Expenditure</b>	86,773	95,780	9,007	0	9,007	90.6%
<b>Net Income over Expenditure</b>	<b>(44,513)</b>	<b>0</b>	<b>44,513</b>			
plus Transfer from EMR	848					
<b>Movement to/(from) Gen Reserve</b>	<b>(43,665)</b>	<b>0</b>	<b>43,665</b>			

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Date: 10/04/2025

Liss Parish Council Current Year

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Time: 08:49

Cashbook 1

User: SANDRA

Treasurers Acc. 00110939

Payments made between 23/01/2025 and 31/03/2025

						Nominal Ledger Analysis		
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
24/01/2025	B&M stationery	DCARD	4.99		0.83	4090 150	4.16	stationery
24/01/2025	Amazon	DCARD	83.88		13.98	4105 150	69.90	Amazon
27/01/2025	Amazon	DCARD	4.43		0.74	4090 150	3.69	Amazon
27/01/2025	Amazon	DCARD	21.99		3.67	4090 150	18.32	Amazon umbrella stand
28/01/2025	Tesco milk	DCARD	1.20			4055 150	1.20	milk
28/01/2025	Veolia ES UK Ltd	DDR48	298.85	298.85		500		Euro bins NC/Pav
29/01/2025	Salaries	BACS	7,006.96			4000 150	7,006.96	salaries Jan mnth 10
29/01/2025	Hampshire Pension	BACS	2,427.79			4005 150	2,427.79	Pension Jan mnth 10
29/01/2025	HMRC	BACS	744.70			4000 150	744.70	HMRC NI Jan mth 10
29/01/2025	hmrc	DCARD	1,124.00			4000 150	1,124.00	HMRC tax Jan mnth 10
30/01/2025	charities allotments	BACS	37.44			4056 150	37.44	charities allotments
30/01/2025	post office postage	DCARD	3.50			4090 150	3.50	post office postagae
30/01/2025	Sodexo Motivaton Solutions UK	DDR49	10.00	10.00		500		Salaries
03/02/2025	Public Works Loan	DDR50	3,278.94			6005 600	3,278.94	Public works loan
04/02/2025	tesco	DCARD	1.20			4055 150	1.20	milk
05/02/2025	Newman Collard	FPO114	2,300.00			6107 700	2,300.00	Newman Collard Grant payment
05/02/2025	Rebecca Lawrence	FPO114	6.00			4055 150	6.00	expenses
05/02/2025	Cross Fire	FPO115	136.00	136.00		500		Fire extinguisher service
05/02/2025	JRB Enterprise Ltd	FPO116	578.40	578.40		500		Dog waste bags
05/02/2025	Coomers Ltd	FPO117	80.92	80.92		500		Building sand
05/02/2025	Viking Direct	FPO118	57.34	57.34		500		Stationery for office
06/02/2025	Cloudy IT Ltd	DDR51	72.00	72.00		500		RBS licence fee
06/02/2025	Charities	TRANS	54.74			540	54.74	allotment cash banked
10/02/2025	Sodexo Motivaton Solutions UK	DDR52	0.72	0.72		500		Salaries
10/02/2025	Charities	TRANS	50.00			540	50.00	transfer to charities
11/02/2025	tesco	DCARD	1.20			4055 150	1.20	milk
17/02/2025	Liss Community Association	FPO119	5,040.00			6111 700	5,040.00	Grant payment
						372	-5,040.00	Grant payment
						6000 700	5,040.00	Grant payment
18/02/2025	Sage UK	DDR53	18.00	18.00		500		Payroll software fee
26/02/2025	Salaries	BACS	7,006.96			4000 150	7,006.96	Salaries Feb mnth 11
26/02/2025	Hampshire Pension	BACS	2,427.79			4005 150	2,427.79	Pension Feb mnth 11
26/02/2025	HMRC	BACS	1,124.00			4000 150	1,124.00	HMRC Tax Feb mnth 11
26/02/2025	hmrc	BACS	1,007.00			4000 150	1,007.00	HMRC NI Feb mnth
<b>Subtotal Carried Forward:</b>			35,010.94	1,252.23	19.22		32,732.49	

		Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
							11
28/02/2025	tesco	DCARD	1.20			4055 150	1.20 milk
28/02/2025	Veolia ES UK Ltd	DDR54	466.70	466.70		500	Waste bins for NC & Pavillion
28/02/2025	Natural Playscapes Ltd	FPO120	57.60	57.60		500	Replacement swing seat
28/02/2025	Coomers Ltd	FPO121	74.54	74.54		500	Ballast/cement mill rd bench
28/02/2025	Rebecca Lawrence	FPO122	26.90			4055 150	26.90 Mileage
03/03/2025	Debit Card	DCARD	12.00		2.00	4065 150	10.00 engraving for awards
03/03/2025	Amazon	DCARD	15.83		2.64	4105 150	13.19 Amazon
06/03/2025	Cloudy IT Ltd	DDR55	72.00	72.00		500	Monthly Licence fee
06/03/2025	U-Do DIY	FPO123	13.13	13.13		500	misc items for play eq/grds
07/03/2025	tesco	DCARD	2.30			4055 150	2.30 milk and soap
11/03/2025	Datasharp Independant Solution	DDR56	96.11	96.11		500	Photo copier print charge
11/03/2025	Datasharp Independant Solution	DDR57	148.66	148.66		500	Photocopier prints
14/03/2025	Datasharp Independant Solution	DDR58	101.63	101.63		500	Photocopier Feb
17/03/2025	Sage UK	DDR59	18.00	18.00		500	Payroll software
17/03/2025		FPO124	1,207.08	1,207.08		500	Repairs to Riverside Walk
17/03/2025	U-Do DIY	FPO125	10.40	10.40		500	DUPLICATED INV
17/03/2025	Travis Perkins	FPO126	189.94	189.94		500	bulk ballast
17/03/2025	Viking Direct	FPO127	1,064.40	1,064.40		500	office desk disount
17/03/2025	Lightatouch	FPO128	426.66	426.66		500	Interim internal audit
17/03/2025	Alpha Graphics	FPO129	1,137.08	1,137.08		500	Signs for Allotment mill rd
17/03/2025	Hampshire Association of Local	FPO130	420.00	420.00		500	Cilca Course
17/03/2025	The Play Inspection Company Lt	FPO131	435.00	435.00		500	Operational inspection
17/03/2025	Vision ICT Ltd	FPO132	653.10	653.10		500	Website hosting & Support
17/03/2025	Society of Local Council Clerk	FPO133	450.00	450.00		500	Qualification fee Cilca
18/03/2025	Jed Deane	BACS	60.01			4215 200	60.01 Diesel
18/03/2025	tesco	DCARD	1.20			4055 150	1.20 milk
18/03/2025	lloyds bank	DD	19.09			4009 150	19.09 Account charges
20/03/2025	Paul Kibbs	BACS	80.00			6108 700	80.00 Labour charge for groundswork
						363	-80.00 Labour charge for groundswork
						6000 700	80.00 Labour charge for groundswork
<b>Subtotal Carried Forward:</b>			42,271.50	8,294.26	23.86		33,953.38



## Treasurers Acc. 00110939

## Payments made between 23/01/2025 and 31/03/2025

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
20/03/2025	OLB Group Ltd	FPO136	214.00	214.00		500		PAT Test to equipment
20/03/2025	Hampshire Association of Local	FPO137	57.60	57.60		500		Introduction to Cilca
20/03/2025	Travis Perkins	FPO138	623.81	623.81		500		solid dense block
24/03/2025	Amazon	DCARD	17.49		2.92	4105 150	14.57	Computer wrist support
24/03/2025	Amazon	DCARD	26.32		4.39	4105 150	21.93	Laptop stand, draw organsiers
24/03/2025	Amazon	DCARD	79.97		13.33	4105 150	66.64	Computer monitor and speakers
25/03/2025	tesco	DCARD	1.20			4055 150	1.20	tesco milk
25/03/2025	Tesco	DCARD	2.20			4055 150	2.20	Tesco
26/03/2025	Salaries	BACS	7,288.97			4000 150	7,288.97	salaries Mar mnth 12
26/03/2025	Hampshire Pension	BACS	2,558.79			4005 150	2,558.79	Pension Mar mnth 12
26/03/2025	hmrc ni	BACS	1,098.24			4000 150	1,098.24	hmrc ni Mar mnth 12
26/03/2025	hmrc tax	BACS	1,202.80			4000 150	1,202.80	hmrc tax Mar mnth 12
26/03/2025	Amazon	DCARD	19.98			4105 150	19.98	computer mouse
26/03/2025	Amazon	DCARD	3.33			4090 150	3.33	amazon
27/03/2025	Charities	TNSFR	216.00			540	216.00	Liss railway receipt
28/03/2025	Veolia ES UK Ltd	DDR60	276.00	276.00		500		waste removal
28/03/2025	The BRT Group Ltd	FPO139	31.45	31.45		500		Awards for Villager of Year
28/03/2025	Zurich Municipal (Insurance)	FPO140	478.03	478.03		500		Landrover insurance
31/03/2025	TM Clothing Ltd	FPO141	41.76	41.76		500		workwear
31/03/2025	Hampshire Grounds Ltd	FPO142	370.00	370.00		500		Grass cutting nc,lf,mill rd
31/03/2025	Amberol Ltd	FPO143	1,173.60	1,173.60		500		Planter for LIB
31/03/2025	DRB Contractor	FPO144	1,260.00	1,260.00		500		Post & rail with stock wire
31/03/2025	Travis Perkins	FPO145	79.08	79.08		500		building sand and dense block
31/03/2025	Viking Direct	FPO146	599.99	599.99		500		Office Chairs
<b>Total Payments:</b>			<b>59,992.11</b>	<b>13,499.58</b>	<b>44.50</b>		<b>46,448.03</b>	

## BUS Instant 07410075

Payments made between 23/01/2025 and 31/03/2025

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
04/02/2025	Treasurers Acc. 00110939	tfer	10,000.00			200	10,000.00	transfer funds
10/02/2025	Charities	BACS	1,250.00			540	1,250.00	charities
13/02/2025	Treasurers Acc. 00110939	transfer	5,040.00			200	5,040.00	transfer of funds
24/02/2025	Treasurers Acc. 00110939	transfer	11,500.00			200	11,500.00	transfer funds
17/03/2025	Charities	TRANS	1,064.91			105	1,064.91	vat refund to charities
18/03/2025	Treasurers Acc. 00110939	transfer	10,000.00			200	10,000.00	transfer funds
24/03/2025	Treasurers Acc. 00110939	transfer	12,150.00			200	12,150.00	transfer of funds
<b>Total Payments:</b>			51,004.91	0.00	0.00		51,004.91	

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10/04/2025

Liss Parish Council Current Year

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Cashbook 1

User: SANDRA

Treasurers Acc. 00110939

Receipts received between 23/01/2025 and 31/03/2025

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 30/01/2025	6.50						
	cash received for leaflets		6.50		4140	150	6.50	leafet sales
	Banked 04/02/2025	10,000.00						
tfers	BUS Instant 07410075	10,000.00			205		10,000.00	transfer funds
	Banked 05/02/2025	54.72						
cash banke	allotment cash banked		54.72		540		54.72	allotment cash banked
	Banked 06/02/2025	96.00						
charities	Charities		96.00		540		96.00	receipt from charities
	Banked 06/02/2025	270.00						
	Liss model railway cash in		270.00		540		270.00	Liss model railway cash in
	Banked 13/02/2025	5,040.00						
transfer	BUS Instant 07410075	5,040.00			205		5,040.00	transfer of funds
	Banked 24/02/2025	11,500.00						
transfer	BUS Instant 07410075	11,500.00			205		11,500.00	transfer funds
	Banked 26/02/2025	89.89						
	Zurich Insurance		89.89		4070	150	89.89	Zurich Insurance receipt
	Banked 13/03/2025	60.28						
transfer	Charities		60.28		540		60.28	payment from charities
	Banked 18/03/2025	10,000.00						
transfer	BUS Instant 07410075	10,000.00			205		10,000.00	transfer funds
	Banked 19/03/2025	216.00						
cash recdq	Liss Model Railway		216.00		540		216.00	Cash from Liss Model
refund	Banked 20/03/2025	15.83						
refund	amazon		15.83	2.64	4105	150	13.19	amazon wireless mouse
	Banked 24/03/2025	12,150.00						
transfer	BUS Instant 07410075	12,150.00			205		12,150.00	transfer of funds
refund	Banked 27/03/2025	19.98						
refund	Amazon refund		19.98	3.33	4105	150	16.65	amazon wireless mouse
	<b>Total Receipts:</b>	<b>49,519.20</b>	<b>0.00</b>	<b>5.97</b>			<b>49,513.23</b>	

## BUS Instant 07410075

Receipts received between 23/01/2025 and 31/03/2025

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked 29/01/2025	1,250.00						
scouts	Scouts income for charities	1,250.00			4056	150	1,250.00	Scouts income for
	Banked 04/02/2025	2,002.87						
CCLA Int	Public Sector interest	2,002.87			1081	100	2,002.87	CCLA dividends recd
	Banked 07/02/2025	11,949.24						
VAT	hmrc vat	11,949.24			105		11,949.24	VAT refund council
	Banked 10/02/2025	79.96						
int recd	Lloyds Bank	79.96			1080	100	79.96	bank interest rec
div recd	Banked 04/03/2025	1,751.50						
div recd	Public Sector interest	1,751.50			1081	100	1,751.50	ccla interest recd
int recd	Banked 10/03/2025	60.23						
int recd	Lloyds Bank	60.23			1080	100	60.23	lloyds int recd
	vat Banked 17/03/2025	1,064.91						
vat refund	hmrc vat refund	1,064.91			105		1,064.91	vat refund for charities
<b>Total Receipts:</b>		18,158.71	0.00	0.00			18,158.71	

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**DIRECT DEBIT AND REGULAR PAYMENTS APPROVAL**

**CHARITIES ACCOUNT**

Direct Debit payments

DD	Castle Water Ltd	M	Water bills Allotment x 4/Village Hall/Pavilion
DD	Scottish Water	M	Waste Water Village Hall & Pavilion
DD	British Gas	M	Gas Village Hall
DD	British Gas	M	Electric Village Hall
DD	SSE Gas	M	Gas Pavilion
DD	British Gas	M	Electric Pavilion
DD	TV Licence DDA	ANN	TV licence Pavilion
DD	BT	M	Phone & broadband VH & Pavilion
DD	TV Licence DDA	ANN	Pavilion TV Licence

Payments by bank transfer

Trf	Staff	M	Salaries
Trf	HCC Pension Fund	M	Pension contributions
Trf	HMRC	M	Tax and NI contribution
Trf	EHDC	M	Village Hall rates
Trf	EHDC	M	Pavilion Rates

**APPROVAL**

**Charities minute no.:**

**Date:**

**Signature:**