

**Parish Council Meeting
Held at East Meon Village Hall on
Monday 15 September 2025 at 18:30.**

Minutes

Present: Councillors Matt Atkinson (Chair), Charles Ritchie (Vice Chair), Steven Ridgeon, Trudie Lang, Tom Tyrwhitt-Drake, Sarah Round, Jerry Silence and Chris Brooker
Cllr Robert Mocatta (District/County Councillor)
Sam Marchant (Clerk)
1 member of the public

1. Apologies for Absence

No apologies had been received.

2. To receive any declarations of personal or prejudicial interest

No declarations were made.

3. Notice to Co-option of Councillor vacancy

To Co-opt new Councillor

One application had been received for the vacancy. Councillors unanimously resolved that Simon Sharp be appointed to the Council and extended a warm welcome to him as a member of the team.

4. Approval of Minutes

To approve the minutes of the meeting held on 14 July 2025

The Chair asked Councillors to consider whether the minutes were a true record. Councillors who had attended the meeting confirmed that they were accurate.

Propose by Cllr Ridgeon

Seconded by Cllr Lang

Approved and signed by the Chair.

5. Open Forum: for residents to raise any concerns

No issues were raised.

6. Finance & Admin

- a) Finance Actuals vs Budget and list of Payments & Receipts report (8 July-8 September): to approve (Appendix A)

The report was unanimously approved by Councillor.

- b) Conclusion of Audit 2024-25

The RFO informed Councillors that the Conclusion of Audit had been received from BDO with no comments to note and that the Notice of Conclusion of Audit had been displayed on the PC website and noticeboard as required.

- c) Budget Forecast: to note projects to be included for 2026-27

The RFO asked Councillors to think about any projects to include in the budget for 2026/27 which would be approved in the November meeting.

Provision of up to £4000 for tree works at the Frogmore allotments.

- d) CiLCA training: to approve
Councillors approved the breakdown of costs for the training.

7. Reports and Updates

- a) The Green Path: to report complete (TTD)
Cllr Tyrwhitt-Drake reported that the Green Path project had now been completed, and Councillors expressed their thanks.
The need for “No Parking” sign to prevent obstruction across the entrance to path was discussed.

Action: Cllr Ritchie agreed to arrange installation of the sign. (CR)

- b) Fingerposts: to report estimated dates (CR)
Cllr Ritchie advised that there was still no confirmed timescale from the contractor, although October was possible. In the meantime, Cllr Lang agreed to update the worksheet on signage maintenance. A footpath fingerpost had also been reported to Hampshire Highways.

Actions: Cllr Ritchie to follow up with the contractor; Cllr Lang to update the worksheet (CR/TL)

- c) Allotments (TL)
Cllr Lang had inspected the allotments and noted that some plots required tidying. Letters had been issued to tenants whose plots were neglected. A new system was being trialled to encourage better care of shared spaces. Trees along the Frogmore path had been cut back, but further work was required on overhanging trees by the river; a quotation was awaited, bearing in mind the conservation area restrictions.

Action: Cllr Lang to obtain a quotation for the tree works. (TL)

- d) Lengthsman: to note works done and call for jobs (TL)
Cllr Lang reported that the Lengthsman had completed recent jobs and that she would ask for the village signs to be cleaned as mentioned previously.

Action: Cllr Lang to prepare an updated jobs list for works (TL)

- e) CIL Projects working group (TTD)
Cllr Tyrwhitt-Drake explained that the working group had agreed to focus CIL funding on completing small scale projects. Priority would be given to projects benefiting young people and the wider community. Councillors agreed this was a sound approach. Cllr Atkinson undertook to continue investigating the play area deeds.

Actions: Councillors of the working group to again to prepare draft proposals for the next meeting and to investigate the play area deeds. (TTD/MA)

f) Village Hall (CB)

Cllr Brooker reported back from the Village Hall Committee meeting. The accounts showed the Hall costs approximately £30,000 per year to run, with a small surplus last year. At the meeting concerns had been expressed about low attendance numbers for the nursery group. The AV equipment proved by CiL funds granted to the Village Hall were waiting installation. The Committee was considering revisiting an improvement plan last prepared twenty years ago and the previously proposed survey to collect resident views was being redrafted.

Action: Cllr Brooker to attend the next Village Hall meeting. (CB)

g) Roads & Traffic: to include traffic/speeding through the village (MA)

The Chair reported that the A272 closure had resulted in some increase in heavy vehicles through the village, although not as severe as expected.

Due to the current speed signs at two of the entry points to village being considered effective he proposed a third speed sign along the Petersfield Road.

Entry gates to the village were under discussion with Hampshire Highways, with £10,000 earmarked for the scheme. Rubber curbs to narrow Workhouse Lane were also being considered.

Actions: Cllr Atkinson to consult residents on the proposed new speed sign and continue discussions with Hampshire Highways regarding village entry gates and other traffic calming ideas. (MA)

h) Environment & Nature (SR)

Cllr Ridgeon reported that the South Downs team had been working on a poster featuring the Parish Council logo mentioned in the previous meeting. A river clearance day was arranged for 23 October with SD rangers and volunteers. Twelve disease-resistant elm saplings were being sourced, with planting sites still to be agreed.

Cllr Ritchie reported a dead tree near the All Sports Court needing to be removed and replacement planting was discussed.

Actions: Cllr Ritchie and Cllr Brooker to look at removal and replacement of the dead tree. (CR/CB)

8. Matters Arising

a) Community Grants: to note

Funding opportunities had been noted by Councillors.

b) All Sports Pavilion refurbishment: to receive quotations (CR)

Cllr Ritchie reported on quotations for decking repairs.

He also informed Councillors that a temporary repair had been carried out for the roof flashings by Cllr Sillence. A structural survey was recommended to assess the longer-term future of the building. Councillors also discussed the potential for introducing charges for tennis court use.

Actions: Clerk to obtain a structural survey (PC)

- c) East Meon Veterans Football Club agreement: to note reissued for 2025/2026 (CR)
The agreement for 2025/26 had been signed, with the Club agreeing to cover grass cutting costs.
- d) Bowmen of Petersfield Club - Football Pitch hire: trial sessions & agreement (CR)
The Bowmen's trial sessions on the football pitch had gone well, and they had requested continued use at weekends when football was not scheduled.
- e) EMCC agreement: to approve (MA/SR)
Councillors were satisfied that it was ready to be presented to EMCC.

Action: Cllrs Atkinson and Ridgeon to present the draft to EMCC. (MA/SR)

- f) Celebration request at the Cricket Pavilion/Recreation Ground: to approve (MA)
A request to hold a private celebration at the Pavilion and Recreation Ground was approved, subject to neighbouring residents being notified.

Action: Cllr Atkinson to ask for the local residents to be notified. (MA)

- g) Home-Start Butser Grant application: to approve (MA)
A grant of £200 was approved.

Action: Clerk to raise payment. (PC)

- h) Remembrance Sunday 9 November: to note plans (MA)

Actions: War Memorial to be tidied (TL)
Traffic Management for the service by the memorial (TTD/JS)
Children asked to attend to lay a wreath (SRound)
Wreaths to be ordered (PC)
Refreshments at the Village Hall (PC)

- i) Litter Pick: to note plans (JS)
Cllr Silence proposed another litter pick in November, weather permitting. Equipment would again be supplied by Norse.

Action: Cllr Silence to confirm arrangements and set a date. (JS)

- j) Annual Parish Assembly Speaker: to receive suggestions (MA)
Councillors were invited to suggest suitable speakers. Cllr Mocatta undertook to explore the possibility of a Unitary Authority representative.

Action: Cllr Mocatta to approach a potential speaker.

(RM)

9. County/District Councillor Report: Cllr Mocatta

Cllr Mocatta's report had been circulated in advance. Key points included the introduction of food waste collections from April 2026 and the availability of grants for community projects.

10. Planning Report by Chair of the Planning Committee (SR)

Cllr Ridgeon presented the Planning Committee report which had been circulated prior to the meeting. (Appendix B)

11. Items for the next agenda

Councillors requested that future discussions include public toilets in East Meon (as part of pavilion plans) and the possibility of charging for parking.

12. Next meeting: Monday 17 November 2025 at 18:30.

There being no further business the meeting was closed at 20:25

Signed:

Date:

EMPC Finance Report**Sep-25**

Below is a summary of Actual vs Budget 2025/2026

Summary of Cost Centres - Payment

	Actual	Budget	Variance
Administration	£ 11,186.06	£ 21,117.32	£ 9,931.26
Capital/Improvements	£ -	£ 4,000.00	£ 4,000.00
EHDC Cllr Grant	£ 150.00	£ -	-£ 150.00
FM Car Park	£ -	£ -	£ -
FM Allotments Water	£ 56.42	£ -	-£ 56.42
Grants/Donations	£ 400.00	£ 900.00	£ 500.00
Kews Meadow	£ 4,121.65	£ 3,760.00	-£ 361.65
Parish Land	£ 2,501.75	£ 9,350.00	£ 6,848.25
Play Equipment	£ -	£ 1,700.00	£ 1,700.00
WH Lane Allotments	£ -	£ -	£ -
CiL Monies	£ 3,669.00	£ 69,792.96	£ 66,123.96
Total	£ 22,084.88	£ 110,620.28	£ 88,535.40
VAT	£ 499.12		

Summary of Cost Centres - Receipts

Bank Interest	£ 2,498.75	£ 2,000.00	£ 498.75
Precept	£ 17,263.00	£ 34,526.00	-£ 17,263.00
EHDC Cllr Grant	£ 150.00	£ -	£ 150.00
Grants (Other)	£ -	£ -	£ -
CiL Monies	£ 20,704.76	£ -	£ 20,704.76
FM Car Park	£ -	£ 400.00	-£ 400.00
FM Allotments	£ -	£ 360.00	-£ 360.00
WH Lane Allotments	£ -	£ 450.00	-£ 450.00
All Sports Pavilion Income	£ 290.00	£ 1,000.00	-£ 710.00
Total	£ 40,906.51	£ 38,736.00	£ 2,170.51
VAT	£ 2,413.88		
Total CiL Monies Held to date	£ 66,123.96		

Bank Account Balances 08/09/2025	
HSBC Current	£ 940.10
HSBC Bussiness	£ 40,248.10
HSBC Money Market - Fixed 1 Year	£ 40,000.00
HSBC Money Market - Fixed 6 Months	£ 10,000.00
Unity Trust Current	£ 434.80
Unity Trust Instant Access	£ 14,731.15
Total	£ 106,354.15
CIL Monies	£ 66,123.96
Reserves Total	£ 40,230.19

Appendix A

Payments 8 July - 8 September 2025

Organisation	Amount	Date Paid
HSBC - Bank Maintenance Charge	£ 5.00	13/07/2025
Southern Electric - All Sports Pavilion	£ 122.31	28/07/2025
Sam Marchant - Clerk Salary	£ 856.04	31/07/2025
HMRC - PAYE	£ 36.80	31/07/2025
HMRC - Employer NI	£ 71.38	31/07/2025
Unity Trust - Bank Maintenance Charge	£ 6.00	31/07/2025
Aztec - Laptop Back up	£ 22.84	04/08/2025
HugoFox - Email Accounts	£ 20.99	04/08/2025
Stuart Powney - Caretaker	£ 17.50	06/08/2025
Charles Ritchie - Padlock	£ 31.46	07/08/2025
Chris Smith - Mowing	£ 173.25	07/08/2025
HSBC - Bank Maintenance Charge	£ 5.00	12/08/2025
V Signs - Parish Award D Cooke	£ 54.00	15/08/2025
Southern Electric - All Sports Pavilion	£ 30.15	18/08/2025
BDO LLP - External Audit	£ 378.00	26/08/2025
Castle Water - All Sports Pavilion	£ 300.14	27/08/2025
Charles Ritchie - Keys	£ 5.00	27/08/2025
Scribe - Accounts Package Sub	£ 414.72	29/08/2025
Sam Marchant - Clerk Salary	£ 856.04	31/08/2025
HMRC - PAYE	£ 36.80	31/08/2025
HMRC - Employer NI	£ 71.38	31/08/2025
Securitas - All Sports Pav Alarm	£ 108.23	01/09/2025
Chris Smith - Mowing	£ 173.25	01/09/2025
Aztec - Laptop Back up	£ 23.47	01/09/2025
Stuart Powney - Caretaker	£ 52.50	01/09/2025
Charles Ritchie - Padlock	£ 28.98	03/09/2025
HugoFox - Email Accounts	£ 20.99	04/09/2025
Total	£ 3,922.22	

Receipts 8 July - 8 September 2025

HSBC - Bank Interest	£ 67.43	22/07/2025
HSBC - Bank Interest	£ 54.01	22/08/2025
Bowmen of Petersfield - Hire	£ 100.00	04/09/2025
Total	£ 221.44	

Planning Applications since previous Parish Council Meeting

Ref Number	Address	Application for...	PC comment(s)
SDNP/25/02497/FUL	Telecommunication Site North of Reservoirs, Wether Down Lane	Replacement of existing 2no 40m communications masts with 1no 55m communications mast, antennas and associated development	No objection + comments

Planning Appeals in progress

Appeal address	Application under appeal	Date of appeal	Status
Parsonage Barn, Oxenbourne Lane	Change of use of land to equestrian use consisting of the formation of a new access and sand gallop track around the perimeter of the field.	Aug 2023	In progress
Riplington Barn, West Meon Road	Conversion and re-use of redundant agricultural building as a dwelling	April 2025	In progress