

**Parish Council Meeting
Held at East Meon Village Hall on
Monday 20 May 2024**

Present: Councillors Susan Davenport (Chair), Charles Ritchie (Vice Chair), Steven Ridgeon, Matt Atkinson, Andrew Hales, Sarah Round, Tom Tyrwhitt-Drake, Trudie Lang and Jerry Sillence.
Sam Marchant (PC), and 2 members of the public attended.

1. Apologies for Absence

Apologies had been received from Cllr Mocatta.

2. Election of Chair

Cllr Davenport offered herself for re-election as Chair. She was proposed by Cllr Tyrwhitt-Drake, seconded by Cllr Atkinson, and unanimously elected.

3. Election of Vice Chair

Cllr Ritchie offered himself for re-election as Vice Chair. He was proposed by Cllr Davenport, seconded by Cllr Ridgeon, and unanimously elected.

4. To receive any declarations of personal or prejudicial interest

Cllr Atkinson noted a planning application.

5. Councillor Responsibilities and Appointment of the Planning Committee Chair

It was agreed to keep roles and responsibilities as they were.

Cllr Ridgeon offered himself for re-election as the Planning Committee Chair. He was proposed by Cllr Round, seconded by Cllr Tyrwhitt-Drake, and unanimously elected.

6. Date of meeting 2025

Following dates were agreed for 2025.

Monday 20 January

Monday 17 March

Monday 14 April – APA

Monday 19 May

Monday 14 July

Monday 15 September

Monday 17 November

7. Minutes of Last Meeting

The Chair asked the councillors to consider whether they felt the Minutes were a true record of the meeting held on 18 March 2024. Councillors who had attended the meeting confirmed that they were and they were approved as read. Proposed by Cllr Tyrwhitt-Drake and seconded by Cllr Lang and duly signed as a true and correct record.

The Chair also asked whether the Councillors felt the draft minutes of the Annual Parish Assembly held on the 22 April were a true record. Councillors who had attended the Meeting confirmed that they were, and they were approved in principle. Proposed by Cllr Ridgeon, seconded by Cllr Atkinson.

8. Open Forum

No questions were raised.

9. Reports and Updates

a) Sewage Workhouse Lane (SD)

The Chair reported that she had met with two representatives from Southern Water and two residents badly affected by the sewage leaks. The broken manhole covers had since been replaced, there had been some jetting of pipes with more planned and compensation had been issued. A further meeting with Southern Water had been scheduled for 6 June in order for the company to update on progress being made. (SD)

b) Allotments (TL)

Cllr Lang reported that the sewage leak had now been cleared by Southern Water and allotment holders, once they had confirmed that their plots were unaffected, had been allowed to return to their planting. A missing tap at the Frogmore allotments had been replaced.

She plans to meet with tenants at each site in June. (TL)

c) Lengthsman (TL)

Cllr Lang reported that she had spoken to the Lengthsman and he had confirmed that the unused hours from the previous year would be added to this year's quota. She plans to meet with him.

Jobs to add to the list were:

The nettles on the allotment side of the path in Frogmore to be strimmed.

The footpath loop leading to the Recreation Ground to be strimmed.

Re-nailing of the 10 fence posts along the Frogmore path.

Provided the landowner agrees the Frogmore hedge to be cut right back in the autumn/winter with a light trim now, care being taken of birds nesting.

Cllr Ritchie also reported that he had asked the Lengthsman to give an estimate to repair the wooden slats around the All Sports Court.

(TL/CR)

d) BOATs (SD)

The Chair reported that the subcommittee of parishes had met earlier this month; their objective being to have an input in the drafting of the Byways Operation Procedure currently being prepared by Hampshire County Council.

Progress had been made with the new grading system to be based on not just the condition of the surface but other factors such as the health and safety of users. HCC had agreed for Parish Councils and local residents being used to open and close gates in wetter weather under the instruction of Hampshire County Council. (SD)

e) Footpaths and Highways to include Frogmore path fencing (MA)

Cllr Atkinson reported that he had looked at the fence which runs alongside the Frogmore allotments where the wooden fence posts had become loose. As discussed previously this would be added to the Lengthsman job list. He had investigated the cost of a battery for the speed sensor at Temple Brow and intended to apply for grant monies in the region of £550.

With regards to footpaths, they were becoming overgrown, and strimming had been added to the Lengthsman list.

He said that Hampshire County Council were looking at the trees in Coombe Road.

He also agreed to look again at the condition of the steps in Frogmore Lane.

Cllr Ritchie informed Councillors that he had reported the missing East Meon Sign on the Clanfield Road, due to this not being safety issue EHDC would not be reinstating this straight away, however Cllr Mocatta was pressing for a new one to be installed next year. (MA)

f) All Sports Pavilion and Football pitch to include fencing (CR)

Cllr Ritchie informed councillors that the recent leaks in the All Sports Pavilion had been fixed and that Aspire was organising a girl's football tournament on 23rd May. The fencing had now been replaced by Simon Hills and Chris Smith had cleaned the pavilion ready for use.

The Chair said that she would be finalising the agreement with the new team ready for the beginning of the season in September. (CR/SD)

g) EMNG/Environmental (SR)

Cllr Ridgeon reported that three surveys for the Riverfly project had taken place, the chosen sites were near the water treatment site and in the High Street. The survey at the High Street location had received a good score indicating that the rewilding of this section of the river had been beneficial.

Regarding the Toads on the Roads, volunteers began their patrols two weeks earlier than the previous year. 800+ toads had been helped to cross the road, an increase from last year however newt numbers had been slightly lower.

The wildflower area by the All Sports Pavilion was discussed, Cllr Ridgeon reported that this was regularly tended and there were plans to introduce yellow rattle to keep the grass down.

Moving onto the TWiG report, disease resistant Elms had been planted along Halnaker Lane, there were plans to plant more and to label them as disease resistant.

h) D-Day 80 (AH)

Cllr Hales confirmed the plans for Mike Critchley and Neil Croft to give their D Day talks providing both an army and navy perspective, drinks would be available before hand, the church bells would be rung at 20:30 with the lighting of the beacon on Park Hill at 21:15. (AH)

i) CIL Money Projects (AH)

Cllr Hales informed councillors that they were still waiting on the land assessment from SDNPA before committing to projects. He would give a report in the next meeting in July.

(AH)

j) Grants (SR)

Cllr Round reported that the CiL monies from SDNPA had now been received for the All Sports court resurfacing.

She had also submitted an application for the table tennis table. (SRound)

10. Matters arising from the Parish Council meeting on 18 March January 2024

a) Workhouse Lane car park gate (JS)

Cllr Sillence reported that the lock had been fixed, however the upright posts were leaning in. Cllr Ritchie informed Councillors that Simon Hills had now managed to sort this.

b) EMCC Cricket nets (AH)

Cllr Hales had nothing to report as EMCC would need independently to apply for grant monies.

c) Recycling Scheme (JS)

Cllr Sillence said that he was scheduled to meet with local organisations with recycling schemes and would report back in the next meeting. (JS)

d) Tree work quotations (SRound)

Cllr Round had received two quotes, it was agreed to ask Marchant Tree Care to carry out the works. (SRound)

e) Road names for new development on Droxford Road (SR)

Suggestions for names were Wetherdown Way, Hyden Hill Way, Hyden Cross Rise and Teg Down Way. (PC)

11. County/District Councillor report

No report for May.

12. Planning - Report by Chairman of the Planning Committee to include the Penny Mile development.

Cllr Ridgeon reported that eleven planning applications had been submitted, eight for dwellings, two for trees and one other. The "other" had been for a camping site on a plot at Westbury Park and the Planning Committee had submitted an objection to this. Linked to that application, there had previously been a submission rejected for a storage unit and over night stay which had now gone to appeal on the grounds that EHDC had not dealt with it in the allotted time.

Cllr Ridgeon drew Councillors attention to the fact that in the previous week approval was received for three new houses to be built in the parish, one at Oxenbourne Farm for a industrial building to be converted into a house, and two at Lower House Farm.

Once these, plus the five new homes at Garston Farm and the additional fourteen new homes at Leydene are built, there will have been thirty four new dwellings completed in the Parish since January 2024, a 6.7% increase in our housing stock.

13. Finance

a) Audit Documents 2023/2024

1) Internal Audit Report

The RFO reported that the Annual Internal Audit Report had been completed by Tim Light, Lightatouch, and would be submitted to the External Auditor BDO. This document can be found on the Parish Council website.

2) Section 1 – Annual Governance Statement

Councillors considered and approved items 1-8 to be ticked 'Yes' and item 9 to be ticked 'No' on the Annual Governance Statement, this was the dated and signed by both the RFO and the Chair.

3) Section 2 – Accounting Statement

Councillors approved the Annual Accounting Statement, and this was then signed by the Chair.

4) Notice of Exercise of Public Rights and Publication

The RFO gave Notice for the Exercise of Public Rights to commence on Tuesday 4 June 2024 and ending on Monday 15 July 2024.

5) Conflict of Interest with BDO

Councillors confirmed that there were no conflicts of interest with BDO to report and the form was completed and signed by the Chair and RFO.

b. Finance including payments and receipts report (1 April – 10 May)

The RFO presented her report on all payment and receipts between the dates of 1 April to the 10 May. Councillors unanimously approved.

c. Public Liability Insurance renewal

The proposed insurance renewal from Hiscox was approved.

d. Email addresses

The RFO reported that it would now be a requirement for the Parish Council to use .gov email address to conduct business following changes to the reissue of the practitioners guide, it was agreed to investigate quotations for this service. (PC)

e. Documents to review:

Rules of Guidance Planning Committee

Freedom of Information & Data Protection Record Management Policy

The Model Publication Scheme

Statement of Internal Control

Investment Strategy

Code of Conduct for Councillors

Safeguarding children Policy

Vulnerable adults Policy

Complaints Procedure
Vexatious Policy

Documents were approved with the following updates:

Freedom of Information & Data Protection record management policy – Aztec currently back up information on the PC laptop, this will now be reviewed bi-annually.

Investment Strategy - Point 3 refers to the Secretary of State’s guidance in relation to council investments-(Department for Communities and Local Government guidance on local government investments, second edition, dated 11 March 2010)”. This has now been superseded by STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS (3rd Edition) Issued under section 15(1)(a) of the Local Government Act 2003 and the policy wording would be amended to reflect this.

All policies would be reviewed in 2 years time.

These would be dated and published on the PC website. (PC)

14. Any other business including correspondence of note.

Cllr Tyrwhitt-Drake informed councillors that he had attended a EHAPT meeting, the main points discussed had been potholes and BOATs.

Cllr Ridgeon had received reports of dogs off leads running into the roads and worrying sheep. He asked whether a post could be put up on Facebook, PC website and Meon Matters to remind owners to keep their dogs on leads and under control. (PC/AH)

There being no further business the meeting was closed at 7:50pm.

Signed:

Date: