

## CORHAMPTON & MEONSTOKE PARISH COUNCIL

### Minutes of the Parish Council meeting Wednesday 14 November 2018 at the Meon Hall

**PRESENT:** Rowena Annereau-Hyder, Bruce Horn, Jane McCormick,  
Jerry Pett - Vice Chair, Nick Riley, Patrick Rowe, John Shaw.  
**IN ATTENDANCE:** City Councillor Laurence Ruffell (departed after item 18.60), Rosie Hoile – Clerk.  
**PUBLIC** James Morrice, Malcolm Hyder.

**18.57** **Apologies** for absence had been received from Roger Huxstep (attending conference)

**18.58** **Disclosable Pecuniary and Non-pecuniary interest.** Nick Riley declared a disclosable pecuniary interest in Agenda item 6. Planning Report Appendix B – Enforcement.

**18.59** **Minutes:**

The minutes of the Parish Council meeting on 12 September 2018 were **APPROVED**.  
Corrections to minutes taken for 11 July were also **APPROVED**

**18.60** **Public forum**

County Cllr Huxstep's report had not been circulated in time for the meeting due to oversight. Cllr Ruffell had previously circulated his report. Of note:

- Runway extension at Southampton Airport.  
The Vice Chair asked if WCC has more information with regard to approach flightpaths of large air craft; if the enlarged radius of the loop currently above Beauworth and Alresford will increase to affect the Meon Valley as a consequence.
- Construction of 13 new affordable homes at Mayles Lane puts WCC on target to build 600 council houses.

The Vice Chair will contact seek the New Homes Delivery team for confirmation of the parish council's role in allocations signed under the two separate s106 agreements for Bridgemedad 1 & 2.

- James Morrice said the recycling bin lid and recycling notice was still missing.
- The Vice Chair reminded the Clerk to ask HCC Countryside Access when the grant awarded for kissing gates will be paid and to advise Waltham Ramblers of the response.

**18.61** **Finance Grants & Governance**

**18.61.1** **Payments.**

**18.61.1.1** **NOTED:** Receipts and payments since 12 September 2018 in Appendix A.

**18.61.1.2** **APPROVED:** The banks reconciliation and reserve to 31 October 2018

**18.61.1.3** **APPROVED:** Accounts for payment in Appendix A

**18.61.2** **Annual governance & Accountability for the year end 31 March 2018**

**18.61.2.1** **NOTED:** The notice of Conclusion of Audit was displayed on noticeboards and the website.

**18.61.2.2** The external auditor's certificate & report following the audit had been circulated.

It was **NOTED** the external auditor provided an unqualified (satisfactory) opinion on the 2017/18 accounts. **APPROVED**.

**18.61.3** **2019/20 Budget**

The Draft 2 proposed by the Finance Working Group had been circulated. Cllr Annereau-Hyder advised Wizbit's quotation for a responsive update and maintenance package of a fully encrypted website. James Morrice raised points of detail which would require the budget to be amended for clarification. The cost of a parish contribution towards a replacement skate park is unknown because early stage discussions are ongoing. The Council noted the need for adequate reserves to meet or match fund projects. The precept will be decided at the January meeting.

**ACTION – Clerk** to circulate Draft 3 to include proposed changes.

18.61.4 **Employment Matters**

18.61.4.1 The Council agreed to a 2% increase in the Clerk's salary in line with national pay award backdated to 1 April 2018. **RESOLVED**

18.61.4.2 The Clerk recommended a reduction of working hours from 8 hours per week to 7 hours per week starting 1 December. **APPROVED**  
**ACTION – CLERK** to change the SO from 1/12 to the balancing sum to 31/3/19.

18.61.5 **Governance & Policies** - The Council **RESOLVED** to approve:

18.61.5.1 Health & Safety Policy

18.61.5.2 Model Information Scheme published by ICO (Information Commissioners Office)

**18.62 Planning:**

18.62.1 **New planning applications:**

Ref: SDNP/18/05063/TPO. Apple Tree Cottage , High Street, Meonstoke, SO32 3NH

Proposal: T1- Pride of India, reduce lateral branches away from customers property and neighbours house by 1.5m. Reduce top by 0.5m to match in with side reduction.

Clear BT lines on roadside of property.

**NO COMMENT**

Ref: SDNP/18/05593/PRE Beacon House, Warnford Road, Corhampton, Southampton SO32 3NS

Proposal: New dwelling including the erection of a garage and formation of a new access.

**REQUEST FOR PRE-APPLICATION ADVICE NOTED**

18.62.2 **The Planning Report** APPENDIX B was **NOTED**.

SDNP/18/00124/SEC215 Southbourne House, Chapel Lane, Meonstoke.

Cllr Pett had enquired why issue of a notice had not been followed through when the site was within scope of a Section 215.

**ACTION – Planning Committee & Clerk** to monitor.

SDNP/18/00362/OPDEV 9 Oxendown Meonstoke SO32 3AE

The Council **NOTED** that planning permission for conversion had been refused but conversion of the garage went ahead. Therefore an enforcement notice was issued.

Cllr Pett advised that inspection of the SDNP Local Plan is ongoing.

**18.63 Open Space, Recreation and Playgrounds**

18.63.1 **Meonstoke Recreation Ground.**

a) Play area: WCC advised play inspections will take place in January.

Existing ineffective grass mat pegs will be replaced with grass mat pegs with large heads.

**ACTION – Cllr McCormick** to accompany the Inspector.

b) Skate Park: A second design concept had been received from Gravity Parks, guide cost £50K - £60K. Jack Martin also approached Maverick Design who produced a desk-top scheme costing a

£90K. Further to advice regarding over-spill parking the Council agreed the existing site is too small. Another location could be considered and other suppliers approached. The alternative is to repair existing skate park equipment.

**ACTION – Clerk** - Request list of supporters from Jack Martin

**Cllr Riley** – Look into alternative suppliers

**J. Morrice** – Examine alternative locations

c) Football pitch: James Spreadbury will make good the goal mouth.

**ACTION – Cllr Riley** to look into pitch maintenance with James Spreadbury.

18.63.2 **Chapel Road Play area.**

WCC inspection as 18.63.1

- 18.64 Lengthsmen & Grounds maintenance contract**
- 18.64.1 **Parish Groundsman**  
a) Meon Hall Recreation Ground: Annual maintenance contractor are being sought.  
**ACTION - Cllr Riley** to interview a grounds maintenance contractor.
- 18.64.2 b) Chapel Road and the Pound: Nothing to report  
**HCC lengthsmen - Highways and ROW**  
The list of work had been sent to the Shedfield assistant clerk for the second visit w/c 19 November, and for leaf clearance on the extra day in lieu of time lost due to theft in June visit. A visit from the Idverde contract manager was expected.
- 18.65 Allotments:**  
Cllr Annereau-Hyder reported one allotment has been given up and an allotment plot offered in September not paid for, therefore the offer was rescinded. Both plots have been offered to new residents.  
**ACTION - Clerk to send agreements and invoices.**
- 18.66 Roads, Highways & Transport:**
- 18.66.1 **Replacement bollards on Bucks Hill:**  
The Clerk was asked to look into discretionary grants offered by SDNP for a project to enhance the gateway into Meonstoke.  
**ACTION - Clerk to apply for grant**
- 8.66.2 **Potholes at 'Broken Bridge':**  
Potholes have continued to appear despite a prolonged dry summer. The highways authority is responsible having failed to undertake adequate repairs. To date Cllr Shaw has been unable to obtain any redress from highways. Cllr Horn said flooding will get much worse if the winter is wet. Cllr Shaw will write to Cllr Humby.
- 18.66.3 **ACTION - Cllrs Shaw & Horn**  
**Office of Police & Crime Commission and HCC Economy Transport & Environment road safety reports:**  
**NOTED:** The Council expressed disappointment that the PCC's resource was being expended on reports whilst no new funds were allocated to their action plans.
- 18.67 Footpaths and Rights of Way**
- 18.67.1 **HCC Rural Communities Fund 2018/19**  
**NOTED:** Notification of a grant of £2017.32 to install replacement of stiles on footpaths 29 and 16. The acceptance form had been signed and payment details completed which had been emailed and hard copy posted.  
**ACTION – Clerk to chase payment.**
- 18.67.2 **Gate at the exit of Bridgmead:** Cllr McCormick reported that the gate is in place and that residents are pleased. The hedge at Bridgmead 2 has been cut but not Bridgmead 1.  
**ACTION – Clerk** to thank Sarah Rice for Bridgmead 2 and ask why Bridgmead 1 was not done at the same time, and, when will it be cut.
- 18.67.3 **Footpath survey:** Waltham Ramblers had shared the footpath survey to prioritise footpath repairs and maintenance. The Council help was sought to discuss improvements with the landowner regarding access on FP 11.  
**ACTION - Cllr Pett** to contact landowner
- 18.68 Neighbourhood Watch**  
Cllr Annereau-Hyder reported that garages had been broken into in Meonstoke and a carer's car stolen from Stocks Lane whilst the engine was still running in the course of a delivery.

- 18.69      **Emergency Plan**  
Cllr Annereau-Hyder had circulated an updated emergency plan. Further updates are ongoing.  
            **ACTION – Cllr Annereau-Hyder**
  
- 18.70      **Matter arising from previous correspondence**  
The Rector had advised the Chairman of the Green Warden’s resignation.
  
- 18.71      **Items for the next agenda.** Precept request, Skate Park.
  
- 18.72      **Date of next meeting:** Wednesday 9 January 2019.

The meeting closed at 9.25 p.m.

Signed (Chairman) .....Date.....

## APPENDIX A – FINANCE STATEMENT 14 November 2018

### RECEIPTS

MV Garden Club	50.00
WCC Precept & CTS grant 2/2	8,650.00
Waltham Ramblers grant	600.00
Recreation Ground	50.00
<b>Total</b>	<b>9,350.00</b>

### PAYMENT OF STANDING ORDERS (SO) & Direct Debits (DD)

SO Salary –October	383.21
SO Salary – November	383.21
Castle Water	16.81
<b>Total</b>	<b>783.23</b>

### ACCOUNTS PAID BETWEEN MEETINGS

914 E. Peachey - deposit refunded	25.00
915 Studio 6 - Rec signage	45.60
917 R. Hooper – Bridgemead gate	482.00
<b>Total</b>	<b>552.60</b>

### ACCOUNTS TO BE AUTHORISED

Chq No:	
917 PKF Littlejohn	240.00
918 The Flower Pot Men	116.00
919 J. Pett	6.00
920 A.J Morrice	21.36
921 R Hoile office expenses	95.25
922 Royal British Legion	25.00
923 A. Searle refund allotment deposit	25.00
924 HALC	108.00
<b>Total</b>	<b>636.61</b>

<b><u>Corhampton &amp; Meonstoke Parish Council</u></b>					
<b>Bank Reconciliation 1/04/2018 - 30/10/2018</b>					£            £
<u>Barclays Bank A/C No ---023</u>					
Balance as at 31/10/18					27,841.41
<u>Less unpresented cheques</u>					
EV28	PKF Littelljohn LLP		-240.00		
EV24	SCAS		-250.00		
EV26	CAB		-25.00		
EV30	Hampshire -ALC training N. Riley		-108.00		
EV31	Emily Peachey.		-25.00		
EV32	Studio 6		-45.60		
EV33	Ray Hooper		<u>-482.00</u>		
	Total				-1,175.60
<u>Scottish Widows A/C No 060</u>					
Balance as per statement 1 Aug 2018					7,940.57
<b><u>Cash at bank 31 October 2018</u></b>					<b><u>34,606.38</u></b>
<b>Cashbook reconciliation 31 October 2018</b>					
Balance b/f 1/04/18				24,409.54	
Add Receipts 1/4/18 - 31/10/18				18,162.53	
Less Payments 1/4/18 - 31/10/18				- 7,965.69	
<b><u>Cash book reconciliation</u></b>					<b><u>34,606.38</u></b>
<b>Reserves 31 October 2018 (rounded)</b>					
* balancing figure					
General reserve ( approx 6 mth running cost)				9000	
Earmarked reserves:					
Play equipment replacement				4500	
Emergency plan				1500	
Stiles to gates' project:					
	Waltham Ramblers contribution	600	1009.32		
	C & MPC match funding agreed	409.32			
Capital project reserve				3,000	
Unallocated reserve *				15,597.06	
					<b><u>34,606.38</u></b>

## APPENDIX B – PLANNING REPORT

### 1. APPLICATIONS DETERMINED

Ref: SDNP/18/04557/HOUS

Proposal: The conversion of an existing integral garage into a habitable room and the replacement of an existing front garage door with a window. (Amended description)

Location: 9 Oxendown, Meonstoke Southampton SO32 3AE

Decision: **REFUSED**

Ref: SDNP/18/05127/NMA

Proposal: Non-Material Minor amendment to approved planning permission SDNP/17/05132/HOUS

Location: 3 Allens Lane, Corhampton, Hampshire SO32 3NX

Decision: **APPROVED**

Ref: SDNP/18/03621/FUL

Location: The Butts, Breamore House Warnford Road Corhampton SO32 3ND

Proposal: Addition of first floor extension above existing ground floor utility.

Decision: **APPROVED**

Ref: SDNP/17/04774/DCOND

Location: Manor House High Street Meonstoke SO32 3NH

Proposal: Discharge of condition 7 & 8 of Listed Building Consent SDNP/16/02652/LIS

Decision: **APPROVED**

### 2. APPEALS

Ref: SDNP/17/04201/LIS Planning Inspectorate Ref: APP/Y9507/Y/18/3200634

Location: Kings Farm, High St, Meonstoke SO32 3NH

Proposal: Replacement of 4 windows

### 3. APPLICATIONS IN PROGRESS

Ref: SDNP/17/03554/DCOND

Location: Manor House High Street Meonstoke SO32 3NH

Proposal: Discharge of condition 4 of Listed Building Consent SDNP/16/02652/LIS

Ref: SDNP/17/03546/DCOND

Location: Manor House High Street Meonstoke SO32 3NH

Proposal: Discharge of condition 9 of Listed Building Consent SDNP/16/02652/LIS

Ref: SDNP/18/03228/HOUS

Location: Manor House Barn, High Street, Meonstoke SO32 3NH

Proposal: Careful removal and rebuilding of existing piggery walls to convert to one-bedroom holiday let.

Ref: SDNP/18/03229/LIS

Location: Manor House Barn, High Street, Meonstoke SO32 3NH

Proposal: Careful removal and rebuilding of existing piggery walls to convert to one-bedroom holiday let.

### 4. PLANNING ENFORCEMENT ( WCC notification 22 October)

#### NEW CASES:

Ref: SDNP/18/00124/SEC215 Address: Land to rear of Southbourne House, Chapel Road, Meonstoke SO32 3NJ

Nature: Untidy land - build up wagons and containers

Ref: SDNP/18/00362/OPDEV 9 Oxendown Meonstoke SO32 3AE

Nature: Unlawful development.

#### CASES DETERMINED after 22 October

Ref: SDNP/18/00399/OPDEV Address: 3 Allens Lane, Corhampton Southampton SO32 3NX

Nature: Alleged build not according to plans. ( NB. WCC advised no notice was served, for listing purpose only)

Reason: **NON MATERIAL AMENDMENT TO PLANNING APPLICATION APPROVED**

#### CASES CLOSED

Ref: SDNP/18/00358/COU Address: Dairy Cottage, High Street Meonstoke Southampton SO32 3NH.

Nature: Alleged change of use - annex now being advertised as B&B with paying guests.

Reason: **NO BREACH**