

**CORHAMPTON & MEONSTOKE PARISH COUNCIL MEETING
6.30pm Wednesday 10 March 2021**

To members of the Council:

Cllrs R Annereau-Hyder, B Horn, Sue Logan, J McCormick, J Pett – Chair, P Rowe, Nick Riley – Vice Chair, Patrick Rowe

You are hereby summoned to attend a virtual meeting of Corhampton & Meonstoke Parish Council to be held via Zoom at 6.30pm Wednesday 5th May 2021

**Rosemary Hoile – Parish Clerk
28th April 2021**

Rosemary Hoile

Join Zoom Meeting

<https://us02web.zoom.us/j/89808073788?pwd=bU1VVnBoWHJsZnZROHpUQW9XMDRPQT09>

Meeting ID: 898 0807 3788

Passcode: 397797

Annual Meeting of Corhampton & Meonstoke Parish Council

6.30pm Wednesday 5th May 2021 via Zoom

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AGENDA

1. **To receive apologies for absence.**
2. **Election of the Chair and the Vice Chair of the Council**
To note Declaration of Acceptance of Office.
3. **To receive declarations of disclosable pecuniary and non-pecuniary interest.**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the WC C Parish Council Code of Conduct for Members and by the Localism Act 2011.
4. **To approve the minutes of the Parish Council meeting held on 12 March 2021.**
5. **Public forum:**
 - a) To adjourn meeting to hear questions and comments from the public on planning and agenda items.
6.
 - b) County and District Councillors' reports.**To review the Planning Committee Structure.**
 - a) To confirm the Planning Committee Terms of Reference 2019.
 - b) In accordance with Standing Orders the numerical composition of Committees shall be decided at the Annual Meeting of the Parish Council.
 - c) To appoint members to serve on the Planning Committee.
7. **To approve areas of responsibility and/or working groups 2021-22**
Finance; Highways, Roads & Transport; Recreation Ground & Play Areas; Allotments; Footpaths & ROW; Lengthsmen; Tree Warden, Flooding, Emergency Plan, Website, Neighbourhood Watch.
8. **To approve representative (s) to outside bodies**
 - a) The Meon Hall Committee
 - b) Neighbourhood Watch
 - c) Winchester District Association of Local Councils (WDALC)
 - d) The Tennis Club
9. **To agree calendar dates for full Parish Council meetings 2021-22**
10. **Procedural & Constitutional Matters**
 - a) To approve Corhampton & Meonstoke Parish Council Standing Orders adopted 2019
 - b) To approve Corhampton & Meonstoke Parish Council Financial Regulations adopted 2019
 - c) To confirm the following policies approved at previous meetings.
Health & Safety Policy 2018, Risk Schedule, Data Protection Policy 2018, Equality & Diversity Policy 2016.
 - d) To approve the draft Model Publication Scheme.
 - e) Parish Council insurance: to review insurance cover from 1 June 2021
11. **Finance.**
 - 11.1 **Payment of Accounts**
 - a) To authorize payment of accounts listed in Appendix A

- b) To approve bank reconciliation to 31 March 2021
- c) To ratify accounts paid between meetings:
J.K Engineering £900 to replace sign arm ; J.Pett £12.99 for Screwfix fixings for shared access signs; Oxford Digital Centre 157.50 to digitalize photographic plates of Corhampton & Meonstoke village scenes in 1930s to retain in parish records as a historic resource. J Pett £63.00 Corhampton - Oxford mileage; WCC £89.90 for annual play inspection; EMS £342.00 for March grounds maintenance.
- 11.2 To consider findings and note conclusions of the Internal Auditor's letter of 25th April and
- 11.3 Annual Internal Audit Report 2020-21.
To approve the list of assets 31 March 2021 audited by the internal auditor.
- 11.4 Annual Governance & Accountability Return 2020-21.
 - a) To note the Annual Internal Auditor's report 2020-21.
 - b) To approve the Annual Governance Statement 2020-21 and authorize the Chair to sign the Governance Statement Section 2 on behalf of the Parish Council.
 - c) To approve the Accounting Statement and authorize the Chair to sign the Accounting Statement Section 3 on behalf of the Council.
- 11.5 To review the Parish Council insurance policy from 1 June 2021 for £428.40 per annum including insurance tax.
- 11.6 To review allocation of Reserves.
- 11.7 To approve quotation to install memorial bench £1150.00
- 11.8 Flower Pot Men grass cutting agreement - Chapel Road play area /the Pound and the Triangle.
- 12. Planning:**
- 12.1 **New applications:**
 - Ref: SDNP/21/01505/HOUS**
Location: 1 Oxendown, Meonstoke, SO32 3AE
Proposal: Conversion of ancillary garden store to garden room with insertion of glazed doors, shower facility, ancillary storage, Installation of semi sunken endless pool and alterations to mono pitch roof to a pitched and hipped roof, installation of deck and installation of log stove with flue through roof.
 - Ref: SDNP/21/01510/TCA**
Location: Meon Barn, High Street, Meonstoke, SO32 3NH
Proposal: T1 - Beech - Reduce all branches that extend over the roof of Meon Barn to maintain a clearance of 4 metres back to suitable growth points no greater than 2 inches in diameter. Reduce over extending side branches from the entire crown by up to 4 metres to create a uniformed crown. Reduce the height by 1.5 metres to leave the tree at a height of 20 metres from ground level.
T2 - Maple - Fell to ground level and eco plug stump to prevent regrowth. The proposed works are part of the ongoing arboricultural management at this property ensuring that the crown of T1 is maintained to a good/safe clearance above all ground structures.
 - Ref: SDNP/21/01838/TCA**
Location: Meadow Cottage, High Street, Meonstoke, Southampton, Hampshire, SO32 3NH
Proposal: Sycamore (T1). Lift the lowest 5 branches overhanging 12 Oxendown. To improve light and reduce leaf litter. Remaining crown untouched
 - Ref: SDNP/21/01710/HOUS** (comment due by 18 May)

Location: Clifton Cottage, Bucks Head Hill, Meonstoke, SO32 3NA

Proposal: Garage extension.

Ref: SDNP/21/02070/HOUS

Location: Meon Cottage, High Street, Meonstoke, SO32 3NH (comment due 14 May)

Proposal: Single storey side extension full width of the house and incorporating the footprint of historic outbuildings. Also the removal of a 1960's added porch to the front elevation and restoration front wall.

Other planning matters.

12.2 SDNP Planning Committee Meeting 24 March 2021

Ref:SDNP/20/03795/FUL

Land adjacent to New Cottages, Warnford Road, Corhampton, SO32 3NB

13. Church Green

To note the maintenance agreement between the Parish Council and the Parochial Church Council from 1 April 2021 for one year.

14. Recreation Ground

- a) Skate Park - to receive a verbal report from Councillor Logan.
- b) To consider new notices to ban use of drones and to playing golf.

15. Chapel Road Play Area.

- a) To receive a verbal report from Councillor McCormick.
- b) To approve a quotation for £200.00 to paint the playground gate.

16. Allotments.

To receive a verbal report from Councillor Annereau-Hyder

17. Roads, Highways & Transport

Replacement of Meonstoke village sign on Brockbridge Road.

Re-instatement of wooden posts between the Bucks Head and the bus stop.

18. Footpaths and Rights of Way

Meon Valley Trail.

19. Lengthsmen

To receive Councillor McCormick's verbal report.

20. Correspondence

To note the Chair's letter of condolence to Her Majesty the Queen sent on behalf of the parishioners.

21. Items for the next agenda.

22. Date of next meeting: Wednesday 7th July 2021.

APPENDIX A - FINANCE REPORT 5th May 2021

INCOME RECEIVED to 31 April	£
Scottish Widows bank interest	0.60
WCC Precept Part 1 of 2	8660.00
Meon Hall annual rent	50.00
TOTAL	8949.25

Payments by Standing Orders and Direct Debits to 30 April	
DD Castle Water	23.19
SO R Hoile - March salary	323.70
BS Unity Trust Bank quarterly service charge	18.00
TOTAL	364.89

ACCOUNTS FOR PAYMENT (invoices received after 28/4 will be added to the list of payments at the meeting)

Hampshire Print Inv ---746	246.00
EMS Inv 3335	342.00
WCC annual play inspection Inv --733	89.90
Wizbit Inv 33373 Website hosting 7 WordPress maintenance	250.00
WRN Services Inv 1801. Repairs - water supply to allotments	270.03
Lightatouch Inv 210409 End of year internal audit and report	75.00
R Hoile office expenses £50.47 + Microsoft 365 annual fee £59.99	110.46
TOTAL	1,383.38

BANK RECONCILIATION 1/4/20 - 31/3/21

			£	£	£
Unity Trust A/C	...525			3,038.69	
Unity Trust A/C	...538			36,662.21	
Scottish Widows A/C No 060					
Balance as at 1/1/21 statement No. 44, 4/04/20				<u>7,942.55</u>	
				47,643.45	
<u>Less payments not made</u>					
J K Engineering			900.00		
Oxford Duplication Centre			157.50		
J Pett			63.00		
Droxford PC			111.89		
HCC			246.00		
EMS March contract			342.00		
WCC			89.90	- 1,910.29	
Cash at bank 31/3/21					45,733.16
Cashbook reconciliation 31/3/21					
Balance b/f 1/04/20			32,188.55		
Add Receipts 1/4/20 - 31/3/21			49,849.20		
Less Payments 1/4/20 - 31/3/21			- 36,304.59		45,733.16
Reserves 31/3/21 (rounded)					
					* balancing figure
General reserve	(3 mths running costs)		3,250.00		
<u>Earmarked reserves:</u>					
<u>Capital reserve</u>					
Play equipment replacement £4500			16,000.00		
CIL unspent balance 31/3/20 £4,615.87 + £17022.69			21,638.56		
Emergency plan			1,500.00		
2019/20 capital project - bollards			2,755.00		
<u>Unallocated reserve</u>			589.60	*	45,733.16

ON 1/4/20 - 31/3/21

APPENDIX B – PLANNING REPORT 5 May 2021

1. DECISIONS:

Ref: SDNP/21/00430/HOUS

Location: 14 De Port Heights, Corhampton, SO32 3DA

Proposal: Single storey side extension and conversion of loft to create bedroom and installation of side facing window (amendment to approved application

SDNP/20/03949/HOUS

DECISION: APPROVED

Ref: SDNP/21/00178/FUL

Location: Meonstoke House Brockbridge Road Meonstoke SO32 3NJ

Proposal: Erection of replacement boundary fence and entrance gate; removal of cattle grid.

DECISION: APPROVED

Ref: SDNP/20/03795/FUL

Proposal: Change of use to dog training centre.

Location: Land adj to New Cottages Warnford Road, Corhampton,

DECISION: APPROVED

2. APPLICATION IN PROGRESS

Ref: SDNP/20/05760/HOUS

Retrospective) Installation of Solar panels on roof at rear of property (South facing) and associated electrics.

Location: 23 De Port Heights, Corhampton, Hampshire, SO32 3DA

Ref: SDNP/20/05820/HOUS

Proposal: The proposal is to extend the property at the rear in order to create a Master bedroom suite, following the demolition of a shed.

Location: Winters Down Lone Barn Lane Corhampton SO32 3LN

Ref: SDNP/20/04561/HOUS (amendment to approved application SDNP/20/03949/HOUS

Location: 14 De Port Heights, Corhampton SO32 3DA

Proposal: Single storey side extension and conversion of loft to create bedroom and installation of side facing window

Ref: SDNP/21/00812/HOUS and SDNP/21/00813/LIS (comment due 11 March)

Location: Apple Tree Cottage, High Street, Meonstoke, SO32 3NS

Proposal: Various internal and external improvements to Grade 11 listed building