

**MINUTES**  
**Corhampton & Meonstoke Parish Council Meeting**  
**held in the Crypt, Meon Hall, Pound Lane, Meonstoke.**  
**7.30pm Wednesday 8<sup>th</sup> September 2021.**

**Present:** Rowena Annereau-Hyder, Sue Logan, Jane McCormick, Jerry Pett - Chair,  
Patrick Rowe

**In attendance:** District Councillor Laurence Ruffell, County Councillor Hugh Lumby (from 8pm)  
Rosemary Hoile - Parish Clerk

**Members of the Public:** James Morrice, Chairman of the Trustees of the Meon Hall, 3 residents.

**21.40 Apologies for absence.**

An apology for absence due to work commitments from Nick Riley accepted.

**21.41 Declarations of disclosable pecuniary and non-pecuniary interest.**

None

**21.42 Minutes of the Parish Council meeting held on 7 July 2021.**

The minutes were accepted as read as a true and accurate record of the meeting. The Council **APPROVED** the Chair to sign the minutes.

**21.43 Public forum:**

a) Comments from the public on planning and agenda items.

A resident had attended to answer any questions the Council might have regarding the planning application for her house. Another resident commented on flowers which had been tied to the new benches and was concerned that the benches may become a shrine. Councillor McCormick said the flowers were placed following a wedding of one the deceased's family. The wedding had been the only celebration during a year of grief and misfortune following the head of the family's death. Councillors agreed that placing the bouquets on the benches was understandable in the circumstances but the practice will be discouraged in future and flowers removed if necessary.

b) County and District Councillors' reports had been previously circulated.

District Councillor Ruffell reported

- WCC centre of Winchester regeneration scheme to revitalise the city centre is being pushed forward.
- 2 grant schemes targeting businesses and organisations impacted by Covid have been launched.

The Chair of the Trustees of the Meon Hall Trustees said the maximum amount of grant funding which had been applied for had been received.

Vandalism in the skate park.

Following a spate of vandalism the Chair of the Trustees of the Meon Hall published an article outlining trustees' views on CCTV in the Bridge Magazine. An offer had been received to fund CCTV installation. Following discussion and advice from the Chair of Trustees there was consensus that agreed that the offer should not be taken up, but its generosity acknowledged with thanks.

## Multi use bin

Following increased use of equipment the small bin attached to the jump box became inadequate. The Chair of the Trustees of the Meon Hall had suggested exchanging the extra multi-use bin by the bottle banks with the small bin to cope with the extra rubbish. The Clerk had asked WCC to supply a bin mounting and fix the relocated bin in position. The maintenance team had been asked to book in the work. It was hoped that WCC would pay, but if not the parish council would absorb the cost. Cllr Lumby suggested applying to WCC for a grant.

The Chair brought agenda item 7.1 Ref **SDNP/21/04143/HOUS** Meon Ridge, Chapel Lane, Meonstoke forward. The Chair invited councillors to comment on the proposal for a 2 storey rear extension. The application was declared uncontentious as no reservations were expressed.

### 21.44 (i) Chair's announcements.

Councillor Logan was thanked for overseeing procurement of benches in memory of Kevin Groves and Gary Cuthbert, and the replacement bench originally installed by the BEEBS. Cllr McCormick and Cllr Logan proposed placing planters on either side of the benches because they are sited so close to the road. It was thought that the planters might alert drivers' attention to the benches but it was agreed to use reflectors instead.

#### **ACTION**

Reflectors - research and distribute to cllrs	Clerk
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### (ii) Review of actions arising from the minutes not included elsewhere on the agenda.

- a) Chapel Road play area - repainting the train (JMcC) **ONGOING**
- b) Replacement bin for the skate park (Clerk) **IN PROGRESS see Min ref 21.48**
- c) Grounds maintenance - renewal of bi-annual contract. (Clerk) **JP TO SUPPLY ALTERNATIVE CONTRACTORS**
- d) Letter of engagement Lightatouch (Clerk) **SIGNED AND SENT - NFA**
- e) Parish mobile phone (Clerk) **PURCHASED - NFA**
- f) Meeting of Southern Parishes Group. (JMcC/Clerk attended) Cllr McCormick was disappointed there had been no opportunity to query why planning officers fail to refer to the South Downs Local Plan when determining applications. **ONGOING - JP**
- g) Chapel Road railings. **COMPLETE - NFA**
- h) Shingle for the allotments (AH) **ONGOING**
- i) The Pound - replacement directional sign to the Meon Hall. (JP) **ONGOING**
- j) Re-instatement /replacement Meonstoke village sign, Brockbridge Road. (JP) **ONGOING**
- k) Wooden posts between the Bucks Head and the bus stop. (NR) **ONGOING**

### 21.45 Finance and Governance

#### 21.45.1 Payment of Accounts

- a) **RESOLVED:** to pay accounts listed in Appendix A
- b) **APPROVED:** bank reconciliation to 31 August 2021
- c) **RESOLVED:** to ratify accounts paid between meetings:  
The Meon Hall £400.00
- d) **RESOLVED:** to approve disbursement of grants and donations made provision for in the current years' budget to: Community First Responders £250.00 (payable to Southern Central Ambulance Services) Home Start £250.00; the Bridge Magazine £30; CPRE £36.00: Citizens Advice £250.00 The Meon Hall £250.00 (£100 path sweeping + £150 grass/hedge cutting) RBL £25.00, Neighbourhood Watch £25.00.

**ACTION**

To pay following receipt of Pt 2 of the Precept	Clerk
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21.45.2 Reserves

a) To confirm the CIL balance

The Clerk had been waiting for confirmation that the amount did not include the PCC portion which had been paid into the parish bank account in error. The Chair advised that the PCC were responsible for reporting the portion which applied to their application.

**ACTION**

Submit balance to CIL team at SDNP	Clerk
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b) Allocation of reserves. **NOTED**

21.45.3 Annual Governance Accounting Return (AGAR) 2020-21:

The external auditor's qualified opinion and notice of completion of audit to 31 March 2021 was **NOTED**.

21.45.4 Bank mandate - review of signatories

a) **RESOLVED:** To note Councillor Logan has been mandated as signatory to the Unity Trust bank account.

b) Current signatories on the Unity Trust Bank account are Jerry Pett, Nick Riley, Rowena Hyder, Jane McCormick and Sue Logan. The Clerk is the administrator.

21.45.5 Recreation Ground signage: **RESOLVED**

To approve Hampshire Document Services design (proof 3) of a new sign for the Recreation Ground. Cost £335.00 plus VAT

**ACTION**

Place purchase order	Clerk
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21.45.6 Recreation Ground booking form for hiring arrangements.

The Council **RESOLVED** to approve the booking form issued by the Meon Hall.

21.45.7 Finance Working Group date for the first budget meeting.

**ACTION**

To circulate dates	Clerk
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**21.46 Planning****21.46.1 New applications****Ref: SDNP/21/04143/HOUS**

Location: Meon Ridge, Chapel Road, Meonstoke, SO32 3NJ

Proposal: Proposed two storey rear extension, single storey utility extension, porch extension and conversion of existing garage into a gym.

**NO COMMENT****Ref: SDNP/21/03261/HOUS**

Location: Cherrydown, Warnford Road, Corhampton, SO32 3ND

Proposal: To erect an Orangery to the rear of the property

**NO COMMENT****Ref: SDNP/21/03599/HOUS**

Location: Well Cottage, Chapel Road, Meonstoke, SO32 3NJ

Proposal: Side and rear single storey extension.

**NO COMMENT**

The Chair observed that SDNP had already approved the application in a very short space of time since the due date for comment closed on 1 September.

**Ref: SDNP/21/ 03358/HOUS**

Location: Ryecroft Rectory Lane Meonstoke SO32 3NF

Proposal: Proposed extension to outbuilding to create additional garage space and office above.

**NO COMMENT**

**Ref: SDNP/21/03675/TCA**

Location: Sunnybank, High Street, Meonstoke, SO32 3NH

Proposal: T1 - Copper Beech - Reduce in height by 3 metres, reshape the crown by reducing the lateral growth by 2 metres. The proposed works are part of the ongoing arboricultural management at this property ensuring that a good/safe clearance is maintained between the crown of the tree and all above ground structures including highways and properties.

**NO COMMENT**

**Ref: SDNP/21/03689/HOUS and SDNP/21/03690/LIS (comment due 18/8/21)**

Location: Little Stocks Cottage Rectory Lane Meonstoke SO32 3NF

Proposal: Single storey extension to provide a dining room, ground floor toilet and family room.

**NO COMMENT**

**21.46.2 Enforcement.**

The Council received an update of enforcement cases on 8<sup>th</sup> September from WCC Enforcement. The summary of the status of extant cases is listed in Appendix B.

**21.47 Church Green**

Cllr Rowe reported complete satisfaction with work undertaken by Estates Maintenance Services.

**ACTION**

Groundsmen bi-annual agreement: Forward names to Clerk to obtain competitive quotes.	JP
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**21.48 Recreation Ground and Play Areas**

Updates were received from Councillors Logan and McCormick

a) Meonstoke Recreation Ground Skate Park.

Broken glass caused by vandalism in August and installation of a multi-use bin on the skate park were discussed under Agenda item 4(See Min ref 21.43).

**ACTION**

Chase request to WCC Waste & Recycling to move multi-use bin from existing location onto the skate park and install.	Clerk
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b) Chapel Road.

Cllr McCormick requested the Flower Pot Men to be reminded to blow grass cuttings away from beneath play equipment. Previous accumulations of grass encouraged moss and made the surface slippery. The Chair of the Meon Hall said the Flower Pot Men had been removing grass cuttings away as instructed but cuttings had blown in from elsewhere.

**21.49 Allotments.**

Councillor Annereau-Hyder reported that the allotments are all looking good. There is a new addition to the waiting list.

**21.50 Roads, Highways & Transport**

a) Matters arising:

A new directional sign to the Meon Hall and re-instatement or replacement of the Meonstoke village sign on Brockbridge Road are still ongoing. See Min ref 21.43

Replacing wooden posts between the Bucks Head and the bus stop which were demolished by BT Openreach is still ongoing - See Min Ref: 21.43

b) Hire of parish owned TSID to other councils.

The Clerk advised that booking and deployment forms were ready to be sent to Soberton & Newtown Parish Council. Droxford Parish Council has also expressed interest. The Chair confirmed he would demonstrate how to install the device to volunteers if requested by participating parish volunteers.

**ACTION**

Forward forms to Droxford PC after completed deployment form has been returned by S&N PC.	Clerk
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**21.51 Lengthsmen**

Councillor McCormick said she was disappointed by the amount of work completed by the lengthsmen on this visit. The Clerk advised that the operative's strimmer had pierced a dog waste bag left hidden in overgrown foliage on the steps from the bridge on Pound Lane to the Meon Valley Trail. As a result the operative had been sprayed in excrement. The Clerk saw the operative shortly and he appeared in a state of shock.

**21.52 Website**

The Clerk had previously circulated details of 2 alternative website providers specialising in parish council websites. It was agreed Jerry Pett, Rowena Annereau-Hyder, Sue Logan and the Clerk would meet to discuss parish's requirements and make a recommendation to the full Council at the November meeting.

**ACTION**

Circulate meeting date options		Clerk
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**21.53 Correspondence.**

a) Resident's emails - overgrown vegetation at the Grinch.

The foliage has been cut back. The resident thanked the PC for responding to her request.

b) Meonstoke Football Club

The new Secretary of Meonstoke Football Club had contacted the Clerk. The whereabouts of some of the keys to the storage shed are unknown.

**21.54 Items for the next agenda.**

Budget 2022-23. Website

**21.55 Date of next meeting:**

Wednesday 10<sup>th</sup> November 2021 7.30pm at the Meon Hall.

## APPENDIX A - FINANCE REPORT 1/7/21 - 31/8/21

### INCOME RECEIVED 1 July - 31 August 2021

TOTAL £ nil

### Payments by Standing Orders and Direct Debits

SO	R Hoile - July salary	323.70
SO	R Hoile - August salary	323.70
<b>TOTAL</b>		<b>647.40</b>

### ACCOUNTS PAID BETWEEN MEETINGS TO BE RATIFIED

R. Hoile expenses - new mobile phone **234.96**

### ACCOUNTS FOR PAYMENT - TO BE APPROVED

B. Heard t/a the Flower Pot Men- £70 June + £70 July	140.00
EMS Ltd (July contract)	342.00
EMS Ltd (August contract)	342.00
R. Hoile office expenses - August /September	50.47
R Hoile - July mobile phone contract EE	12.80
R Hoile - August mobile phone contract EE	12.00
Montys Fencing & Gates - labour- Pay area Chapel Road	200.00
J McCormick - Dulux Centre (paint for fence & gate Play area Chapel Rd)	71.75
The Meon Hall - hire of the Crypt to March 2022	115.50
Droxford Parish Council share of mobile phone 1/4/ - 30/6/21 (final inv)	39.08
J T Carpentry	295.00
Streetmaster (South Wales) Ltd	2,824.80
PKF Littlejohn LLP (external auditors)	240.00
J Pett - Metals4U - fixings	19.06
<b>TOTAL</b>	<b>4,704.46</b>

<b>Bank Reconciliation 1/04/2021 - 31/8/21</b>					
<b>Cash at bank</b>			£	£	£
Unity Trust A/C	...525			5,960.88	
Unity Trust A/C	...538			3,986.21	
Scottish Widows A/C No 060				7,942.75	
Balance as at 1/1/21 statement No. 44, 4/04/21 (annual statement)					
<b>Less payments not made</b>					
Flower Pot Men inv			- 70.00		
R Hoile	EE contract - July		- 12.80		
R Hoile	EE contract - August		- 12.00		
EMS	July Inv 3808		- 342.00		
EMS	Aug Inv		- 342.00		
Montys Fencing & Gardening			- 200.00		
J Mc Cormick for Dulux Centre - railings paint			- 71.75		
Meon Hall hire of the Crypt			- 115.50		
J Pett expenses			- 19.06		
PKF Littlejohn			- 240.00		
Droxford PC	mobile share		- 39.08		
JT Carpentry			- 295.00	- 1,759.19	<b>16,130.65</b>
<b>Cashbook reconciliation</b>					
Balance b/f 1/04/21			45,733.16		
Add Receipts 1/4/21 - 31/08/21			19,055.79		
Less Payments 1/4/21 - 31/8/21			- 48,658.30		
					<b>16,130.65</b>
<b>Reserves 30/08/21 (rounded)</b> * balancing figure					
General reserve	(3 mths running costs)		3,250.00		
<b>Earmarked reserves:</b>					
Capital reserve			4,122.45		
Play equipment replacement £16K b/f 1/4/21 + £1K (50% of £2K allocated in 2021-22					
CIL unspent balance 31/3/20	£4,615.87 + £17022.69		-		
Emergency plan			1,500.00		
2019/20 capital project - bollards			2,755.00		
Unallocated reserve			* 4,503.20		<b>16,130.65</b>

## APPENDIX B – PLANNING REPORT 8<sup>th</sup> September 2021

### 1. DECISIONS:

**Ref: SDNP/21/00812/HOUS & SDNP/21/00813/LIS**

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

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

**DECISION: SDNP/21/00812/HOUS - WITHDRAWN**

**SDNP/21/00813/LIS - APPROVED**

**Ref: SDNP/21/03409/TPO**

Location: Corhampton Court, Corhampton Lane, Corhampton, SO32 3NB

Proposal: T1 & T2 -x2 Cedar of Lebanon- Crown lift by up to 3m and remove deadwood throughout crowns. To manage trees crown within proximity to surroundings, providing a vertical clearance from ground level for grounds maintenance staff/Lawn mowers etc.

T3 Lime - Crown lift by up to 3m To manage trees crown within proximity to surroundings, providing a vertical clearance from ground level for grounds maintenance staff/Lawn mowers etc.

T4 Beech Tree- Crown lift by up to 3m - To manage trees crown within proximity to surroundings, providing a vertical clearance from ground level for grounds maintenance staff/Lawn mowers etc.

**DECISION: APPROVED**

**Ref:SDNP/21/03022/TCA**

Location: Rose Cottage, Rectory Lane, Meonstoke, SO32 3NF

Proposal: T1 - Sycamore tree located in the neighbouring property on the left-hand boundary, to reduce the overhanging limbs back to previous reduction points (approximately 1.5 to 2 meters) , in accordance with BS3998 (2010) best practice pruning.

**DECISION: RAISE NO OBJECTION**

### 2. APPLICATIONS IN PROGRESS

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

Location: Govers Cottage Frys Lane Meonstoke Southampton Hampshire SO32 3NL

Proposal: Discharge of conditions 4 and 5 in relation to application SDNP/20/04561/HOUS and 3 and 4 in relation to application SDNP/20/04562/LIS

**Ref: SDNP/21/02405/CND**

Proposal: Variation of condition 2 in relation to Application SDNP/20/03795/FUL - Saturday opening hours

Condition Number(s): 2; Conditions(s) Removal: See attached

To allow opening hours on Saturday until 5.00pm

Location: Land at Corhampton Lane, Warnford Road, Corhampton, Hampshire

**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.

**Ref: SDNP/20/03755/DCOND**

Location: Southbourne House Chapel Road Meonstoke Southampton SO32 3NJ

Proposal: Discharge of conditions 9,10,11,12 ,14 relating to application SDNP/16/03318/HOUS.

**Ref: SDNP/21/02443/LIS**

Location: Kings Farm, High St, Meonstoke

Proposal: Removal of two existing rotten and dilapidated window units on the ground floor. Insertion of replacement like for like single glazed casements to match existing on the ground floor front elevation (street facing) with monkey tail catches. Removal of a small rotten modern 20th Century triple window on front elevation occupying the area of the bricked up front door, when the farmhouse was split into two dwellings



some time ago. Insertion of a replacement single glazed casement like for like with historical enhancement to blend with the other two replacement windows.

**3. ENFORCEMENT - Update of extant cases 8/9/21**

SDNP/18/00184/UNCM - Case put forward for closure.

SDNP/20/00702/GENER - Site visit carried out. Case officer to contact owners.

SDNP/21/00296/BRECON - WCC to continue to monitor

SDNP/18/00124/SEC215 - Site visit carried out. Remedial work suggested.

SDNP/19/00341/OPDEV - Written confirmation of termination of non-commercial sought.

SDNP/20/00396/BRECON - Planning application to be submitted.