

## Corhampton & Meonstoke Parish Council

### To members of the Council:

Cllrs R Annereau-Hyder, B Horn, J Pett, J McCormick, P Rowe, J Shaw.

You are hereby summoned to attend the **Annual General Meeting** of Corhampton & Meonstoke Parish Council at the Meon Hall, Meonstoke at 7.30 pm Wednesday 9 May 2018 for the purpose of transacting the following business:

*Rosemary Hoile*

Parish Clerk

1 May 2018

### AGENDA

1. **To receive apologies for absence.**
2. **Election of Chair and Vice Chair of the Parish Council for 2018/19.**
  - a) To receive Declarations of Acceptance of Office.
3. **To note Councillors acceptance of the Code of Conduct**
4. **To receive declarations of disclosable pecuniary and non-pecuniary interest.**
5. **To approve minutes of the:**
  - a) Full Parish Council meeting held on 7 March 2018
  - b) To approve notes taken at the Annual Parish Assembly held on 11 April 2018
6. **Casual Vacancy**
  - a) To confirm co-option procedures.
  - b) To co-opt a Parish Councillor.
  - c) To receive the signed Acceptance of Office.
7. **To approve Standing Committees 2018/19**
  - a) Planning Committee
  - b) Planning Committee 2017/18 Terms of Reference
8. **To approve areas of responsibility and/or working groups 2018/19**

Finance, Highways, Roads & Transport, Recreation Ground & Play Areas, Allotments, Footpaths & ROW, Hedges & Verges, Tree Warden, Flooding, Emergency Plan, Website, Neighbourhood Watch.
9. **To approve representative (s) to outside bodies**
  - a) The Meon Hall Committee
  - b) The Tennis Club
  - c) Winchester District Association of Local Councils (WDALC)
10. **To approve co-opted member (s)**
  - a) Parish lengthsman
  - b) Recreation Ground Working Group
11. **Procedural & Constitutional Matters**
  - 11.1 To confirm existing policies and documents previously approved
    - a) Standing Orders ( November 2016)
    - b) Financial Regulations ( July 2016)
    - c) Asset Register to 31 March 2018
    - d) Financial Risk Assessment (March 2017)
    - e) Equality and Diversity Policy (January 2017)
    - f) Complaints Procedure ( March 2018)
    - g) Reserves Policy (March 2018)
  - 11.2 To approve new policies
    - a) Data Protection Policy (General Data Protection Regulations (GDPR))
  - 11.3 To consider policies and documents at subsequent meetings

GDPR notices and consents, Freedom of Information requests, Health & Safety, Dealings with the Press.
12. **To agree calendar dates for full Parish Council meetings 2018/19**

**ROUTINE BUSINESS:**

- 13. To adjourn meeting to hear questions and comments from the public on planning and agenda items. (10 mins)**  
County Councillor's report
- 13.1 District Councillor's report
- 13.2 **Meeting resumes:**
- 14 Finance, Grants & Governance.**
- 14.1 To authorize payment of accounts listed in Appendix A
- 14.2 Annual Governance & Accountability Return 2017/18
- a) To approve the bank reconciliation to 31 March 2018
  - b) To approve the Statement of Receipts and Payments 2017/18
  - c) To note the conclusions of the Annual Internal Audit Report 2017/18
  - d) To approve and authorize the Chairperson to sign Section 1 - Annual Governance Statement 2017/18
  - e) To approve and authorize the Chairperson to sign Section 2 - Accounting Statements 2017/18
- 14.3 To approve arrangement to renew the Parish Council insurance policy from 1 June 2018 for £428.40 per annum including insurance tax.
- 15. Planning:**
- 15.1 To consider new applications:  
Ref: [SDNP/18/02124/FUL](#)  
Address: Stocks Lane Farm Stocks Lane Meonstoke Hampshire SO32 3NQ  
Proposal: Proposed agricultural building for the housing of livestock.  
Ref: [SDNP/18/01265/CND](#)  
Address: 3 Allens Lane Corhampton Southampton SO32 3NX  
Proposal: Variation of condition 3 of approved planning permission SDNP/17/05132/HOUS
- 15.2 To note Appendix B Planning report
- 16. Open Space, Recreation and Playgrounds**
- 16.1 Matters arising:
- a) Timber trail
  - b) New Multi waste bins
  - c) Football teams
- 16.2 Maintenance:
- a) ISS Grounds Maintenance Contract.
  - b) Hampshire Lengthsmen Contract.
  - c) Other maintenance matters.
- 17. Allotments:**  
To receive update – Cllr Annereau-Hyder
- 18. Roads, Highways & Transport:**
- a) General matters - Cllr Shaw
  - b) Bollards on Bucks Hill
- 19. Footpaths and Rights of Way**  
To receive updates:
- a) FP 29 stile
  - b) Bridgemead gate
- 20. Broadband**  
To receive update – Cllr Pett
- 21. Correspondence**
- a) To consider a Parish Council letter of support to the Post Office & Stores proposed at the Annual Parish Assembly on 11 April 2018
  - b) To note the Police & Crime Commissioner's response to the Hampshire Police & Crime Panel.
- 22. Consultations**  
[Southampton to London Pipeline Project.](#)
- 23. Items for the next agenda.**
- 24. Date of next meeting:** Wednesday 11 July 2018.

Members of the public and press are invited to attend except for any specific item which is marked 'Confidential' on the agenda. The press and public may not speak when the Council is in session, but may make points or ask questions in the allocated time during the 'Public questions and comments' item on the agenda. Please note that public participation at meetings must relate to an agenda item for that meeting.

**APPENDIX A – FINANCE STATEMENT 9 May 2018**

<b>Income</b> (8 March – 4 May)	£	£
Scottish Widows Business fund deposit a/c	0.20	
WCC Precept/CTS grant	8,650.00	
Allotment rents	102.18	
Meon Hall rent	50.00	<b>8802.38</b>

**Payments**

<u>DDs, SOs &amp; payments to be noted</u> (8 March – 4 May)	£	£
SO R Hoile April salary	383.21	
SO R Hoile May salary	383.21	

To be authorised at the meeting

Chq Payee	£	
200887 HALC affiliation fee & NALC levy	288.00	
200888 Wizbit hosting annual fee Inv 213361	44.00	
200889 Flower Pot Men - Inv 5B28 March 18	58.00	
200890 WCC Invoice 5100501392	100.00	
200891 Lightatouch (Internal auditor)	71.25	
200892 Vita Play Ltd Inv 1764	780.00	
200893 Wizbit set-up new imap email a/c Inv 21540	42.00	
200894 Droxford PC-shared mobile /inks/SLCC sub 2018	239.24	
200895 R Hoile office expenses	126.39	
200896 A J Morrice (to clean & maintain skate park)	40.00	<b>2655.30</b>

**Bank Reconciliation 1/04/17 - 31/03/18**

<u>Barclays Bank A/C No ---023</u>	£	£
Balance as at 31/03/18	16,555.31	

Less unrepresented cheques

	The Meon Hall 2018		
200880	contract to 31 March	63.00	
	P Bury Plot No 9		
200886	refund	22.92	-85.92
			16,469.39

Scottish Widows A/C No 060 7,940.15

Balance as per statement No 39 1 Jan 2018

**Cash at bank 31 March 2018** **24,409.54**

**Cashbook reconciliation 31 March 2018**

Balance b/f 1/04/17	16,170.45
Add Receipts 1/4/17 - 31/3/18	20,282.12
	-
Less Payments 1/4/17 - 31/3/18	12,043.03

**Cash book reconciliation** **24,409.54**

**Reserves 31 March 2018 (rounded)**

Running Costs	9000	
Earmarked reserve - play equipment replacement	3000	
Earmarked reserve - emergency plan	1500	
Capital reserve	10,910	<b>24,409.54</b>

## APPENDIX B – PLANNING REPORT

### 1 PRE-PLANNING ADVICE

Ref: SDNP/18/02115/PRE

Location: Stoke Cottage Chapel Road Meonstoke Southampton SO32 3NJ

Proposal: [One new dwelling with associated parking and access.](#)

### 2 APPLICATIONS DETERMINED

SDNP/18/00802/HOUS

Location: Rectory Court Rectory Lane Meonstoke Southampton Hampshire SO32 3NF

Proposal: Single storey side and rear extensions including associated internal and external alterations.

**Decision: APPROVED**

Ref: SDNP/17/06440/LIS

Ref: SDNP/17/06439/HOUS

Location: Church End Cottage Bucks Head Hill Meonstoke Southampton Hampshire SO32 3NA

Proposal: Alterations to a listed building including the replacement of windows and a ground floor extension

**Decision: APPROVED**

Ref: SDNP/18/00943/FUL

Location: Harvestgate Farm House Stocks Lane Meonstoke Southampton SO32 3NQ

Proposal: conversion of the remainder of a partially converted barn to residential use.

**Decision: APPROVED**

**Ref:** SDNP/17/03849/FUL

Location: Vernon House , Warnford Road, Corhampton, SO32 3ND

Ref: SDNP/17/03850/CND – Variation of Conditions 2 and 12 on planning consent SDNP/16/02757/FUL – to reflect proposed new access arrangements. (Relates to ref: SDNP/17/03849/FUL)

**Decision: APPROVED**

Ref: SDNP/17/03856/CND - Variation of Conditions 2 and 12 on planning consent SDNP/16/02767/FUL - to reflect proposed new access arrangements. (Relates to ref: SDNP/17/03849/FUL)

**Decision: APPROVED**

**Ref:** SDNP/18/01595/TCA

Location: Meonstoke Cottage , Brockbridge Road, Meonstoke, SO32 3NJ

Proposal: T1- Beech. Crown lift over highway to 4m clearance. Tip prune lower canopy by 2-3m to reduce over extended branches upto a height of 6m. Crown lift over electrical wires to clear by 2-3m to rebalance crown. Clear growth around BT wires to give 2m clearance.

**Decision: RAISE NO OBJECTION**

### 3 APPLICATIONS IN PROGRESS

**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/16/05772/LDE

**Location:** Annexe Harvestgate Farm House Stocks Lane Meonstoke

**Proposal:** Use of The Annex, Harvestgate Farm as a dwellinghouse

### 4 PLANNING ENFORCEMENT ( WCC notification 24 April 18)

#### Cases opened

Ref:SDNP/18/00124/SEC215

Nature: Untidy land - build up wagons and containers

Address: Land to rear of Southbourne House, Chapel Road, Meonstoke SO32 3NJ

#### Case closed

Ref: SDNP/07/00047/CARAVN

Breach type: Non-compliance with enforcement notices (residential mobile home)

Address: Steynes Farm, The Hangars, Corhampton, Southampton, SO32 3LL

Nature: Non-compliance with Enforcement Notices – residential mobile home. Case transferred. Case opened 6/2/18

