

CORHAMPTON & MEONSTOKE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL 7.30 pm Wednesday 11th May 2022

Present: Councillors Rowena Annereau-Hyder, Sue Logan, Jerry Pett, Nick Riley, Patrick Rowe.

In attendance: Cllr H Lumby (HCC Division and WCC Ward Member)

Members of the Public: J Morrice (Chairman of Trustees of the Meon Hall) and 1 member of the public

22.1 Apologies.

Cllrs S Logan, P Rowe, J McCormick.

22.2 Election of the Chair and Vice-Chair

Councillor Horn proposed Councillor Pett be elected as Chair for 2022-2023; Councillor Hyder seconded the resolution.

RESOLVED unanimously to appoint Councillor Pett as Chair for 2022 -2023.

Councillor Pett proposed Councillor Logan be elected as Vice-Chair for 2022-23; Councillor Riley seconded the resolution. Councillor Logan was away but had advised her willingness to stand for vice Chair.

RESOLVED unanimously to appoint Councillor Logan as Vice-Chair for 2022-2023.

The Declaration of Acceptance of Office was signed by J Pett and held over for S Logan.

ACTION

Clerk to obtain signed declaration before 13/7/22	Clerk/SL
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22.3 Declarations of disclosable pecuniary and non-pecuniary interest.

None.

22.4 Minutes of the Parish Council meeting held on 13th April 2022.

The Council **RESOLVED TO APPROVE** the Minutes as a true and accurate record.

22.5 Public forum.

a) No issues were raised by members of the public.

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

Arising:

i) the Chair agreed to determine if there was demand from the Parish's Ukrainian guests for some form of regular self-help/networking gathering that could be hosted in the Meon Hall and, if so, to make a grant application for HCC support.

ii) the Chair asked if a WCC member's grant application might be entertained for the purchase of Jubilee mugs. Cllr Lumby raised concerns both at the number of mugs that had been ordered and the financial control measures in place for the Jubilee celebrations.

Post-Meeting Note: the Chair has passed his assurance that the funding of the events will be open to audit, and that the planning figure of 92 children is appropriate for the Parish demographic. A grant application is being raised on this basis.

ACTION

(i)	Look into demand for Ukrainian guests' network	JP
(ii)	Apply for District Councillors' discretionary grant	Clerk

22.6 Review of the Planning Committee Structure

(i) The Planning Committee Terms of Reference 2019 were reviewed and, in accordance with Standing Orders, **IT WAS RESOLVED** that the numerical composition of the Committee was agreed as 3 Councillors.

(ii) Cllrs Pett and Riley agreed to serve on the Planning Committee for a further year, and Cllr McCormick had also submitted her agreement to serve before the meeting. **RESOLVED** – to appoint Cllrs Pett, Riley and McCormick as members of the Planning Committee, chaired by Cllr Pett.

22.7 Areas of Responsibility and Working Groups

Councillors all agreed to continue in their existing roles:

RESOLVED:

Finance – Cllrs Hyder, Logan and Pett

Highways, Roads & Transport – Cllrs Pett and Riley

Recreation Grounds and Play Areas – Cllrs Logan and McCormick

Allotments – Cllr Hyder

Footpaths and ROW – Cllr Pett

Lengthsmen – Cllr McCormick

Tree Warden and Flooding – Cllr Horn

Emergency Plan – Cllr Hyder

Website – Clerk

It was noted that the Parish Council still has no formal linkage with Meonstoke School.

RESOLVED – Chair to liaise with the Executive Head of Meonstoke School to explore scope for Parish Council representation in its management structures.

ACTION

Contact EH Meonstoke School.

JP

22.8 Representatives to Outside Bodies

- a) The Meon Hall Committee – Cllr Hyder
- b) Neighbourhood Watch – Cllr Hyder
- c) The Tennis Club – Cllr McCormick

22.9 Procedural & Constitutional Matters

a) **RESOLVED:** To approve Corhampton & Meonstoke Parish Council Standing Orders adopted in 2019

b) **RESOLVED:** To approve Corhampton & Meonstoke Parish Council Financial Regulations adopted in 2019

c) **RESOLVED:** To confirm the following policies approved at previous meetings.

Health & Safety Policy 2020, Risk Schedule, Data Protection Policy 2018, Equality & Diversity Policy 2016.

22.10 Insurance

RESOLVED: To approve keeping to the 3-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Ltd to provide parish council insurance cover until 31 May 2023.

22.11 Parish Council Meeting Dates 2022-23

RESOLVED: To meet Wednesdays 13th July, 14th September, 9th November, 11th January 2023, 8th March, 10th May at 7.30 pm in The Crypt, Meon Hall.

End of the Annual Meeting of the Parish Council.

Usual Business

Finance

22.12

a) Payment of Accounts - it was **RESOLVED UNANIMOUSLY**

(i) To authorize payment of accounts listed in Appendix A

(ii) To approve bank reconciliation to 31 March 2022 and 30 April 2022

(iii) To ratify accounts paid between meetings:

To approve an S137 purchase of 324 Platinum Jubilee commemorative mugs and refund the Clerk for payment of £918.66 (net cost of mugs £709.56 + Carriage £55.99 + VAT £153.11; Supplier: Running Imp Ltd)

b) Insurance - it was **RESOLVED UNANIMOUSLY**

(i) To approve the list of assets at 31st March 2022 audited by the internal auditor.

(ii) To approve payment for the Parish Council insurance policy from 1 June 2022 of £378 + £45.46 Insurance Tax Premium + £50 Administration fee. Total £474.32 per annum.

(c) Reserves - It was **RESOLVED** unanimously to approve the allocation of Reserves in the bank reconciliation on 31st April 2022.

(d) Annual Governance and Accountability Return – it was **RESOLVED** unanimously:

(i) To note the Annual Internal Auditor's report.

(ii) To approve the Annual Governance Statement 2021-22 and authorize the Chair to sign the Governance Statement Section 2 on behalf of the Parish Council.

(iii) To approve the Accounting Statement 2021-22 and authorize the Chair to sign the Accounting Statement Section 3 on behalf of the Council.

(iv) Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return.

To note the Exercise of Public rights dates for 2022 as follows:-

Date of Announcement Friday 10th June 2022, commencing on Monday 13th June 2022 and ending on Friday 22nd July 2022.

e) Internal Auditor.

It was **RESOLVED** unanimously to approve the appointment of Tim Light as the internal auditor for £360.00 for 2022 -23.

ACTION

To sign Letter of Engagement	Clerk
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f) Clerk's salary

It was **RESOLVED** unanimously to approve implementation of the 2021-22 National Joint Council pay award of 1.75% from 1 April 2022.

g) Platinum Jubilee:

It was **RESOLVED** unanimously to approve an S137 purchase of 324 Queens Jubilee commemoration mugs:- £709.56 net + £153.11 Carriage + £153.11 VAT. Total £918.66

22.13

Planning:

a) The following new applications were noted without comment:

SDNP/22/02198/TCA

Proposal: Common Birch - Fell - roots lifting paving bricks. (See original application)

Location: Hill Rise, High Street, Meonstoke, SO32 3NH

SDNP/22/02104/TCA

Proposal: Flowering prunus - to be removed because roots are destroying the wall.

Location: The Old Rectory Rectory Lane Meonstoke Southampton SO32 3NF

b) Planning Decisions - **NOTED**

Decisions and applications pending consideration in the Planning report Appendix B.

c) Cllr Lumby (WCC) noted that progress on Enforcement Cases would be passed to him following a meeting between case officers and team leadership to be held Mon 15 May 22. He also noted that the Meon Boscage cases were unlikely to be taken by the Planning Committee before their July meeting.

22.14 Church Green

In the absence of Cllr Rowe the Chair reported that he had met with the contractor and the Church Green Warden who were in accord with the programme of work; a WhatsApp group was to be established to facilitate timely notification of Church events.

ACTION

Set up WhatsApp group	JP
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22.15 Recreation Ground and Play Areas

In the absence of Cllrs Logan and McCormick it was noted that the WCC inspection had not identified any urgent issues and the minor points raised were in hand for rectification.

22.16 Allotments

Cllr Hyder reported that the gravel had now been fully spread and weedkiller applied. All allotment contracts had been offered and agreed for the current year.

22.17 Roads, Highways & Transport

a) Matters arising Minute ref: 21.95 Protection of verge adjacent to The Bucks Head – the Chair reported that he had been given several views on the possible options for the treatment of the verge. After some discussion, it was **RESOLVED** that Cllr Riley would try to source a small number of semi-decorative large stones to prevent vehicles from parking on the grass.
b) Droxford U189 – removal of adopted status and highway rights.

ACTION

Source semi-decorative large stones	NR
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It was **RESOLVED** to approve the Chair's circulated draft letter to Mr S Jarvis, Director of Economy, Transport and Environment, Hampshire County Council in support of the removal of adopted status to protect a special Site of Importance for Nature Conservation (SINC) in support of a campaign being led by the Meon Valley Partnership.

ACTION

Forward letter to S Jarvis, HCC.	JP/Clerk
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c) Electric Vehicle Charging Points at the Meon Hall – the Clerk's signing of the new Framework Agreement with HCC was **NOTED**, together with the intent to pursue a further feasibility study when possible.

22.18 Footpaths & ROW

An application was in hand to convert stiles to gates on Footpath 14; Cllr Horn suggested, and it was agreed, to include a new gate at the point where FP16 meets Stocks Lane in the current application.

ACTION

Advise Waltham Ramblers and Community Engagement Ranger - Central Access Countryside Team.	JP/Clerk
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22.19 Lengthsmen

The new Hampshire Lengthsmen Project 2022-23 Agreement and schedule of Lengthsman visits was noted.

22.20 Website

The Clerk was continuing to upload content to the new website which, it was anticipated, would be online before the next meeting.

22.21 Consultations & meetings

Date of next parish council meeting:
Wednesday 13th July 2022 at 7.30 pm in The Crypt at The Meon Hall.

APPENDIX A - FINANCE REPORT 11th May 2022

INCOME RECEIVED 1- 30 April

Interest received - Scottish Widows	0.80
WCC Precept Pt 1	8,660.00
Allotment rent	26.68
HMRC VAT refund	376.60
Droxford PC for hire of TSID	50.00
Meonstoke & Corhampton PCC (
Church Green maint. contract 2021-22)	500.00
SDNPA CIL APR22-06	1,200.00
Total	10,814.08

DIRECT DEBITS AND STANDING ORDERS 1-30 April 2021

TTNC emergency line	24.00
EE Ltd	13.12
Salary payments April & May £330.20 + £330.20	660.40
Total	697.52

ACCOUNTS TO BE APPROVED FOR PAYMENT

EMS Ltd	342.00
Lightatouch	125.00
WCC	93.00
R.Hoile office expenses	385.87
Total	945.87

BANK RECONCILIATION 1/4/2022 - 30/4/2022

	£	£	£
<u>Cash at bank</u>			
<u>Unity Trust A/C</u> ...525	2,245.87		
<u>Unity Trust A/C</u> ...538	25,111.58		
<u>Scottish Widows A/C No 060</u> ...060	7,943.55		
		35,301.00	
Statement No. 45, 4/04/22 (annual statement)			
Less payments not made			
Lightatouch	125.00		
WCC Play inspection	93.00		
EMS South Inv 4878	342.00		
		560.00	34,741.00
Add amounts not banked.			
<u>Cashbook reconciliation</u>			
Balance b/f 1/04/22		25,347.57	
Add Receipts 1/4/22 - 30/4/2022		10,814.08	
Less Payments 1/4/22 - 30/4/22		1,420.65	
			34,741.00
<u>Reserves 30/4/22 (rounded)</u>			
<u>General reserve (approx 6 mth running costs)</u>		8,000	
<u>Earmarked reserves:</u>			
Capital reserve for			
		11,738	
Play equipment replacement £9738K b/f 1/4/22 + £2K (100% allocation 2022-23 budget)			
CIL unspent balance £4615.87 + £600 b/f + £1200 (CIL April 22)		6,416	
Emergency plan - £1500 b/f LESS £24 (net monthly cost of TTNC helpline)		1,422	
2019/20 capital project - bollards		2,755	
Noticeboard		3,000	
Community projects (Bus shelter £1000 + Platinum Jubilee £300)		1,300	
<u>Unallocated reserve (*balancing figure)</u>	*	110	34,741.00

APPENDIX B – PLANNING REPORT 11th May 202

1. DECISIONS:

Ref: SDNP/22/02104/TCA

Proposal: Flowering prunus - to be removed because roots are destroying the wall.

Location: The Old Rectory, Rectory Lane, Meonstoke, SO32 3NF.

Ref: SDNP/22/01945/TCA

DECISION: RAISE NO OBJECTION

Ref: SDNP/22/00995/HOUS

Location: Middle Butts Rectory Lane Meonstoke Hampshire SO32 3NF

Proposal: Car port to front, single storey side extension, roof extensions to

Front and rear, single storey rear extension Ref: SDNP/21/05274/HOUS

DECISION: APPROVED

Ref: SDNP/22/01945/TCA

Proposal: Common Birch - Fell - roots lifting paving bricks. (See original application)

Location: Hill Rise High Street Meonstoke Southampton SO32 3NH

DECISION: RAISE NO OBJECTION

Ref: SDNP/22/00770/HOUS

Location: Hawthorn Cottage Warnford Road, Corhampton SO32 3NS

Proposal: Single storey side extension and formation of extended patio, including garden retaining walls. Alternative proposal to that approved under extant permission ref:

SDNP/19/05323/HOUS

DECISION: APPROVED

Ref: SDNP/21/04440/HOUS

Location: Yew Tree House, High Street, Meonstoke, SO32 3NH

Proposal: Demolition of existing garage/outbuilding. Replacement outbuilding on same footprint with open bay carport. Proposed new outbuilding to serve as garage/workshop at ground floor level. Roof space to be utilised as a home working studio, accessed by external stairs. Replacement porch and gate to Yew Tree House.

DECISION: APPROVED

Ref: SDNP/22/00682/TCA

Proposal: T1 Ash. Fell. Signs of Ash dieback from previous pollarding attempt to reduce dieback effects. May be causing damage to septic tank.

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

DECISION: APPROVED

2. APPLICATIONS IN PROGRESS

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 5.00 pm

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

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/21/03261/HOUS

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

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

Ref: SDNP/21/06313/HOUS

Location: Little Coombe New Road Meonstoke SO32 3NN Proposal: Variation to external appearance and internal layout of ancillary building permitted under SDNP/16/01104/HOUS and use as annexe.

Proposal: Variation to external appearance and internal layout of ancillary building permitted under SDNP/16/01104/HOUS and use as annexe.

Ref: SDNP/21/05842/HOUS

Location: Meon Boscage, Brockbridge Road Meonstoke SO32 3AJ

Proposal: Installation of solar panels to roof of existing house, below-ground gas storage tank, electricity generator and associated earth bund.

Ref: SDNP/21/05844/HOUS

Location: Meon Boscage, Brockbridge Road Meonstoke SO32 3AJ

Proposal: Erection of shed for storage of garden maintenance equipment.

3. ENFORCEMENT

Minute ref:22.13 (c) refers