

## CORHAMPTON & MEONSTOKE PARISH COUNCIL

### Minutes of the Annual General Meeting of the Parish Council 7.30pm Wednesday 15 May 2019 at the Meon Hall

**PRESENT:** Rowena Annereau-Hyder, Bruce Horn, Jane McCormick, Nick Riley, Patrick Rowe.  
**IN ATTENDANCE:** Rosie Hoile – Clerk,  
**PUBLIC** Malcolm Hyder, James Morrice, Sue Logan.

#### 19.1 Election of the Chair of the Council:

Patrick Rowe proposed Jerry Pett to be elected as Chair of the Parish Council. Rowena Hyder seconded the proposal.

**RESOLVED** unanimously: To elect Jerry Pett as Chair of the Parish Council for 2019/20. Cllr Pett was not present to sign the Declaration of Acceptance of Office.

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**ACTION - The Clerk** is to obtain w/c 20 May.

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#### 19.2 Election of the Vice Chair of the Council

Patrick Rowe proposed Nick Riley to be elected as Vice Chair for 2019/20. Bruce Horn seconded the proposal.

**RESOLVED** unanimously: To elect Nick Riley as Vice- Chair of the Parish Council for 2019/20. The Clerk will collect the signed Declaration of Office w/c 20 May.

In the absence of the newly elected Chair, Cllr Riley chaired the meeting.

#### 19.3 Apologies for absence:

Jerry Pett, District Cllr Hugh Lumby, County Councillor Roger Huxstep, District Councillor Laurence Ruffell. All absences were due to prior formal engagements.

#### 19.4.1 Code of Conduct:

The Council **NOTED** the Code of Conduct.

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**ACTION: The Clerk** will collect members' signed Register of Interests w/c 20 May.

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#### 19.4.2 Declarations of disclosable pecuniary and non-pecuniary interest. None

#### 19.5 Minutes of the Parish Council meeting.

**RESOLVED** - To approve as a correct record the Minutes of the Parish Council Meeting held 13 March 19.

#### 19.6 Standing Orders for Corhampton & Meonstoke Parish Council.

The Council unanimously agreed not to review at this time. **RESOLVED to adopt.**

#### 19.7 Financial Regulations for Corhampton & Meonstoke Parish Council.

The Council unanimously agreed not to review at this time. **RESOLVED to adopt.**

#### 19.8 Review of the Planning Committee Structure: **RESOLVED**

In accordance with Standing Orders the Council appointed three members to the Planning Committee.

The Council approved Jerry Pett (Chair), Jane McCormick and Nick Riley.

Planning Committee 2019/20 Terms of Reference previously circulated were approved.

#### 19.9 Allocation of responsibilities and Working Groups (WG) 2019/20: **RESOLVED** appoint Members to the **Finance (FWG):** Jerry Pett (Chair), Rowena Annereau-Hyder, Jane McCormick, **Highways, Roads and Transport:** Nick Riley

**Grounds Maintenance:** Patrick Rowe  
**Recreation Sport and Play:** Jane McCormick  
**Allotments:** Rowena Annereau-Hyder  
**Footpaths & ROW:** Jerry Pett  
**Hedges & Verges, Tree Warden:** Bruce Horn  
**Flooding:** Bruce Horn.  
**Emergency Plan liaison:** Rowena Annereau-Hyder  
**Website:** Rowena Annereau-Hyder  
**Social housing:** Jane McCormick

**19.10 Representatives of outside bodies RESOLVED**

**The Meon Hall Committee:** Rowena Annereau-Hyder  
**The Tennis Club:** Jane McCormick  
**Winchester District Association of Local Councils (WDALC):** None.  
**Neighbourhood Watch:** Rowena Annereau-Hyder

**19.11 Casual Vacancy.**

**ACTION** – Clerk to advise WCC and place notice.

**19.12 Calendar dates for full Parish Council meetings 2019/20:**

**2019** (all Wednesdays) 10 July, 11 September, 13 November

**2020** (all Wednesdays) 8 January, 11 March,

Annual Parish Assembly 15 April, Annual Meeting of the Parish Council, 13 May 2020

**RESOLVED** to approve.

**ACTION** – All Councillors to take note

The annual meeting of the Parish Council closed at 7.55 pm.

**19.13 ROUTINE BUSINESS:**

**Questions and comments from the public on planning and agenda items.** None.

**19.14 Finance, Grants & Governance.**

19.14.1 Accounts listed in Appendix A: **RESOLVED** to approve payment.

19.14.2 Internal Auditor's letter 19/4/19 and Annual Internal Audit Report 2018/19. **NOTED**

The letter and report had been previously circulated. The Council was content with the Internal Auditor's opinion that various records and procedures were in place.

19.14.3 List of assets at 31 March 2019 audited by the internal auditor. **APPROVED**

19.14.4 Annual Governance & Accountability Return 2018/19.

- a) Bank reconciliation to 31 March 2019:
- b) Statement of Receipts and Payments 2018/19:
- c) Annual Governance Statement 2018/19 Section 1.

The Council **RESOLVED** to approve the Annual Governance Statement and authorized the Chair to sign the document on behalf of the Council.

- d) Accounting Statements 2018/19 approve and authorize the Chair to sign Section 2 -

The Council **RESOLVED** to approve the Accounting Statements and authorized the Chair to sign the document on behalf of the Council.

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**ACTION:** Clerk to submit the above mentioned signed AGAR documents to PKF Littlejohn before 1 June 2019.

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19.14.5 Parish Council insurance policy from 1 June 2019 for £428.40 per annum including insurance tax. **RESOLVED**

**ACTION:** Nick Riley to review the insurance schedule

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*Post-meeting Note: Cllr Riley confirmed he had checked the insurance policy schedule and key facts on 22 May. There were no adverse comments or observations.*

19.14.6 Allocation of Reserves.  
The Council was content with the current allocation.

## 19.15 Planning:

19.15.1 Ref: SDNP/19/01824/HOUS (comment was due by 9 May)

Location: 2 Niton Cottages Pound Lane Meonstoke SO32 3NP

Proposal: Demolition of existing open porch and replacement with new enclosed porch.

The Planning Committee had recommended the Council to make **NO COMMENT**.

19.15.2 Parish consultee comment submitted between meetings:

Ref: SDNP/19/01925/FUL

Location: Land adj to Gover's Cottage

Proposal: Erection of dwelling.

To meet the deadline by which parish consultee comment was due, the Planning Committee had considered the application and raised **OJECTION**. The Council **RESOLVED** to ratify [consultee comment](#) sent on behalf of the full Council, that the dwellings on Fry's Lane do not constitute a "continuously developed road frontage" in the context of JCS Policy MTRA3... The application fails to satisfy the criteria of Policy SD25 Para 2 in that it is redevelopment of a building of ancillary use to an existing dwelling in its garden and therefore unjustified development in the countryside, nor is it replacement of an existing dwelling within the scope of SD30.

19.15.3 Appendix B Planning report was **NOTED**.

## 19.16 Grounds maintenance contracts:

a) Meon Hall Recreation Ground.

Disappointment was expressed in the standard of work and lack of reliability of the newly appointed contractor. None of the areas around play equipment footings had been strimmed and the hedges not trimmed. The Council concluded that the contractor was under-equipped, had underestimated the cost and would need to bring in an associate. As a result of discussions on the subject with the contractor, Cllr Rowe proposed and the Council **APPROVED** to increase the rate by £100 per month in the grass cutting season.

b) Church Green

After an unsatisfactory start the contractors equipment broke down prior to a number of events organised by the Parochial Church Council. Councillors were subsequently obliged to complete the work themselves in order to cut the grass to an acceptable level

c) Pound Lane & Chapel Road playground: Nothing to update.

d) HCC Lengthsmens Project.

Shedfield Parish Council had withdrawn the services of the lengthsmen project administrator for parishes forming part of the Shedfield management cluster. The value to the parish of 4/5 days HCC funded work (£900 per year) by lengthsmen will have to be replaced by the parish council if it were decided to continue with the work It was reported that only the last team of lengthsmen supplied by Idverde contractor for the HCC lengthsmen project were of any quality. Idverde have also been carrying out extra verge cutting for WCC, but the work is generally below standard and reportedly costs £300 per visit.

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**ACTION: Nick Riley** – to put a tender together to advertise for a village lengthsmen. James Morrice undertook to provide a specification.

**ACTION: Jane McCormick** - to make local enquiries.

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## 19.17 Allotments

The piece of waste land required by WCC for access is covered in weeds. Options to lay grass turves or to cover in gravel were considered. Cllr Hyder had obtained a quote for £400 to supply gravel. It was considered unlikely allotmenters would be able to cut or strim grass as there is no secure storage for machinery on site; it would be necessary to transport a mower in a car. It was proposed to give allotmenters the choice, either

1. To sow grass seed and undertake to mow, trim and keep free of weeds. In which case the PC would buy a picnic bench. Or,
2. The parish council would purchase gravel for the allotmenters to spread on the waste land.

**ACTION: Rowena Annereau-Hyder** – to put proposal to allotmenters.

**19.18 Roads, Highways & Transport**

a) Cost to repair road at Broken bridge:

**ACTION: Nick Riley and Bruce Horn** to look into a specification to mitigate flooding effectively and obtain estimates from Caroway Contractors Limited to repair adequately.

b) Replacement of damaged bollards next to benches on Bucks Head Hill.

Morrisons, contractors to BT Openreach, had removed 3 bollards they had damaged during recent cable laying. The returned bollards were broken and unusable. Hampshire Highways will be requested to replace. If Highways refuse, request permission for the Parish Council to undertake using the Community Funded Initiative vehicle.

**ACTION: Nick Riley** – to discuss with Hampshire Highways.

During the public session a resident had raised the matter of overgrown hedges along 2 properties on Brockbridge Road.

**ACTION – Clerk** to write to landowners.

**19.19 Footpaths and Rights of Way:** Stiles to Gates’ installation.

Waltham Ramblers had installed free of charge 4 of 6 kissing gates on Footpath 16; and 2 out of 3 on Footpath 29. Photographs had been previously circulated. The Clerk was requested to convey the Council’s appreciation and thanks.

**ACTION: Clerk** to write letter of thanks to Waltham Ramblers.

**19.20 Defibrillator Working Group:**

The Meon Ladies had declined to participate in a working group. The Council considered individual members would be unable to assume sole responsibility. The matter was closed due to lack of community participation and the matter is closed. **RESOLVED**

**ACTION - Clerk** to inform Meon Ladies.

**19.21 Meetings, Consultations & Training**

a) Fire Awareness Day.

The Council agreed to support a Fire Awareness Day proposed by Robert Medway at the Annual Parish Assembly. **RESOLVED:** The Parish Council will pay for hire of the Meon Hall on Fire Awareness Day.

**ACTION - Clerk** to inform Mr Medway.

b) b) Meon Valley Partnership presentation ‘Source to sea’.

**ACTION - Clerk** to forward website friendly version of presentation to Rowena Hyder to put on the website.

**19.22 Items for the next agenda.** Councillor vacancy, overgrown hedge at Bridgemead.

**19.23 Date of next meeting:** Wednesday 10 July 2019.

The meeting closed at 9.15pm

Signed.....Date.....

## APPENDIX A - FINANCE REPORT 15 May 2019

<b>INCOME RECEIVED to 31 April</b>		<b>£</b>
Scottish Widows bank interest		0.20
Allotment rent		9.55
WCC Precept Part 1 of 2		8889.50
Meon Hall annual rent		50.00
<b>TOTAL</b>		<b>8949.25</b>
<b>Payments by Standing Orders and Direct Debits to 30 April</b>		
DD	Castle Water	13.95
SO	R Hoile - April	342.01
<b>TOTAL</b>		<b>355.96</b>
<b>ACCOUNTS FOR PAYMENT</b>		
EV1	The Meon Hall hire of mtg rms 2018/19	164.00
EV2	Lightatouch Yr end 4QTR audit	60.00
EV3	Wizbit Inv 25107 Hosting & Maintenance package	300.00
EV4	Hampshire-ALC	311.00
EV8	A.J Morrice (Mrs Kempster) MUGA & path to tennis court.	45.00
EV9	The Hampshire Playing Fields Association	40.00
EV10	Droxford PC - share of parish mobile phone	114.88
EV12	Studio 6 APA meeting papers	18.50
EV13	R. Hoile, Parish expenses	229.60
EV14	P. Rowe mileage - bollards	8.10
EV15	Came & Company	428.40
<b>TOTAL</b>		<b>1719.48</b>

<b>Bank Reconciliation 1/04/2019 - 30/04/19</b>			£	£	
<u>Barclays Bank A/C No ---023</u>					
Balance as at 30/04/19				28,518.53	
<u>Less unrepresented cheques</u>					
EV45	Flower Pot Men		116.00		
EV48	Flower Pot Men		174.00		
EV1	The Meon Hall hire of mtg rms 2018/19		164.00		
EV2	Lightatouch Yr end 4QTR audit		60.00		
EV3	Wizbit Inv 25107 Hostin 786097674		300.00		
EV4	Hampshire-ALC		311.00		
EV5	G. Robson		60.00		
EV8	A.J Morrice (Mrs Kempster) MUGA & path to ter		45.00		
EV9	The Hampshire Playing Fields Association		40.00		
EV10	Droxford PC - share of parish mobile phone		114.88		
			1,384.88	-1,384.88	
Adjustment Scottish Widows unrecorded interest CB 2018/19				-0.40	
<u>Scottish Widows A/C No 060</u>					
Balance as per statement No. 41 1/8/18 (latest to 29 March 19)				7941.15	<b>35,074.40</b>
<u>Cash at bank 30 April 2019</u>					
<b>Cashbook reconciliation 30 April 2019</b>					
Balance b/f 1/04/19			27,600.69		
Add Receipts 1/4/18 - 31/03/19			8,949.25		
Less Payments 1/4/18 - 31/03/19			- 1,475.54		
<b>Cash book reconciliation</b>					<b>35,074.40</b>
<b>Reserves 30 April 2019 (rounded)</b>					
* balancing figure					
General reserve ( approx 6 mth running cost)			9000		
<u>Earmarked reserves:</u>					
Play equipment replacement £4500 b/f + £750 (50% £1500 2019/20 budget)			5250		
Emergency plan			1500		
Capital project reserve (2019/20 budget)			2,500		
<u>Unallocated reserve *</u>			18,324.40		<b>35,074.40</b>

## APPENDIX B – PLANNING REPORT 15 May 2019

### 1. APPLICATIONS DETERMINED

**Ref:** SDNP/19/00549/FUL

Location: Wallops Wood Dairy , Stoke Wood Lane, Droxford, SO32 3QY

Proposal: Siting of four eco-pods for tourist accommodation and two wood clad containers for the storage of bicycles, with associated landscaping.

**Decision:** APPROVED

**Ref:** SDNP/19/00792/NMA ( ref: SDNP/17/04344/HOU APPROVED)( NON-MATERIAL AMENDMENTS SOUGHT)

Proposal: Single storey rear extension and rear first floor extension

Location: Post Office Village Stores Flat, Warnford Road, Corhampton, SO32 3ND

**Decision:** APPROVED

**Ref:** SDNP/19/00904/TCA

Location: Holly Cottage, High Street, Meonstoke, Southampton, Hampshire, SO32 3NH

Proposal: Leyland Cypress tree est. above 12m tall.

Fell because of large growth for garden area, shading of adjacent tree and shrubs. Non native species preventing further growth of neighbouring tree (Lime.) Area to be replanted with lower shrubs / landscaping to allow the Lime tree to grow evenly.

**Decision:** RAISE NO OBJECTION

### 2. PLANNING ENFORCEMENT

**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

Ref: SDNP/18/00362/OPDEV