



c/o Mrs D Heppell Email: clerk.westmeon@parish.hants.gov.uk

MINUTES OF THE ONLINE CONFERENCE MEETING MEETING OF WEST MEON PARISH COUNCIL HELD ON 7th APRIL 2020 AT 7.30PM (DUE TO THE COVID 19 PANDEMIC)

THOSE PARTICIPATING: Cllrs A Trenchard (Chair), C Waller, C Adams, J Nicholson, and N Wortley

BY INVITATION: County Cllr R Huxstep and City Cllr L Ruffell.

APOLOGIES: City Cllr H Lumby, City Cllr L Ruffell and Cllr G Silk.

MEMBERS OF THE PUBLIC: None present

Wmpc 1800 **DECLARATIONS OF INTEREST**

Members were reminded of their responsibility to declare any personal or prejudicial interest which they may have in any item of business on the agenda. None were declared.

Wmpc 1801 **MEETING OPENED TO THE PUBLIC**

The Chair opened the meeting to the public, but none in participating

Wmpc 1802 **MINUTES OF THE LAST MEETING**

The Minutes of the Parish Council Meeting on 11th February 2020 meeting were agreed, signed and **approved**.

Wmpc 1803 **COUNTY COUNCILLOR HUXSTEP**

County Cllr Huxstep presented his report see Appendix A. Cllr Huxstep advised that Flick Drummond is contacting parishes regarding their community response to Covid 19. Cllr Trenchard advised that she has already updated Cllr Drummond of help and assistance in the village and it is on the WM Facebook page. Cllr Huxstep advised that there are grants available from HCC for businesses and communities, that has been increased to £10,000.

Wmpc 1804 **CITY COUNCILLOR LUMBY**

Winchester City Cllr Lumby's report had been circulated and is attached as Appendix B.

Wmpc 1805 **CLERK'S REPORT**

- The Clerk's report had previously been circulated and was noted by the Parish Council. It advised that the end of year audit 2019/2020 will be carried out by the internal auditor remotely and instructions are awaited from the external auditor. The

internal auditor has recommended that the Parish Council agree Business Community Arrangements subject to Covid 19. See Appendix C

- No Annual Parish meeting to take place until restrictions on Covid 19 lifted.
- Annual play area inspection by WCC has been booked for the children and toddler play areas and outdoor gym and table tennis table. Meonwara inspection has already been carried out and circulated via email.
- Play area and website notices were prepared on 23/03/2020 for the Parish Council stating the closure of play equipment.
- Co-option Notice guidance awaited from WCC during the Covid19.

TO RECEIVE WORKING GROUPS

Wmpc 1806 **PLANNING**

SDNP/20/00708/FUL Hayden Barn Cottage, Hayden Lane Warnford SO32 3LF Proposal: Erection of private recreational stable to be used in association with Hayden Barn Cottage. **Ratified** that objections are raised.

Wmpc 1807 **FINANCE AND ADMINISTRATION**

- i) It was unanimously **agreed** that the internal auditor's recommendations to 'Agree Business Community Arrangements' be adopted. See Appendix C.
- ii) The Parish Council noted that a letter was received from a resident regarding leaving bins out on Church Lane, which were causing a hazard. HCC bin collection were informed and are dealing with the matter.

Two Grants requests have been received for WMPC:

- iii) Grant request from Mrs H Town for Elderly meeting group grant of £95.60. It was **agreed** to **defer** this grant and the applicant re-apply when the village hall is re-opened.
- iv) Community Shop Grant, grant request for rent '. We have to close the Café, the result of which entails a loss of revenue from the rent £345 per calendar month to the Community Shop. It was **agreed** that a **£500** be awarded and that a further grant maybe applied for depending on whether other grants from HCC and WCC were successful.

Schedule of Payments

Ch 300587 D Heppell salary March	
Ch 300588 Biffa Bins Village Hall	£95.70
Ch 300589 WCC Meonwara play area inspection	£44.95
Ch 300590 HCC Street lighting	£433.55
Ch 300591 D Heppell Aprilsalary	
Ch 300592 Expenses March/April Clerk	£88.19

Wmpc 1808 **HIGHWAYS AND TRANSPORT** -

Cllr Waller advised that the Lengthsman list has been circulated.

Wmpc 1809 **COMMUNITY, RECREATION AND TRANSPORTATION**

Cllr Adams to submit Parish news information.

The works to the trees on recreation ground is awaited subject to Cllr Silk being able to agree the timing of the works.

Wmpc 1810 **ITEMS TO BE CONSIDERED AT THE NEXT MEETING**

Co option/election of Parish Councillors to WMPC, Trees on the recreation area

Wmpc 1811 **DATES OF NEXT MEETINGS**

Tuesday 5th May, 2nd June, 7th July location to be agreed.

The meeting closed at 20:43 hrs

Chair

Appendix A

Hampshire Domestic Abuse services continue providing support to vulnerable

Hampshire's Domestic Abuse Service is continuing to provide help to people experiencing domestic abuse via phone, email and online. The telephone helpline can be accessed on 03300 165 112 and will be staffed from 11.30am to 2.30pm Monday to Friday.

A face to face support option is not available during this time but access to refuge, for those with urgent needs, will still be available 24/7.

Councillor Judith Grajewski, Hampshire County Council's Executive Member for Public Health, said: "We understand that the recent measures announced to tackle coronavirus (COVID-19), such as the order to stay at home, can cause anxiety for those who are experiencing or feel at risk of domestic abuse. During this period of social distancing and social isolation for those families affected by domestic abuse, the home is unlikely to be a safe place. Additional pressures caused by illness, financial worries and spending more time together without being able to leave the house are likely to make this situation more difficult. Domestic abuse is unacceptable in any situation, no matter what stresses you are under - Hampshire services will therefore continue to be available to provide support."

If you are in immediate danger, or know someone who is, call 999 and ask for the police, who are continuing to respond to emergency calls. In an emergency if you are unable to speak - dial 999 and then enter 55. This will transfer your call to the relevant police force who will assist you without you having to talk.

The Government issued guidance on domestic abuse on 29 March 2020 : Coronavirus (COVID-19) and domestic abuse.

The following national helplines are also available to those experiencing domestic abuse: National Domestic Abuse Helpline

The National Domestic Abuse Helpline website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones.

ManKind ManKind is a confidential helpline for male victims of domestic abuse across the UK. Galop - for members of the LGBT+ community If you are a member of the LGBT+ community, Galop runs a specialist helpline on 0800 999 5428 or email help@galop.org.uk.

How to reduce waste while HWRCs are closed as people asked to stay at home

Hampshire's Household Waste Recycling Centres (HWRCs) are now closed due the Coronavirus outbreak. The Government's advice is very clear on staying at home to reduce the risk of spreading Coronavirus, and we know that we should only be leaving our homes for a very limited number of reasons and not make any journeys which aren't essential. Travelling to an HWRC is not an essential journey, which is why the decision was made to close them until further notice.

How to reduce waste, and what to do with waste produced while HWRCs are closed:

Recyclable waste • For larger recyclable items such as bulky cardboard boxes, wood and metal that you would normally have taken to the HWRC please try to minimise this waste in the first place and where this isn't possible store these items in a secure place to avoid any risk of them catching fire. • Please continue to use recycling bins as normal rules with clean, dry and loose materials newspapers, cardboard packaging (A3 size and below). Please break larger cardboard packing down into smaller pieces), plastic bottles, food tins, drinks cans and aerosols.

Green waste • Please try to reduce the amount of garden waste produced where possible. However, if you do have to cut the grass or do other work in the garden and are unable to store it, consider the following options: • Leave the grass cuttings on your lawn as you mow. This helps the soil retain water and return the required nutrients back to your lawn as they decompose. • Dry grass cuttings can be used as a mulch for beds and vegetable patches. Apply a thin layer to reduce weeds and pests. • Garden waste and some kitchen waste can be composted at home. Information on how to compost can be found on the Smart Living website; see link below. • Please do not put lawn cuttings or hedge clippings in your ordinary waste collection bags.

Bulky waste items • Please try to avoid generating DIY or bulky waste in the first instance unless you are able to store it safely at home until it is possible to donate for reuse or dispose of safely. The collection and disposal of 'black bag' and mixed recyclable waste from the kerbside are being prioritised at this time. Please do not place bulky waste in your 'black bag' waste. • You can find information on reuse and upcycling on the Smart Living website, which includes information on how to determine whether an item might be suitable for reuse by someone else. • <https://www.hants.gov.uk/wasteandrecycling/smartliving/inthehome>

Glass collection and recycling • Please check the website of your local district or borough council for the latest information regarding availability of kerbside glass collections (if provided in your area) and bottle banks. • <https://www.gov.uk/find-local-council>

Unwanted clothing and bric-a-brac items • Charity shops and HWRCs are now closed for the foreseeable future, any unwanted items will need to be stored at home until shops can reopen and textile banks can be serviced again. • Repairing or upcycling old or unwanted clothing is a fun and creative way to turn it into something new or unique. Find out more are: • <https://www.hants.gov.uk/wasteandrecycling/smartliving/inthehome/sustainable-fashion>

Food waste • Have a look at the advice available from Smart Living to help make the most of the food you have and reduce food waste. • <https://www.hants.gov.uk/wasteandrecycling/in-the-kitchen>

Please do not leave any waste outside the gates of the Household waste recycling centres. Leaving waste at the gates or anywhere else is fly tipping and is a criminal offence for which perpetrators will be prosecuted and fined up to £50,000. Find out about the County Council's zero tolerance approach to fly-tipping and work with partners:
<https://www.hants.gov.uk/wasteandrecycling/flytipping>

How to dispose of personal waste if you have symptoms of coronavirus illness

- Personal waste, such as used tissues and disposable cleaning cloths, should be stored securely in disposable rubbish bags. These bags should then be placed into another bag, tied securely and kept separate from other waste. Please put this bag aside for at least 72 hours, and then place it in your usual external household waste bin for kerbside collection.

Hampshire Trading Standards warn residents to be alert to scams during coronavirus pandemic

Hampshire County Council's Trading Standards team is warning residents to be extra vigilant as the coronavirus pandemic could increase the risk of everyone, particularly vulnerable people, falling victims to scams and rogue traders. Leader of Hampshire County Council, Councillor Keith Mans, said: "The coronavirus pandemic is quickly changing the way we lead our lives, with many residents now staying at home. Unfortunately, we are hearing about new scams that Hampshire residents could potentially fall victim to at this time, particularly on their own doorstep. We are determined to do everything we can to protect them from this, particularly the most vulnerable in our communities. Please familiarise yourself with advice from Hampshire Trading Standards Service team. Share the information with friends, family members and neighbours as forewarned can often mean you are forearmed."

Known coronavirus related scams include:

- People claiming to offer door-to-door or online testing kits. Residents are warned not to open the door or place an online order.
- Elderly residents who are self-isolating being targeted for help with shopping. Only use trusted sources such as friends and families,
- Emails claiming to be from the Government offering a tax rebate to support people through this challenging time. Online advice available.
- Retailers overcharging for staple items such as toilet rolls.

If you are aware, or become suspicious of, these scams taking place in your neighbourhood, please let Hampshire Trading Standards officers know.

For further advice or to report an issue to Hampshire County Council Trading Standards Service Please phone our partners at the Citizens Advice Consumer Helpline on 0808 2231133.

If assistance is required outside of these hours, phone Hampshire Police on their non-urgent number 101 or dial 999 if you feel threatened or intimidated.

Citizens Advice (CitA) has launched advice on coronavirus scams, including a scam checker. Please use trusted sources of information.

For more details on the national guidance on Coronavirus, go to the County Council's dedicated web pages.

Cllr Roger Huxstep Member for Meon Valley Division

7th April 2020

Appendix B

West Meon Parish Council Winchester City Councillor Report

April 2020

1. Introduction Winchester City Council's principle focus at the moment is on addressing issues arising from Coronavirus. As well as seeking to deliver the vast majority of its services as usual, it has been continually updating advice and guidance released from Government to offer the best support possible for residents and businesses across the District during the COVID-19 infection.

The definitive list of advice can be found on the Council's website at <https://www.winchester.gov.uk/covid19>.

2. Council Tax support and benefits Council Tax is payable over ten months, with the first payment due this month. No payments are then due in the final two months. There is an option for those in financial hardship to apply to move the two payment free months to this and next month, dependent on individual circumstances. Anyone wishing to take advantage of this should contact the Revenues and Benefits team at the Council.

Similarly, council tenants having difficulty with rents should contact the Council at the earliest opportunity. The Government has introduced provisions relating to rent deferment whilst possession proceedings for non-payment of rent are not permitted at present.

Residents are also encouraged to sign up to benefits where available to provide some longer term security.

3. Shielding and community support The Parish has received a separate update in relation to the arrangements for shielding which is the national system to support the 1.5 million most vulnerable citizens.

As part of the nationwide response, the Council and other districts in Hampshire have been working with the County Council to establish a new system to make sure that anyone who needs help because of the current 'lock down' can get through to someone who can help.

Anyone who needs assistance with problems arising from their self isolation or shielding at home should ring the County Council helpline on 0333 370 4000. This is available from 9.00 am to 5.00 pm 7 days a week. The County Council will decide who is best able to assist them via a triage process, and some may be referred to Winchester City Council if it is considered they are the appropriate agency to help them.

The Council has also prepared a list of community support groups and may refer calls onto them. Residents needing help should continue to use local support where they have contacts. Otherwise, they should call the helpline number given above.

More information can be found on the Council's website at:

<https://www.winchester.gov.uk/get-help>

It should also be noted that the Council are continuing to offer urgent housing repairs for council tenants but are otherwise rescheduling repair and routine maintenance for them until later in the summer.

4. Refuse collection and other waste issues Waste and recycling collections are continuing for now on their usual cycle. It may be necessary in due course to remove some aspects of the service. This may start with the removal of garden waste collection and residents are asked to consider composting as an alternative. Bulky waste collection has been paused for now.

The bin collection teams will be starting earlier than usual and so residents are advised to put bins out the night before.

Hampshire County Council has closed the waste depots across the county. There has been a concern that this may lead to more fly tipping, although there is little evidence of this as yet.

However, Winchester City Council's fly tipping and prosecution work is continuing and is viewed as a priority during the lockdown. All incidents of flytipping are being investigated, and dealt with as per the Council's normal regime, including a fixed fine or prosecution where there is any evidence. Residents are encouraged to continue to report any incidents of fly tipping so that the Council can investigate and address these - please do not assume someone else has reported it. The grounds team are still working although as a result of absences they are having to prioritise keeping open spaces safe.

Pest control has been paused and the teams redeployed onto other areas.

5. Bonfires Residents are actively encouraged not to have bonfires. Coronavirus is a respiratory illness and bonfires could well be unhelpful to those affected.

6. Business support The Council's website (see link above) also includes a link to a detailed page covering support available to businesses. Letters have gone out to 2,700 businesses to ensure they are aware of business rate relief and business grant availability. £29m has been received from Government to cover the direct costs of these measures. Businesses are encouraged to make applications without delay.

7. Virtual meetings Most physical meetings across the District have now been cancelled or have been moved to virtual meetings. This includes meetings of parish councils and parish meetings. As we would now be in a purdah period due to the local elections, this has not proved too problematic to date, with the exception of planning meetings, which have been cancelled for April. However, this will become more of an issue as time passes, especially for meetings that are required to take place.

The Coronavirus Act 2020 provides for the Secretary of State to make regulations to allow deferment of some meetings and for virtual meetings to be convened where possible, for example via Skype, Zoom or Google Teams. The Council are currently reviewing the implications of this and more details will be available in due course, including advice on annual meetings.

8. Planning applications Planning applications can continue to be made and will be considered, both those dealt with by Winchester City Council and the South Downs National Park. As referred to above, Winchester City Council's planning meetings for April have been cancelled. The Council is considering in light of the new regulations how going forward meetings can be held, evidence considered and site visits take place.

9. Elections The Coronavirus Act 2020 has also postponed the elections due to take place this May. There was no election scheduled for Winchester City Council for the Upper Meon Valley ward (in which this parish is located) but other wards did have elections scheduled which have now been postponed. Similarly the election for the new Police and Crime Commissioner for Hampshire and the Isle of Wight has been postponed.

As a result of the postponement, those in elected posts that were up for election will continue in those posts for another year.

These elections will now occur next May, at the same time as the Hampshire County Council elections. Postponed elections will be for a term one year shorter than usual, to reflect the deferred year. Any by-elections which may arise in the meantime will also be deferred until next May.

10. Wickham Fair The 2020 Wickham Horse Fair has been cancelled due to the Coronavirus crisis. It was due to take place in May. However, following consultation between representatives from the event, the police, Hampshire County Council and Winchester City Council, the police have announced the cancellation of the event. It is hoped that the cancellation will prevent attendees travelling unnecessarily to the event.

It is expected that the event will return next year.

11. Eastleigh Plan The inspector has this month issued a report regarding areas of the Eastleigh Local Plan where she continues to have significant concerns and setting out options for taking matters forward.

Her report in particular identifies major problems with Options B and C, which are the two that most directly affect the Upper Meon Valley ward and in particular Upham and Owslebury parishes.

In her assessment, she finds herself unable to conclude that Eastleigh's approach to the site selection represents a justified and evidence-based approach.

Her conclusion, which is to be welcomed, is that the plan either needs to be substantially modified or withdrawn. 12. Boomtown Music festivals occurring in May and June this year, such as the Isle of Wight Festival and Glastonbury, have generally been cancelled as a result of the ongoing Coronavirus situation. Various local festivals and events have similarly had to be cancelled.

Boomtown is due to take place in August this year. The organisers have announced a reduction in the maximum numbers of members of the public attending of 20% from last year's figure.

However, it is unclear whether in practice restrictions will have been lifted in sufficient time to allow site set-up to occur or for significant numbers to attend. The Council is working with the police and the organisers as to the best approach.

Laurence Ruffell Hugh Lumby

Appendix C

West Meon Council

7th April 2020

Covid-19 Business Continuity Arrangements

1. Introduction

Councillors will be aware of the Covid-19 pandemic and the Government guidance is that the worst-case scientific modelling estimates that up to 80% of the UK population could become infected during the course of the outbreak.

It is expected to last at least 4 months in the UK, and this is the reason for the strong distancing and isolation guidance already issued.

The Council has a duty of care to prevent the spread of infectious disease not just to Town Council members and staff but also to members of the public passing through council spaces and through casual hire of facilities.

However, the Council needs to ensure that it maintains effective and lawful decision-making processes and continues the operation of essential services and contractual obligations.

This report sets out how the Council can respond to ensure that these objectives are met.

1.1 Services

- Parish Council Council services

It is intended that the Parish Council will continue to provide cover to maintain services and respond to enquiries from the public. While the Council has no formal role or expertise in public health matters, it is well placed to distribute information to local residents and to keep people informed.

In light of the recent guidance regarding social distancing all enquiries will be dealt with via telephone and email. Flexible working and social distancing measures such as home working with rotational attendance will be implemented where possible in line with government guidance, subject to staff availability.

- Grounds Maintenance

Some grounds maintenance will continue to the opens space whilst complying with current advice regarding social distancing, subject to staff availability. The team will also comply with current guidance regarding hygiene and the use of Personal Protective Equipment (PPE) as necessary.

There is low to medium risk to staff from these activities providing that precautions are taken when touching play equipment/bins and that staff engage with members of the public at a sensible distance. In the

event that play areas will not be inspected weekly as they have been closed following Government guidance.

2. Matters Relating to Staff

National Joint Council for local government services (NJC) has issued guidance for employers which the Town Council will follow, summarised below:

“Employees who are sick or unfit for work need to focus on their recovery.”

If an employee is fit for work but decides, or is instructed, to self-isolate then their absence should not be recorded as sickness absence. Options for home or remote working will be offered to employees in accordance with the Council’s flexible working policy. As staff are ‘well’ at this stage they should stay on normal full pay for the duration of the self-isolation period until such time as they are confirmed to have contracted Covid-19, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply.

If an employee is caring for someone who has or may have been infected with Covid-19, this period of absence should also be regarded as self-isolation. Given the employee may then have been in direct contact with the virus we would expect only working from home arrangements to be then considered for the duration of the incubation period. Employers should keep in touch to support employees.

Following all school closures, employers should be fully supportive of employees with childcare responsibilities and consider flexible working arrangements, including adapting working patterns to care for children or dependents or taking time off, whether this is special leave, annual leave or flexible working.

3. Contingency Budget

The information we have regarding Covid-19 is updating daily. However, we do know that it will be some months before we return to “normal” business. It is prudent to establish a cost centre funded with £5000 from reserves to support specific purchases relating to the Council’s response to Covid19. Purchases may include IT provision to support homeworking or virtual meetings.

4. Public Meetings and Events

It is a requirement of the Local Government Act 1972, that Council business shall be conducted at public meetings of the council and any committees.

Councillors and Clerks are unable to attend public meetings in the village hall and guidance has been provided to Parish Councils to provide online meetings. And any member of the public should contact either the Clerk or Chairperson to speak at these meeting.

Due to the nature of local government and considering the Councillors and Members of Public who attend meetings, there is a significant proportion of attendees considered “high risk” to Covid-19. Therefore, in order to protect attendees, public meetings and the Annual Parish meeting in the village hall are suspended until the Government specifically lifts current restrictions imposed to deal with Covid-19.

4.1 VE Day

Given the current restrictions it is proposed that the VE day celebrations scheduled for 8th May 2020 are cancelled and efforts transferred to rescheduling the event to celebrate VJ day during August 2020.

5. Delegation to the Clerk

The Clerk is formally designated “Proper Officer”/”Responsible Finance Officer” (RFO) and in law is the only individual who can act on behalf of the Council and lead the administration of all the Council’s activities Some obligations are statutory whilst others are determined by the Council as part of the Clerk’s job description. These delegated powers are the everyday duties of the Proper Officer and Responsible Finance Officer, including management of all staff, services and finances.

5.1 General Delegation

To allow the Council to operate on a minimum requirement basis, the following is delegated to the Clerk until the Government lifts the restrictions imposed to deal with Covid-19:

The Clerk shall have delegated authority to make decisions on behalf of the Council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

This will be carried out where possible by consultation with Council Members by electronic means or telephone. The Clerk will further consult with the committee chairman as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation will be recorded in writing and will be published in accordance with the relevant regulations

5.2 Planning Applications

The Clerk will submit a summary response to SDNP Council of any planning applications, having consulted with a minimum of 3 councillors and having secured agreement from the Chairman of the Planning and Environment Committee.

5.3 Finance

All purchases and payments, already allowed for within the budget, will be made by the Clerk as the Responsible Finance Officer. These will be made at the appropriate time in order to maintain the services of the Council, to fulfil contractual obligations or to prevent any late charges. A summary report of all payments will be presented to the Town Council at the first meeting following the lifting of restrictions.

Recommendation

That the Council considers this report and approves the 3 delegations discussed in #5.1, #5.2 and #5.3.