



**Agenda for the Meeting of
WEST MEON ANNUAL GENERAL
MEETING
12th May 2026 @ 6:30PM**



To All Members of the Council: Cllrs V Burke, H Davies (Chair), S Fowler, A Griffith, S.Hickmore, T.Main and G.Silk.

You are hereby summoned to attend the Annual General Meeting of West Meon Parish Council to be held on Tuesday 12th May at 6.30pm, at West Meon Village Hall, Headon View, West Meon, Petersfield, GU32 1LQ, for the purpose of transacting the following business.

Bernice Gibson-Ost

Bernice Gibson-Ost,
Clerk to West Meon PC

5th May 2026

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND
PUBLIC PARTICIPATION IS ALLOWED ONLY BY INVITATION OF THE COUNCIL FOR A
MAXIMUM OF TEN MINUTES**

- 2605-1** To elect a Chair for 2026/27 and receive the signed Declaration of Acceptance of Office form.
2605-2 To elect a Vice-chairman for 2026/27 and receive the signed Declaration of Acceptance of Office form.

2605-3 Apologies for absence

2605-4 Chair's remarks.

2605-5 To receive Declarations of Disclosable Pecuniary Interests relating to items on the agenda.

2605-6 PUBLIC SESSION

1. To suspend Standing Orders for no more than ten minutes, to allow for public questions.
2. To resume Standing Orders.

2605-7 REPORTS FROM OUTSIDE BODIES

1. To receive a District Council report (if available).
2. To receive a County Council report (if available).

2605-8 MINUTES

To approve the minutes of the meeting held on 8th April 2026.

2605-9 CO-OPTION

To note the end of the statutory notice period for the councillor vacancies and to note any applications for co-option.

2605-10 CLERK'S REPORT

To receive the Clerk's report on activities and correspondence.

2605-11 FINANCE

1. To note the bank account reconciliation as of: - 30th April 2026.
2. To note the receipts and payments to 30th April 2026, (see Appendix A), and to note the increase in monthly bank charges, from £6.00 to £7.00.
3. To note the first instalment of the Precept from Winchester City Council for the sum of £20,914.00, being the full amount requested.
4. To note the transfer by the Clerk of £12,000 from the current account to the deposit account, in line with the Council's agreed approach to maintaining an approximate £10,000 working balance.
5. **Tree Works:** to approve payment of the previously agreed tree works invoice for £7,150 ex-VAT, noting that this exceeds the tree works budget of £6,000.00 by £1,150.00, to be funded from the Tree Works reserve.
6. **HALC HR SERVICE:** to consider renewing the Council's subscription to the HALC HR Service for specialist employment and HR advice, and, if agreed, to approve (as part of May scheduled payments) invoice INV-8463 for £180.00 ex VAT.
7. To approve the schedule of payments for May 2026: -
 - a. **Meonwara Fencing:** to approve payment of a 50% deposit of £577.50 to Dean Tutt Fencing & Landscaping, for the purchase of materials in advance of the fencing works being carried out.
 - b. **HALC Councillor Training:** To approve payment for HALC Councillor Training on 4th June, with the payment to be processed on receipt of invoice.

PAYEE	DESCRIPTION	AMOUNT			PAYMENT
		NET	VAT	GROSS	METHOD
Unity	Bank Charge	£7.00	£0.00	£7.00	DD
Clerk	Clerks Salary	£893.15	£0.00	£893.15	FP
Clerk	Expenses: Goal Pegs	£35.67	£0.00	£35.67	FP
Nest	Pension	£42.10	£0.00	£42.10	DD
CB Reid	Payroll	£30.00	£6.00	£36.00	FP
Hugo Fox	Website	£9.99	£2.00	£11.99	DD
WM Village Hall	Hall Hire	£25.00	£0.00	£25.00	FP
Tree Assist	Ash Trees	£7,150.00	£1430.00	£8,580.00	FP
Infinity Playgrounds	Play Equipment remedial work	£1615.65	£323.13	£1938.78	FP
HALC	Affiliation Fee	£395.00	£0.00	£395.00	FP
West Meon & Warnford Sports Club	Annual Parish Meeting Refreshments	£162.00	£0.00	£162.00	FP
Dean Tutt	50% Deposit – Meonwara Fencing	£577.50	£0.00	£577.50	FP
Hampshire CC	Street Lighting	£446.50	£89.30	£535.80	FP
HALC	Councillor Training (Cllr Griffith)	£120.00	£0.00	£120.00	FP

8. **Unity Bank:** To consider and approve amendments to the Council's bank mandate, including:
 - a. the removal of Cllr Gedye as an authorised signatory.
 - b. the introduction of a three-person payment process, with one authorised person to raise payments and two authorised signatories to approve payments; and
 - c. authorisation for the approved signatories to complete and sign the required bank mandate forms.

9. **Email Hosting Package:** To consider upgrading the Council's email hosting package from Premium 5GB to Advanced 10GB, due to storage capacity, and to approve the pro-rata upgrade cost of £28.68 ex VAT up until next renewal date in November.

2506-12 IT

1. **Email Accounts:** To note the email account of former Cllr Gedye and Cllr Humphrey has been disabled by the Clerk.

2605-13 PLANNING and DEVELOPMENT CONTROL

1. To consider Planning Applications referred by South Downs National Park:
 - a. [SDNP/26/01509/HOUS](#): Lion Hill House Alton Road West Meon Hampshire GU32 1JF. **Proposal:** Reinstatement of 1 no. parking space to the front of Lion Hill House, requiring the partial removal (2.4m) of a modern reinstated low-level brick wall and utilizing existing gravel.
 - b. [SDNP/26/01510/LIS](#): Lion Hill House Alton Road West Meon Hampshire GU32 1JF. **Proposal:** Reinstatement of 1 no. parking space to the front of Lion Hill House, requiring the partial removal (2.4m) of a modern reinstated low-level brick wall and utilizing existing gravel.
 - c. [SDNP/26/01412/LDE](#): Woodlands House Woodlands Bramdean Hampshire SO24 0HW. **Proposal:** Certificate of lawfulness for a chimney installed for Biomass boiler.
2. To note decisions made by South Downs National Park:
 - a. [SDNP/26/00618/HOUS](#): decision APPROVED
 - b. [SDNP/26/00954/LDP](#): decision APPROVED
 - c. [SDNP/26/00640/TCA](#): decision RAISE NO OBJECTION
3. To note appeals made to South Downs National Park: None
4. To note any enforcement cases, if available (circulated).

REPRESENTATION AND WORKING GROUPS REVIEW

2605-14 Review representation or work with external bodies:

- West Meon Village Hall Committee
- West Meon & Warnford Sports Club
- Rifle Club
- Hampshire Association of Local Council
- Recreation Ground (Charities Commission)

2605-15 Review community liaison representatives: -

- Touchet Trust
- Footpaths and Rights of Way
- Village Shop Committee
- Bob Russell Trust – (currently Cllr Davies)
- Neighbourhood Watch (previously Cllr Gedye)
- West Meon Surgery
- West Meon School

2605-16 Review internal Working Groups

- Planning & Housing (V Burke / G Silk)
 - SDNP Local Plan/Neighbourhood Plan (V Burke / G Silk / S Fowler)
- Flooding (H Davies / T Main)
- Biodiversity (S Hickmore / S Fowler / T Main)
- Lengthsman (T Main)
- Village Maintenance (Defib / Bus Shelters / Noticeboard)
- Open Spaces (Recreation Ground / Meonwara / The Cross. (T Main / S Hickmore / S Fowler)

- Traffic and Road Safety (H Davies / S Hickmore / T Main / V Burke)
- Leases & Land Registry (V Burke / G Silk / T Main)

2605-17 ANNUAL PARISH MEETING:

To review ideas and comments raised at the Annual Parish Meeting and consider how these should be recorded, prioritised or taken forward.

2605-18 ROAD SAFETY – WEST MEON SPEED SIGN PROPOSAL

To review the draft proposal form prepared by Cllr Main, including suggested locations and costs, and to agree whether to proceed.

2605-19 BIODIVERSITY GROUP

Update from Cllr Hickmore following the Hampshire Wildlife Trust Action for Nature Workshop.

2605-20 HR

The Council agrees to increase the employer contribution to the Clerk’s NEST pension from 3% of qualifying earnings to 5% of pay, noting a provision to cover this has been applied to the 2026/27 budget.

2605-21 FUTURE MEETINGS

Date and place of next meeting: 6.30pm on 2nd June, West Meon Village Hall.

Supporting papers

- Minutes of meeting of
- Bank reconciliation as of 30th April 2026
- Clerk’s report
- Invoices
- District Council report
- County Council report
- Enforcement Cases Report (circulated)

Appendix A: Receipts and Payments to 30th April 2026

PAYEE	DESCRIPTION	AMOUNT			PAYMENT
		NET	VAT	GROSS	METHOD
Unity	Bank Charge	£7.00	£0.00	£7.00	DD
Clerk	Clerks Salary	£956.87	£0.00	£956.87	FP
Clerk	Stationery	£16.98	£0.00	£16.98	FP
HMRC	PAYE	£983.28	£0.00	£983.28	DD
Nest	Pension	£47.52	£0.00	£47.52	FP
CB Reid	Payroll	£30.00	£6.00	£36.00	FP
Hugo Fox	Website	£9.99	£2.00	£11.99	DD
WM Village Hall	Hall Hire	£25.00	£0.00	£25.00	FP
WM Village Hall	Hall Hire Biodiversity	£48.00	£0.00	£48.00	FP
WM Village Hall	APM	£60.00	£0.00	£60.00	FP
WMPC	Transfer to Deposit	£12,000.00	£0.00	£12,000.00	TR

PAYER	DESCRIPTION	AMOUNT			PAYMENT
		NET	VAT	GROSS	METHOD
Winchester City Council	Precept	£20,914.00	£0.00	£20,914.00	FP

Appendix B: Unity Account Balances 30th April 2026

Name	Sort Code	Account	Product Name	Balance
West Meon Parish Council	608301	20486293	Instant Access	£107,135.72
West Meon Parish Council	608301	20302319	Current T1	£ 15,025.43