

**Parish Council Meeting
Held at East Meon Village Hall on
Monday 26 January 2026 at 18:30.**

Minutes

Present: Councillors Matt Atkinson (Chair), Charles Ritchie (Vice Chair), Steven Ridgeon, Tom Tyrwhitt-Drake, Sarah Round, Jerry Sillence, Chris Brooker and Simon Sharp.
Robert Mocatta (District/County Councillor)
Sam Marchant (Clerk)
One member of the public

1. Apologies for Absence

Apologies had been received from Cllr Trudie Lang.

2. To receive any declarations of personal or prejudicial interest

No declarations were made.

3. Approval of Minutes

To approve the minutes of the meeting held on 17 November 2025

The Chair asked Councillors to consider whether the minutes were a true record. Councillors who had attended the meeting confirmed that they were accurate.

Proposed by Cllr Ridgeon

Seconded by Cllr Ritchie

Approved and signed by the Chair

4. Open Forum: for residents to raise any concerns

A resident raised concerns regarding the flooding and blocked drains at Frogmore which had prevented access to her property.

Discussion points:

Two blocked/seized drains appear to be discharging rather than draining.

More frequent heavier rainfall increasing incidents.

Suspected collapsed drain system along the sunken lane.

Advice:

Residents asked to report incidents via Hampshire Highways (use Ourhants app and include photos).

Actions:

MA to inspect site and report via Hampshire Highways Ourhants app as necessary. (MA)

All councillors and residents to report incidents via Ourhants app with photos to increase likelihood of remedial work (All)

5. Finance & Admin

a) Finance Actuals vs Budget and list of Payments & Receipts report (12 November – 19 January): to approve (Appendix A)

The report was unanimously approved by Councillors.

- b) Fixed Money Market Account: to report maturity and agree action

Reported maturity of a 6-month fixed account for £10,000.

Action:

Reinvest the £10,000 for 6 months (SM)

- c) Notice of End of Service – Internal Audit Services Lightatouch
Letter of end of service from Lightatouch noted.

- d) Internal Audit Services 2026/27 quotation: to approve
Quotation for Internal Audit Services 2026/27 (1 Year) approved.

Action:

Clerk to instruct new auditor (SM)

- e) Laptop quotations: to approve
Quotations were reviewed and councillors agreed for the Clerk to purchase a replacement laptop.

Action:

TTD to assist with contact for guidance (TTD)

Clerk to purchase replacement laptop (SM)

- f) IT Policy: to adopt

Action:

SR to review and edit policy and return for circulation at the March meeting (SR)

6. Reports and Updates

- a) War Memorial: to include cleaning and post repairs (MA/TL)

Discussion points:

Fencing options were reviewed to avoid disturbing concrete foundations.

Actions:

MA to obtain fencing repair/installation quotes and organise cleaning materials (anti fungus/anti-mould) and a cleaning party (MA)

- b) Lengthsman: to note work completed and call for jobs (TL)

Suggested jobs:

Tidy hedges at the Football Pitch.

Trim Ivy hedge by the Yew tree at Frogmore allotments path.

Actions:

Clerk to add jobs to the worksheet (SM)

Councillors to continue sending photos of jobs needed doing (All)

c) CiL Projects (TTD)

i) Play Equipment

Discussion points:

MA to meet with a contractor at The Green site to discuss options to include age catchment, possible enlargement and containment of the play area.

Actions:

MA to report back with contractor feedback and options (MA)

Clerk to investigate plot boundaries with Village Hall representatives (SM)

ii) Glenthorne Meadow Wall

Discussion points:

Meeting planned with contractor to assess works, tree root management required, and material options such as brick/flint façade to be considered.

Actions:

TTD/MA to obtain contractor assessment and initial cost estimate (TTD/MA)

d) Fingerposts refurbishment (CR)

Discussion points:

Contractor contacted; works to begin when weather improves.

Grant funding had been approved and thanks were given to Cllr Mocatta.

Action:

CR to confirm start date with contractor (CR)

e) Roads & Traffic (MA)

Discussion points:

MA had met with Joe Folland from Hampshire Highways regarding traffic calming.

Proposals include narrowing the road at the Workhouse Lane corner, road markings, moving the SID signpost opposite the Old School House and funding for the works.

Concern due to traffic passing the property opposite the Forge had been raised, possible installation of a post would be the landowner's responsibility as private property.

20mph speed limit through villages were discussed, Cllr Mocatta said this may be introduced in time but there was no commitment to date.

Actions:

MA to continue to liaise with Joe Folland, Hampshire Highways, and pursue funding/options for traffic calming and SID posts. (MA)

f) Footpaths & BOATs (SS)

Kissing gate installation ongoing; awaiting Countryside Services currently liaising with landowners for permission. Funding of the three kissing gates previously discussed to be from Cllr Mocatta's councillor grant.

SS had been looking at further stiles needing replacement with kissing gates in the area.

Proposed audit on footpath access.

Actions:

SS to produce a full inventory of stiles/gates and identify further locations for replacement/installation (SS)

SS to liaise with the Footpath Warden, Brian Biggs (SS)

g) Environment & Nature (SR)

Discussion points:

River monitoring counts had been lower than last winter but above emergency levels; monitoring to continue.

TWiG working group to produce hedge-pruning strategy for The Green and Recreation Ground.

The planning of the river flow project was still underway for the Cross and a deceased wild mink had been found in a trap near the sewage works.

Actions:

SR to progress TWiG hedge strategy and report back (SR)

h) Village Hall (CB)

Discussion points:

EGM scheduled 9 February to elect a new Chair and Vice Chair; Secretary, Treasury and Funding officers were now in place.

Hall turnover small profit from events but running costs causing arrears.

Actions:

CB to continue to liaise with the Village Hall committee and report back to the PC (CB)

7. Matters Arising

a) The Green/Parish Land grass cutting for 2026/27: to review contract (TTD)

Discussion points:

QLS had agreed to offer same pricing as previous year.

Actions:

TTD to clarify arrangements for smaller areas of grass cutting with mowing contractor for the season (TTD)

b) EMPCC Churchyard maintenance grant request: to approve (MA)

Agreed:

Grant of £500 approved unanimously.

Action:

Clerk to issue payment to EMPCC

- c) All Sports Pavilion Structural Building Survey: review recommendations and next steps (SS/CR/MA)
Discussion points:
Structural report had been received, and the building could accept a new roof; issues with the roof valleys, internal damp, rotten porch and front decking had been raised.
Otherwise, the structure was considered good.
Project options were: Decking removal, to be replaced with concrete.
End porch removal (planning implication depending)
Spectator shelter to be incorporated.
Roofing materials to be investigated.
Drawings had been circulated to Cllrs prior to the meeting.
Estimated project cost: £50,000-£100,000
- Actions:
Obtain three detailed quotes for recommended works (roofing, structural repairs) (CR/SS/MA)
MA to progress practical works of decking removal and replace with concrete (MA)
Explore funding sources and prepare a funding/application plan (CR/SS/MA)
- d) Hedge around the Football Pitch (MA/SR/CR)
Discussion points:
Proposal to introduce hedging; some previous tree plantings were thought to have struggled due to wet ground conditions.
- Actions:
Combine hedging, fencing and access requirements; bring detailed proposal and costing to the next meeting (MA/CR)
To approach TWiG (SR)
- e) Replacement tree at Kews Meadow (CR)
Discussion points:
A dead tree had been removed and a proposal to plant another was made.
- Actions:
CR to email Cllr Mocatta regarding HCC tree availability (CR)
CB to advise on species (CB)
- f) Workhouse Lane Car Park: to discuss charging fees/voluntary payments (MA)
Discussion points:
Options discussed were scanner payments, honesty box; SDNPA advice to be sought.
- Actions:
MA and CB to investigate payment/monitoring options and report back with recommended approach. (MA/CB)

- g) Play Equipment Inspection Report: agree actions (SRound)
Discussion points:
Minor works had been identified: gate at The Green playground to be fixed/replaced; wooden towers in need of cleaning, the hedge behind the swings on the Recreation Ground in need of cutting back and gaps in the safety surfacing to be grass seeded.
A Trim Trail was put forward as an idea to replace/improve the Recreation Ground site and the possibility of spending CiL funds for this.
- Actions:
SRound to obtain a quote from RJ Playgrounds for remedial works including gate replacement (SRound)
Caretaker to cut back hedging at the Recreation Ground (Clerk)
Caretaker to clean the wooden towers and grass seed (Clerk)
SRound to review cost/options for a trim trail and report back (SRound)
- h) Replacement of all stiles with accessible gates project (SS)
This item had been discussed under the Footpaths item.
- Action:
To compile a full inventory of stile and liaise with the Footpath Ward about prioritisation and funding (SS)
- i) Flagpole repair (MA)
Discussion points:
Flagpole leaning; socket too loose (same socket used for the Christmas Tree)
- Action:
MA to secure new socket for the Flagpole (MA)
- j) Litter Pick: note plans (JS)
Discussion points:
Proposed dates: Sunday 22 February and fallback 15 March.
- Actions:
JS to publicise via posters and Facebook and to collect litter pick equipment from Norse (JS)
- k) Parish Award: to receive suggestions (MA)
Discussion points:
Cllrs were asked to put forward their suggestions via email to the Clerk.
- Action:
To email suggestions to the Clerk (All)
- l) Workhouse Lane sewage leak (MA)
Discussion points:
Ongoing action with Southeast Water: excess ingress/overflowing system; tanker used during forecast of heavy rain; relining manholes had been suggested however considered a large project.

Actions:

MA to continue to liaise with Southeast Water and update PC (MA)

Note: Thanks were recorded to Mike Critchely for his actions on site.

8. County/District Councillor Report: Cllr Mocatta

Cllr Mocatta's report had been circulated in advance.

Discussion points:

SDNP Local Plan due to be published beginning of February; East Meon had no site proposed; plan to be approved in March then reviewed every 5 years.

HCC elections May 2026; EHDC elections 2027.

9. Planning Report by Chair of the Planning Committee (SR)

Cllr Ridgeon presented the Planning Committee report which had been circulated prior to the meeting. (Appendix B)

Noted: Sand gallop in Oxenbourne Lane had been allowed and is now functional with conditions.

10. Items for the next agenda

Wedding hire: monitor and review hire agreement.

Pavilion project update and quotes.

Hedge/fencing proposals for FB pitch.

11. Next meeting: Monday 16 March 2026 at 18:30.

There being no further business the meeting was closed at 20:30

Signed:

Date:

EMPC Finance Report

Jan-26

Below is a summary of Actual vs Budget 2025/2026

Summary of Cost Centres - Payment

	Actual	Budget	Variance
Administration	£ 16,174.06	£ 21,117.32	£ 4,943.26
Capital/Improvements	£ -	£ 4,000.00	£ 4,000.00
Defibrillators	£ 525.00	£ -	-£ 525.00
EHDC Cllr Grant	£ 150.00	£ -	-£ 150.00
FM Car Park	£ -	£ -	£ -
FM Allotments Water	£ 303.51	£ -	-£ 303.51
Grants/Donations	£ 600.00	£ 900.00	£ 300.00
Kews Meadow	£ 6,205.02	£ 3,760.00	-£ 2,445.02
Parish Land	£ 5,627.50	£ 9,350.00	£ 3,722.50
Play Equipment	£ 554.00	£ 1,700.00	£ 1,146.00
WH Lane Allotments	£ -	£ -	£ -
CiL Monies	£ 11,669.00	£ 69,792.96	£ 58,123.96
Total	£ 41,808.09	£ 110,620.28	£ 68,812.19
VAT	£ 1,597.91		

Summary of Cost Centres - Receipts

Bank Interest	£ 2,943.89	£ 2,000.00	£ 943.89
Defibrillators	£ 525.00	£ -	£ 525.00
Precept	£ 34,526.00	£ 34,526.00	£ -
EHDC Cllr Grant	£ 150.00	£ -	£ 150.00
Grants (Other)	£ -	£ -	£ -
CiL Monies	£ 34,255.16	£ -	£ 34,255.16
FM Car Park	£ -	£ 400.00	-£ 400.00
FM Allotments	£ 360.00	£ 360.00	£ -
WH Lane Allotments	£ 450.00	£ 450.00	£ -
All Sports Pavilion Income	£ 1,190.00	£ 1,000.00	£ 190.00
Total	£ 74,400.05	£ 38,736.00	£ 35,664.05
VAT	£ 2,413.88		
Total CiL Monies Held to date	£ 71,674.36		

Bank Account Balances 19/01/2026	
HSBC Current	£ 684.50
HSBC Bussiness	£ 63,109.70
HSBC Money Market - Fixed 1 Year	£ 40,000.00
HSBC Money Market - Fixed 6 Months	£ -
Unity Trust Current	£ 416.80
Unity Trust Instant Access	£ 14,896.33
Total	£ 119,107.33
CiL Monies	£ 71,674.36
Reserves Total	£ 47,432.97

Matured 29/12/2025

Appendix A

Payments 12 November 2025 - 19 January 2026

Organisation	Amount	Date Paid
SSE - All Sports Pavilion Electricity	£ 36.95	18.11.2025
CPRE - Subscription	£ 60.00	21.11.2025
CR - Pavilion Keys	£ 15.00	26.11.2025
Clerk - Stationary	£ 20.68	26.11.2025
HMRC - PAYE	£ 36.80	26.11.2025
HMRC - Employer NI	£ 71.38	26.11.2025
Clerk - Salary	£ 856.04	30.11.2025
Unity Trust Bank - Bank Charge	£ 6.00	30.11.2025
Castle Water - All Sports Pavilion	£ 248.86	02.12.2025
Aztec - Laptop Back up	£ 26.27	02.12.2025
HugoFox - Email Accounts	£ 20.99	04.12.2025
Structronix - Pavilion Structural Survey	£ 575.00	08.12.2025
Housden Cleaning - All Sports Court	£ 456.00	11.12.2025
Caretaker	£ 26.25	11.12.2025
HugoFox - Website Host (Annual)	£ 143.86	18.12.2025
SSE - All Sports Pavilion Electricity	£ 44.53	19.12.2025
Castle Water - FM Allotment Water	£ 45.25	29.12.2025
HMRC - PAYE	£ 36.80	31.12.2025
HMRC - Employer NI	£ 71.38	31.12.2025
Clerk - Salary	£ 856.04	31.12.2025
HugoFox - Email Accounts	£ 20.99	05.01.2026
Aztec - Laptop Back up	£ 26.46	06.01.2026
Caretaker	£ 35.00	13.01.2026
SSE - All Sports Pavilion Electricity	£ 68.41	19.01.2025
Total	£ 3,804.94	

Receipts 12 November 2025 - 19 January 2026

HSBC - Bank Interest	£ 55.65	22.11.2025
Allotment Rent	£ 105.00	03.12-08.12.2025
AFC Swanmore FB Team	£ 200.00	03.12.2025
Bowmen of Petersfield - Hire	£ 50.00	08.12.2025
HSBC - Bank Interest	£ 60.98	22.12.2025
HSBC - Bank Interest - MM Maturity	£ 152.05	29.12.2025
Allotment Rent	£ 30.00	06.01.2026
Total	£ 653.68	

Planning Applications since previous Parish Council Meeting

Ref Number	Address	Application for...	PC comment(s)
SDNP/25/04443/HOUS	Stonycroft, Halnaker Lane,	Construction of a single storey garden room.	No objection + comments
SDNP/25/04699/HOUS	Curlew House, 21 The Green,	Replace existing wooden windows and doors with double glazed upvc units	No objection
SDNP/25/04733/CND	Leydene, Droxford Road	Submission of revised drawings to illustrate minor enhancements to the elevations and alterations to levels to suit the site topography.	No objection

Planning Appeals in progress

Appeal address	Application under appeal	Date of appeal	Status
Parsonage Barn, Oxenbourne Lane	Change of use of land to equestrian use consisting of the formation of a new access and sand gallop track around the perimeter of the field.	Aug 2023	Appeal allowed, subject to conditions including: <ul style="list-style-type: none"> • Site to be used only as a private, non-commercial sand training track • No external lighting / floodlighting, moveable structures or equestrian horse jumps allowed • Planting of a new hedgerow adjacent to the new entrance to the site
Riplington Barn, West Meon Road	Conversion and re-use of redundant agricultural building as a dwelling	April 2025	In progress