



**West Meon Parish Council Parish  
Council Meeting Minutes of  
3<sup>rd</sup> March 6.30pm  
West Meon Village Hall**



Present: Cllr H Davies (Chair), Cllr S Fowler, Cllr S Hickmore, Cllr T Main, Cllr G Silk, Cllr A Griffith.

In Attendance: Cllr J Pett (WCC), Cllr N Bolton (WCC), Cllr M Wallace (HCC), B Gibson-Ost Parish Clerk.  
No members of public.

Meeting started: 6.30 pm.

| Item No. | Item   | Decision   |
|----------|--|--|
| 2603-1   | Apologies for Absence                        | Apologies received and accepted from Cllr V Burke, Cllr J Humphreys, Cllr R Gedye.   |
| 2603-2   | Chair's Remarks                              | The Chair welcomed Cllr A Griffith.  |
| 2603-3   | Disclosable pecuniary interests              | Declarations received: None.   |
| 2603-4-1 | To Suspend Standing Orders                   | Standing Orders were suspended. No members of the public were present.   |
| 2603-4-2 | To Resume Standing Orders                    | Members <b>RESOLVED</b> to resume Standing orders  |
| 2603-5-1 | Report from outside bodies: District Council | <p>The circulated District Council report was noted.</p> <p>Members noted the following updates:</p> <ul style="list-style-type: none"> <li>• <b>Moody's Meadow</b> – The planning application had been refused by the South Downs National Park Authority. Due to the presence of children in the household, the family has been granted 12 months to relocate to minimise disruption to schooling.</li> <li>• <b>Environment Agency – Sluice Gate</b> – A meeting took place with representatives from the Environment Agency, Cllr Bolton and the Clerk. The EA advised that proposed changes to the culverts would allow greater water flow through the river and are expected to raise water levels only marginally with no anticipated downstream impact. The EA will prepare a proposal and provide details of suitable contractors to support an application to the SDNP.</li> <li>• <b>South Downs National Park Meeting</b> – Cllrs Davies and Main will attend the forthcoming meeting. It was suggested that restoration of the River Meon may be raised.</li> <li>• <b>Meonwara Tree Maintenance</b> – Winchester City Council Housing Team will review the trees once they are in leaf, expected in approximately two months.</li> </ul> |
| 2603-5-2 | Report from outside bodies: County Council   | <p>The circulated County Council report was noted.</p> <p>Members noted the following updates:</p>   |

|                 |                             |  |
|-----------------|-----------------------------|--|
|                 |                             | <ul style="list-style-type: none"> <li>• <b>Local Government Reorganisation</b> – Proposals to move Hampshire to a unitary authority structure are progressing. A mayoral model is anticipated with elections expected in 2028.</li> <li>• <b>Council Tax</b> – Hampshire County Council has approved a 4.99% increase.</li> <li>• <b>Culvert Maintenance</b> – Hampshire Highways currently operate primarily a reactive approach to culvert maintenance due to limited resources. The Flood and Water Management Team intend to share best practice with parish councils on local management plans later in the year.</li> </ul> |
| <b>2603-6</b>   | Minutes of previous meeting | <b>RESOLVED:</b> to approve Minutes of the Meeting, held on 3 <sup>rd</sup> February 2026 as a true and accurate record and duly signed by Cllr S Fowler.  |
| <b>2603-7</b>   | Clerk's Report              | <p>The Clerk's report was received and noted.</p> <p>The Clerk provided an update on HALC Legal Services following an online meeting earlier in the week. The advice will focus primarily on the Village Hall Charity matter, with related issues also considered.</p> <p>Draft advice is expected week commencing 23 March 2026, after which the Clerk will review and seek clarification where necessary before circulating to members.</p>  |
| <b>2603-8-1</b> | Bank Balances               | <p>The balances on the current and deposit accounts as of 28<sup>th</sup> February, reconciled and verified by Cllr Davies (see Appendix A)</p> <ol style="list-style-type: none"> <li>1. Current account: £9,567.85</li> <li>2. Deposit account: £94,629.71</li> </ol>  |
| <b>2603-8-2</b> | Receipts and Payments       | Noted: receipts and payments to 28 <sup>th</sup> February (see Appendix B)   |
| <b>2603-8-3</b> | Replacement Batteries       | <p><b>RESOLVED:</b> To ratify the emergency purchase of AED device replacement batteries (£33.49) by the Clerk.</p> <p>The AED cabinet had gone offline due to depleted batteries. As the device is an essential life-saving asset, replacement batteries were purchased immediately to restore the unit to service. The expenditure falls within the Clerk's delegated authority under the Council's Financial Regulations.</p>   |
| <b>2603-8-4</b> | Q3 VAT Return               | Noted £339.37 refund from HMRC.  |
| <b>2603-8-5</b> | Payments                    | <b>RESOLVED:</b> To approve the schedule of payments for February 2026.  |

| PAYEE                   | DESCRIPTION   | AMOUNT   |          |          | PAYMENT |
|-------------------------|---|----------|----------|----------|---------|
|                         |   | NET      | VAT      | GROSS    | METHOD  |
| Unity                   | Bank charge   | £6.00    | £0.00    | £6.00    | DD      |
| Clerk                   | Clerk's Salary  | £827.79  | £0.00    | £827.79  | FP      |
| Nest                    | Pension   | £34.51   | £0.00    | £34.51   | DD      |
| CB Reid                 | Payroll   | £30.00   | £6.00    | £36.00   | FP      |
| Hugo Fox Ltd            | Website   | £9.99    | £2.00    | £11.99   | DD      |
| SLCC                    | Membership renewal  | £158.00  | £0.00    | £158.00  | FP      |
| WM Village Hall         | Hall Hire   | £25.00   | £0.00    | £25.00   | FP      |
| Clerk                   | Expenses for Defibrillator replacement batteries                              | £33.49   | £0.00    | £33.49   | FP      |
| Tree Assist             | Removal of ash trees plus road closure  | £5350.00 | £1070.00 | £6420.00 | FP      |
| Tree Assist             | 4 x Ash Trees: additional works not yet approved (item 6)                     | £1800.00 | £360.00  | £2160.00 | FP      |
| Winchester City Council | Dog Bin Emptying: Q3 ( <i>invoice circulated after the agenda published</i> ) | £130.00  | £0.00    | £130.00  | FP      |

|          |                   |   |
|----------|-------------------|---|
| 2603-8-6 | 2026/27 Budget    | <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To approve the 2026/27 budget.</li> <li>2. To approve the following reallocation of earmarked reserves: <ul style="list-style-type: none"> <li>• Car Park Reserve – £40,000 transferred to General Reserves, leaving £20,000 for future works.</li> <li>• Tree Liability Reserve – £5,178 transferred from General Reserves to include work for ash dieback, leaving £4,000 for future tree works (survey/remedial work identified).</li> <li>• Legal Reserve – new reserve established with £3,000 transferred from General Reserves.</li> <li>• Monument Preservation Reserve – new reserve established with £5,000 transferred from General Reserves.</li> <li>• Traffic &amp; Road Safety Reserve – new reserve established with £10,000 transferred from General Reserves.</li> <li>• Flood Defence Reserve – dissolved and £23,019.37 transferred to General Reserves.</li> </ul> </li> </ol> <p>Members noted that the General Reserve represents approximately six months of operating costs, considered appropriate for the size of the council.</p> |
| 2603-8-7 | Ash Dieback Works | <p><b>RESOLVED:</b></p> <p>To approve the inclusion of four additional ash trees (T26–T30) within the planned works by Tree Assist at a cost of £1,800 + VAT, utilising the existing road closure arrangements.</p> <p>The Clerk was authorised to instruct Tree Assist (Quote 1026) and liaise with the Sports Club and Cllr Silk regarding access arrangements.</p>   |

|                 |                                       |   |
|-----------------|---------------------------------------|---|
|                 |                                       | Members noted that Phase 2 works will include a full tree survey and ivy removal.   |
| <b>2603-8-8</b> | Playground Inspection and Maintenance | <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To appoint Infinity Playgrounds to undertake quarterly inspections and maintenance to both sites.</li> <li>2. To approve the following works: <ul style="list-style-type: none"> <li>• Replacement of balance beams - Meonwara</li> <li>• Surface repairs - Headon View</li> <li>• Replacement of swing chains and shackles – Headon View</li> <li>• Jet washing of surfaces – Headon View</li> </ul> </li> </ol> <p>The following items were deferred:</p> <ul style="list-style-type: none"> <li>• Painting of swings</li> <li>• Slide replacement</li> </ul> <p>The Clerk will notify contractors and schedule the approved works.</p> |
| <b>2603-8-9</b> | Clerk's Overtime                      | <p><b>RESOLVED:</b></p> <p>To approve 12 hours overtime for February (to be included in March payments).</p>  |
| <b>2603-9</b>   | Planning Applications                 | None.   |
| <b>2603-9-2</b> | Decisions Made                        | Noted.  |
| <b>2603-9-3</b> | Appeals                               | None.   |
| <b>2603-9-4</b> | Enforcement Cases                     | Noted that no enforcement cases have been received from Winchester City Council.  |
| <b>2603-10</b>  | Governance: Policies                  | <p><b>RESOLVED:</b></p> <p>To approve the following policies: -</p> <ol style="list-style-type: none"> <li>1. Standing Orders (updated)</li> <li>2. Freedom of Information &amp; Publication Policy (new)</li> <li>3. Financial Regulations (updated)</li> <li>4. Financial Risk Management &amp; Assessment Policy (updated)</li> <li>5. Data Protection Policy (updated)</li> <li>6. Data Retention Policy (new)</li> </ol> <p>The Clerk was authorised to publish the updated documents on the Parish Council website.</p>   |
| <b>2603-11</b>  | Meonwara Lease                        | <p><b>RESOLVED:</b></p> <p>To approve the renewal of the lease for the Meonwara Play Area with Winchester City Council on the existing terms of £1 per annum, subject to review every five years.</p> <p>Members noted that:</p> <ul style="list-style-type: none"> <li>• The Council's insurance cover for the site should be checked.</li> <li>• Responsibility for the trees at Meonwara sits with the Winchester City Council Housing Team.</li> </ul>  |
| <b>2603-12</b>  | Meonwara – Fencing                    | Members noted that sections of the play area fencing are damaged at bases, splintering and unstable, reflecting the age and condition of the structure.   |

|                |                               |  |
|----------------|-------------------------------|--|
|                |                               | <p><b>RESOLVED:</b><br/>That the fencing should be replaced, and the Clerk is authorised to obtain three quotations for the works.</p>   |
| <b>2603-13</b> | Playground Visual Inspections | <p>Members reviewed the current inspection schedule.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That formal playground inspections (visual) will take place monthly.</li> <li>2. Cllr Davies will prepare a 12-month rota for members.</li> </ol> <p>Members noted that where minor repairs are identified which do not require external contractors, Cllr Silk offered to undertake these works where appropriate.</p>   |
| <b>2603-14</b> | Car Park – Quotations         | <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. To proceed with obtaining quotations for repair and improvement works to the surface and surrounding areas of the car park.</li> <li>2. The Clerk will prepare a specification for the works before seeking quotations.</li> </ol>   |
| <b>2603-15</b> | Annual Parish Meeting         | <p>Members discussed arrangements for the 2026 Annual Parish Meeting.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. The Clerk will liaise with the Village Hall and Sports Club to confirm dates and arrangements.</li> <li>2. The meeting should adopt a more inclusive format to encourage participation from parishioners.</li> </ol> <p>Ideas discussed included, defibrillator training, biodiversity, update on the plans for the Water Meadows, and an opportunity for parishioners to share ideas and priorities for the parish.</p> |
| <b>2603-16</b> | Date & Time of Next Meeting   | <p>The meeting date was moved by one day to <b>Wednesday 8 April 2026</b> at 6.30pm at West Meon Village Hall, due to the Easter Bank Holiday weekend.</p>   |

**The meeting closed at 8.30 pm**

**Signed:**

**Name:**

**(Chair of meeting approving minutes)**

**Dated:**

Appendix A: Reconciled Bank Accounts to 28<sup>th</sup> February 2026 (2603-8-1):

2 March 2026 (2025 - 2026)

**West Meon Parish Council**

Prepared by: B. Gibson - OST.  
Name and Role (Clerk/RFO etc)

Date: 2/3/2026.

Approved by: A. DAVIES  
Name and Role (RFO/Chair of Finance etc)

Date: 3.3.2026

| Bank Reconciliation at 28/02/2026 |   |           |                   |
|-----------------------------------|---|-----------|-------------------|
|                                   | Cash in Hand 01/04/2025                             |           | 97,967.86         |
|                                   | <b>ADD</b><br>Receipts 01/04/2025 - 28/02/2026      |           | 48,576.01         |
|                                   |   |           | 146,543.87        |
|                                   | <b>SUBTRACT</b><br>Payments 01/04/2025 - 28/02/2026 |           | 42,346.31         |
| <b>A</b>                          | <b>Cash in Hand 28/02/2026</b><br>(per Cash Book)   |           | <b>104,197.56</b> |
|                                   | Cash in hand per Bank Statements                    |           |                   |
|                                   | Petty Cash 28/02/2026                               | 0.00      |                   |
|                                   | Unity current 28/02/2026                            | 9,567.85  |                   |
|                                   | Unity deposit 28/02/2026                            | 94,629.71 |                   |
|                                   |   |           | <b>104,197.56</b> |
|                                   | Less unrepresented payments                         |           | 104,197.56        |
|                                   | Plus unrepresented receipts                         |           |                   |
| <b>B</b>                          | <b>Adjusted Bank Balance</b>                        |           | <b>104,197.56</b> |
| <b>A = B Checks out OK</b>        |   |           |                   |

*(Handwritten signature)*

## Appendix B: Payments and Receipts to 28<sup>th</sup> February 2026 (2603-8-2):

### Payments

| PAYEE            | DESCRIPTION            | AMOUNT  |        |         | PAYMENT |
|------------------|------------------------|---------|--------|---------|---------|
|                  |                        | NET     | VAT    | GROSS   | METHOD  |
| Unity            | Bank charge            | £6.00   | £0.00  | £6.00   | DD      |
| Clerk            | Clerks Salary          | £935.82 | £0.00  | £935.82 | FP      |
| Nest             | Pension                | £45.35  | £0.00  | £45.35  | DD      |
| CB Reid          | Payroll (526925)       | £30.00  | £6.00  | £36.00  | FP      |
| Hugo Fox Ltd     | Website                | £9.99   | £2.00  | £11.99  | DD      |
| SLCC             | Clerk ILCA Training    | £140.00 | £28.00 | £168.00 | FP      |
| WM Village Hall  | Hall Hire              | £25.00  | £0.00  | £25.00  | FP      |
| WM&W Sports Club | Grant: Central Heating | £500.00 | £0.00  | £500.00 | FP      |

### Receipts

| PAYER   | DESCRIPTION             | NET      | VAT   | GROSS    | METHOD |
|---------|-------------------------|----------|-------|----------|--------|
| HMRC    | VAT Refund              | £339.37  | £0.00 | £339.37  | FP     |
| Deposit | Transfer to current a/c | £8000.00 | £0.00 | £8000.00 | FP     |