



**Annual General Meeting of the Parish Council
Held at East Meon Village Hall on
Monday 15 May 2023**

Present: Councillors Susan Davenport (Chair), Steven Ridgeon (Vice Chair), Charles Ritchie, Matt Atkinson, David Cooke, Andrew Hales, Sharon Sillence, Sarah Round, Tom Tyrwhitt-Drake
Sam Marchant (PC), and 1 member of the public attended.

1. Apologies for Absence

Apologies were received from Cllr Mocatta.

2. Report Notice of Uncontested Election 2023

The Chair reported that the recent Election had been uncontested, and that all Cllrs had therefore been appointed to stand for a further term.

3. Election of Chair

Cllr Davenport offered herself for re-election. She was proposed by Cllr Sillence seconded by Cllr Tyrwhitt-Drake and unanimously elected.

4. Election of Vice Chair

Cllr Ritchie offered himself for election following Cllr Ridgeon's resignation. He was proposed by Cllr Sillence, seconded by Cllr Cooke and unanimously elected.

5. Declaration of personal or prejudicial interest forms

Cllrs handed in completed forms to the Clerk, with others to follow the meeting. No declarations to report.

6. Appointment of Councillor Roles and Responsibilities and Appointment of the Planning Committee Chair

All Councillors had agreed their roles and responsibilities with the Chair in advance of the meeting with the additional change of Cllr Ridgeon taking on responsibility for the River Meon (which Cllr Ritchie had previously looked after). Cllr Ridgeon confirmed he was willing to stand as Chair of the Planning Committee and was proposed by Cllr Round, seconded by Cllr Atkinson, and unanimously elected

7. Dates of future meetings for 2024

The dates for 2023 Parish Council meetings had been circulated and were agreed as:

Monday 22nd January 2024 at 6:30pm

Monday 18th March 2024 at 6:30pm

Monday 20th May 2024 at 6:30pm

Monday 22 July 2024 at 6:30pm

Monday 23rd September 2024 at 6:30pm

Monday 18th November 2024 at 6:30pm

APA Monday 22nd April 2024 at 7pm

8. Approval of Minutes of Last Meeting and in principle the Minutes of the APA

The Chair asked the Councillors to consider whether they felt the Minutes of the last meeting on 20 March 2023 were a true record. Councillors who had attended the meeting confirmed that they were, and they were approved as read. Proposed by Cllr Tyrwhitt-Drake and seconded by Cllr Atkinson and duly signed as a true and correct record.

The Chair also asked whether Councillors felt the Draft Minutes of the APA held on 24 April 2023 were a true record. Councillors who had attended the meeting confirmed that they were, and they were approved in principle. Proposed by Cllr Sillence and seconded by Cllr Round.

9. Open Forum

The resident attending the meeting suggested that if the SDNPA as part of the Riverfly Monitoring initiative was asked to carry out a survey of the area of aquatic insects along the stretch of the River Meon which runs through the village this could help with obtaining SSSI accreditation or indeed be used to make more progress with the Environment Agency and Southern Water regarding sewage issues. Cllr Ridgeon reported that this project was already underway with four residents from East Meon taking part in training in order to carry out surveys along the River Meon.

10. Matters arising from the Parish Council meeting on 16 January 2023

a. King Charles III Coronation celebrations and tree report (SD)

The Chair wanted to express her thanks to David Pepper and his team for organising such a successful celebration weekend. The Coronation Tree, an Oak, had been planted on the Saturday, with thanks to Cllr Atkinson for digging the hole and to the Tree Warden, John Mackinlay and Steve Grier for planting it. A photograph had been submitted to the editors of Meon Matters. The Chair asked Cllrs whether there should be a stone plaque to mark the tree. It was resolved first to collect the Queens Platinum Jubilee plaque and to go from there. (SD)

b. Big Help Out Day litter pick report (SD/SS)

The Chair expressed her thanks to Cllr Sillence for organising the litter pick which had been well attended. Cllr Sillence reported that over 20 people had been involved and a lot of rubbish had been collected. Another litter pick may be organised later in the year. (SS)

c. Queens Jubilee Plaque Update (SD)

The Chair reported that the plaque would be ready to collect next week from Worcester and should be installed by the next Parish Council meeting. (SD)

d. All Sports Court resurfacing (SRound)

Cllr Round reported that the All Sports Court had now been resurfaced and that the lines should be painted in June once the surface had settled. (SRound)

e. All Sport Pavilion Update (CR)

Cllr Ritchie reported that the new water meter had now been fitted in the Pavilion, so that allotment and Pavilion usage could each be calculated.

A storage unit had been located next to the building while works were underway to remove the flooring, dry the building and refit a new floor and ladies' washroom. All incurred costs of electric usage would be added to the insurance claim. All quotes for works had been approved with the Insurance Company. (CR)

f. Harvest FC (CR)

Cllr Ritchie reported that Harvest FC had played their last match of the season on Saturday, finishing 3rd in the league. Harvest FC had also taken onboard an under 16 team with training and matches to be played on Saturday mornings, meaning it was possible that 2 matches could be played on a Saturday. Harvest would take care not to overuse the pitch. It was suggested that Cllr Ritchie investigate how local children could apply to join, Cllr Ritchie confirmed that he would contact the Chairman of the Club.

Cllr Ritchie also reported that Harvest FC had lost many footballs to the bramble hedge alongside the pitch, so they had decided to put nets up on match days to prevent this from happening. It was suggested that the hedge could be trimmed back when weather conditions allowed. (CR)

g. Youth engagement update (SRound)

Cllr Round informed Cllrs that she had spoken with West Meon Parish Council regarding their stone table tennis table and that they had confirmed there had been no issue with misuse however it had not been used as much as expected.

It was resolved that once CIL projects had been discussed and were underway this could be considered further. (SRound)

h. Almshouse parking (MA)

Cllr Atkinson reported that he was waiting on reply from Hampshire Highways regarding the line repainting however his contact, Ian Janes had not been available recently. (MA)

i. Traffic calming measures, road signs and potholes (MA)

Cllr Atkinson confirmed that Hampshire Highways had agreed to reinstate all white lines throughout the village as part of the traffic calming measures. He had however asked Hampshire Highways whether it would be possible for the Parish Council to

hire a company to do the work. It was also suggested that better signage for parking and the village carpark could be sourced.

Cllr Atkinson agreed to investigate costs of a professional company to privately carry out white line painting and to look into signage options. (MA)

j. Progress of sewage leaks in Workhouse Lane (SD)

The Chair informed Cllrs that she was still waiting for a response to two emails to different contacts within Southern Water. She reported that she had attended a Southern Water zoom workshop which had been run by consultants on behalf of Southern Water. Discussed in this workshop had been the company's 5 and 10 year plans regarding the sewage issues, she stated that East Meon's sewage leaks did not feature in either of these plans due to being a low priority. The Chair confirmed that she would keep raising the issue on behalf of the residents. (SD)

k. Litter/Waste/recycle bins (SS)

Cllr Sillence reported that the bin opposite the church had been fixed and that all bins were being emptied regularly. (SS)

l. CIL money projects working party report

Cllr Hales announced that the next step had been agreed to take project ideas to South Downs National Park Authority in order to ask for support with funding. There will be a report once progress had been made with this. (AH)

m. Potential Grants report (SRound)

Cllr Round reported that she had applied for the EHDC Supporting Communities fund for the All-Sports Court resurfacing. (SRound)

n. Allotments Report (DC)

Cllr Cooke reported that all plots were taken with more residents on a waiting list. He also reported that following the installation of the water meter at the Workhouse Lane allotments he was drafting a letter to inform holders of the changes to the agreement fee and the introduction of a water usage charge to be applied at renewal in November. (DC)

o. Lengthsman (DC)

Cllr Cooke reported that the Lengthsman had been on annual leave but would be working in East Meon the coming week and that he had the following jobs to complete: clearing the road on the bend above the school, clearing weeds by the war memorial and cutting back hedging around the 30mph signs on the East Meon road. Cllr Tyrwhitt-Drake was asked to check with Petersfield Town Council whether they are responsible for strimming around the East Meon entry signs as Chris Smith had been doing this. (DC/TTD)

p. EMNG/Environmental Update (SR)

Cllr Ridgeon reported that Elaina Whittaker-Slark from SDNPA had been in touch to ask for volunteers to take part in the Riverfly Monitoring Initiative. It was agreed that

training for four individuals and the initial equipment required (totalling £260), would be funded and supported by the Parish Council. (SR)

q. BOATs (SD)

The Chair reported that all of the BOATs in the area that had been closed over the winter were now open. She also reported the disappointing news that Hampshire County Council had failed to apply to SDNPA for a potential £300,000 grant to install permanent gates to all BOATs so that they could be closed as necessary in order to protect the byways against overuse. (SD)

11. Parish Matters – to include matters raised by residents at the APA

a. Short strip of yellow lines on the corner opposite the shop (MA)

Following discussion Cllrs agreed that no action would be taken due to yellow lines not being enforceable.

b. Triangle in Oxenbourne (MA)

Cllr Atkinson reported that a concern had been raised by a resident about the deterioration of the Godscake located in Frogmore with vehicles driving over the triangle of ground. It was suggested a tree be planted. Cllr Atkinson had contacted HCC for guidance and had yet to receive a reply. Cllr Atkinson would report when further information had been received. (MA)

c. Repainting of 'KEEP CLEAR' road markings on the bridge outside the Izaak pub (MA)

Cllr Atkinson informed that these would be repainted when the white lines in the village were repainted as part of the traffic calming measures mentioned earlier in the meeting. (MA)

d. Damage to verges along Frogmore Lane and Workhouse Lane (SD/MA)

Cllr Atkinson had reached out to a contact he had previously been in touch with to find out who it would be best to speak to at Southern Water to have works done to repair ditches and roads damaged when the main water pipe had been installed last year. He would report any progress with this at the next meeting (MA)

e. Frogmore bridge (TTD)

Cllr Tyrwhitt-Drake informed Cllrs that he had requested two quotes, one company had come back to say that they were interested and the other had not been keen to take the job on. Cllr Tyrwhitt-Drake agreed to look for another company to quote for comparison at the next meeting. (TTD)

f. Old Post Office – Cypress Trees (SD)

The Chair reported she had spoken with the property owner and inspected the trees. She recommended that in view of the fact that the cypress trees were growing very slowly and scarcely overhung the highway no action be

taken. It was resolved to leave the trees as they were and monitor them on an annual basis. (SD)

g. Notice for South Downs National Park Authority Parish Representative Elections

Cllr Ridgeon confirmed that he would be putting himself forward for election and Cllrs unanimously agreed to support him. (SR)

h. Insurance Renewal

It was resolved that the Parish Clerk should look to increase the excess applied in the hope of reducing the renewal premium. (PC)

12. County/District Councillor report

EHDC and HCC Report can be found on the Parish Council website.

13. Planning

Report by Chairman of the Planning Committee

Cllr Ridgeon reported nine applications had been received in total, seven of these were for dwellings, one for a tree and one classed as other. All had been noncontentious with comments uploaded to the SDNP website.

Cllr Ridgeon referred to the documents that had been circulated prior to the meeting regarding the preparation of a Parish Priority Statement for the South Downs Parish Plan. He explained that if East Meon Parish Council opted instead to renew its neighbourhood plan this would need to be funded by the PC. Cllrs confirmed that they were in favour of a PPS which involves less work. He suggested having a presentation for the community. This was agreed and he said he would find a suitable date at the beginning of September.

With regards to the Penny Mile development, he reported that the requested defibrillator had not been given an approved location yet, but negotiations were ongoing with the developers. (SR)

14. Finance

a. Presentation of actual v budget for the current year

The RFO presented her report of actual cost against the budget for the current year.

b. Approval of payments of invoices (11 March 2023– 5 May 2023)

The RFO reported on all payments between the dates of 11 March and 5 May 2023. Councillors unanimously approved all payments.

c. Conclusion of Audit Notice 2021/22

The RFO confirmed that the conclusion of audit notice for 2021/22 had been available on the website and displayed on the noticeboard from September last year.

d. Internal Audit

1. Internal Audit Report for 1 April 2022 – 31 March 2023 by Lightatouch

The RFO reported that the Annual Internal Audit Report had been completed by Tim Light, Lightatouch, and would be submitted to the External Auditor. This document can be found on the Parish Council website.

2. Comments for the Recreation Trust Fund monies and actions needed

The internal audit had highlighted one action to be taken namely to separate the Recreation Trust Accounts from the Parish Council Accounts, the RFO will be actioning this.

3. Section 1 – Annual Governance Statement 2022/23

Councillors considered and approved Items 1-8 to be ticked 'yes' and item 9 to be ticked 'no' of the Governance Statement, this was then dated and signed by both the RFO and the Chair.

4. Section 2 – Accounting Statements 2022/23

It was noted that Councillors had received the final accounts for the year to 31 March 2023. Councillors approved the Annual Accounting Statement for 2022/23 and this was then signed by the Chair.

5. Notice of the period for the Exercise of Public Rights

The RFO gave Notice for the Exercise of Public Rights to commence on Monday 5 June and end on Friday 14 July.

6. Conflict of Interest with BDO

Cllrs confirmed that there were no conflicts of interest with BDO to report and the form was completed and signed by the Chair and the RFO.

15. Any other business including correspondence of note.

Cllr Ridgeon informed that he had received a link for the Census 2021 which provided interesting information about the village of East Meon, he agreed to share this with Cllrs.

There being no further business the meeting was closed at 8:05

Signed:

Date: