



Agenda for the Meeting of  
**WEST MEON PARISH COUNCIL**  
**MEETING**  
**07<sup>th</sup> July 2026 @ 6:30PM**



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

**You are hereby summoned to attend the Meeting of West Meon Parish Council to be held on Tuesday, 7<sup>th</sup> July, 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

1<sup>st</sup> July 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**

**2607-1** Apologies for absence.

**2607-2** Chair's remarks.

**2607-3** To receive Declarations of Disclosable Pecuniary Interests relating to items on the agenda.

**2607-4 PUBLIC SESSION**

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

**2607-5 REPORTS FROM OUTSIDE BODIES**

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

**2607-6 MINUTES**

To approve the minutes of the meeting held on 2<sup>nd</sup> June 2026.

**2607-7 CO-OPTION**

To co-opt a member to West Meon Parish Council.

**2607-8 CLERK'S REPORT**

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

**2607-9 FINANCE**

1. To note the bank account reconciliation as of: - 30<sup>th</sup> June 2026
  - a. Deposit Account: £95,123.80
  - b. Current Account: £11,389.14
2. To note the receipts and payments to 30<sup>th</sup> June 2026 (circulated).

3. To agree and sign the Payment & Receipt schedule, July and August 2026, including: -
  - a. **South Central Ambulance Charity** – payment of £100.00, under section 137 of the Local Government Act 1972, in recognition of their voluntary support and training to the parish (members resolved to agree £100 donation at the meeting held April 2026, 2604-16)
  - b. **Tree Assist** – to approve a payment of £700 ex-VAT, for the previously agreed tree works, noting that the works are scheduled to be carried out on Monday 13 July 2026, during the Council's summer recess. The cost will be met from the Tree Liability earmarked reserve.
  - c. **HALC Legal Fees:** payment of £1,020.00, under Local Government Act 1972 s.111, Open Spaces Act 1906, s.9-10, for legal advice concerning Village Hall, WM&Warnford Sports Club, Rifle Club and car park. The cost will be met from the Legal earmarked reserve.
4. To note the VAT reclaim for the period 1<sup>st</sup> April – 30<sup>th</sup> June, in the sum of £1,926.43, has been submitted to HMRC.
5. To receive and note the Q1 Detailed Budget Summary to 30 June 2026 and consider the Council's budget position against actual income and expenditure.

## 2607-10 PLANNING and DEVELOPMENT CONTROL

1. To consider Planning Applications referred by South Downs National Park:
  - a) [SDNP/26/02149/LDE](#). Peel House High Street West Meon Hampshire GU32 1LN. **Proposal:** Lawful Development Certificate (existing) - application SDNP/18/05377/house was not implemented - This application covers Rebuilding of kitchen (permitted development), Installation of kitchen bifold doors (x2) & roof lantern, Replacement of dining room & lounge patio doors for bi-fold doors, Replacement of rear lobby door, Replacement of downstairs toilet window, All materials used are identical to those granted in the planning permission.
  - b) [SDNP/26/02300/APNW](#). Meon Springs Whitewool Farm Whitewool Lane East Meon Petersfield Hampshire. **Proposal:** Prior approval for Excavation and construction of an earth banked dirty water lagoon - following prior notification SDNP/26/01715/APNW
  - c) [SDNP/26/02455/LIS](#). Graziers Alton Road West Meon Hampshire GU32 1JF. **Proposal:** Repairs to boundary wall.
2. To note decisions made by South Downs National Park:
  - a) **SDNP/26/01509/HOUS:** Lion Hill House, Alton Road, West Meon, GU32 1JF. **Decision:** Approved
  - b) **SDNP/26/01510/LIS:** Lion Hill House, Alton Road, West Meon, GU32 1JF. **Decision:** Application Withdrawn
  - c) **SDNP/26/02008/PNTEL:** Vodaphone Site 6815, Brocklands Farm, Old Winchester Hill Lane, West Meon. **Decision:** Objection
3. To note appeals made to South Downs National Park: None
4. To note enforcement cases (circulated if available).

## 2607-11 ROAD TRAFFIC & SAFETY WORKING GROUP:

1. To receive an update from Cllr Davies and Cllr Fowler, following meeting with a resident concerning speed signs on the road exiting the village towards East Meon and to consider next steps following any update from District and County Councillors.
2. To receive an update from Cllr Main on proposed village speed signage and recommendations, circulated prior to the meeting, and to consider how the Parish Council wishes to progress discussions with Hampshire Highways, including whether to accept the proposed pedestrian crossing warning signs, the suggested East End SAM location, and any further actions required

## 2607-12 COMMUNITY

**Parish Community Connect:** To note that no parishioners attended the most recent Parish Community Connect session (Wednesday 1<sup>st</sup> July) and to consider Cllr Fowler's proposal that future sessions be held at weekends only, due to limited weekday attendance.

## 2607-13 GRANTS

To review the current £500 grants limit, before inviting grant applications from local community groups and organisations.

## **2607-14 OPEN SPACES, TREES AND ASSETS**

1. **Holm Oak at The Cross – Planning Application:** To receive an update on the consent for removal of the holm oak, including the replacement planting condition and the appeal submitted to SDNP, while discussions continue regarding a suitable replacement species.
2. **Holm Oak at The Cross – Tree Works Quotes:** To consider two quotations £1925.00 and £1500.00 ex-VAT, for the removal of the holm oak at The Cross, including scope of work and to consider any questions or further information required.
3. **Woodlands Entrance Sign:** To note that the third Woodlands entrance sign has been installed and added to the Asset Register.
4. **Pétanque/Boules Court:**
  - a. To the Boules Club has submitted draft planning application material for the proposed pétanque/boules court at the Recreation Ground. The material has been shared with the Planning Working Group for initial feedback on any planning matters, omissions or issue requiring clarification.
  - b. To consider appointing two councillors to support the Clerk with project liaison and preparation of information for future Council consideration.
6. **Infinity Playground:** To receive an update on play area inspection arrangements, noting that a maintenance review was carried out rather than the operational inspection requested and that the related invoices have been waived; to consider the maintenance report received; and to agree any interim actions pending receipt of the annual inspection report from Winchester City Council.

## **2607-15 GOVERNANCE**

1. To consider adoption of the following policies, circulated: -
  - a. WMPC Communications Policy.
  - b. WMPC Member Officer Relations Protocol.
2. To consider a proposal from the Chair to work with the Clerk to prepare the following documents for consideration at a future meeting: -
  - a. HR Policy for employees.
  - b. AI Policy.
  - c. Role Descriptions for working groups and community group links.
  - d. Terms of Reference for all working groups.
3. To consider the purpose and scope of councillor link roles with community groups and to agree whether a draft role description should be prepared for consideration at a future meeting.

## **2607-16 Rural Parish Affordable Housing Need Questionnaire**

To consider obtaining up-to-date information on local affordable housing needs within the parish and whether to contact relevant organisations to explore the process for undertaking a Housing Needs Survey.

## **2607-17 FUTURE MEETINGS**

Date and place of next meeting: 1<sup>st</sup> September 2026

### **Supporting papers**

Minutes of meeting held on 2 June 2026  
Bank reconciliation as of 30<sup>th</sup> June 2026  
Clerk's report  
Payments and receipts schedule/invoices  
Planning reports for consideration

District and County Council report, if available  
 Enforcement cases report, if available  
 Policy documents  
 Affordable housing needs correspondence  
 Road Traffic and Safety Working Group update

## Appendix 1 - Receipts and Payments from 1<sup>st</sup> June to 30<sup>th</sup> June

### West Meon Parish Council

30 June 2026 (2026-2027)

#### PAYMENTS & RECEIPTS LIST

| Vouche | Code                          | Date       | Minute    | Bank          | Payment Ref. | Description               | Supplier                 | VAT Type | Net       | VAT    | Total     |
|--------|-------------------------------|------------|-----------|---------------|--------------|---------------------------|--------------------------|----------|-----------|--------|-----------|
| 26     | Subscriptions                 | 26/05/2026 | 2606-13   | Unity current | 26P26        | Payment - ICO             | Information Commissioner | X        | -47.00    |        | -47.00    |
| 27     | HR Support                    | 26/05/2026 | 2606-13   | Unity current | 26P27        | Payment - HR Service      | CB Reid                  | S        | -30.00    | -6.00  | -36.00    |
| 28     | Woodland Signs                | 26/05/2026 | 2606-13   | Unity current | 26P28        | Payment - Woodland signs  | K Knight Engineering Ltd | Z        | -1,000.00 |        | -1,000.00 |
| 29     | Internal Audit                | 26/05/2026 | 2606-13   | Unity current | 26P29        | Payment - Internal Audit  | Do The Numbers           | Z        | -320.00   |        | -320.00   |
| 30     | Website                       | 26/05/2026 | 2606-13   | Unity current | 26P30        | Payment - Website         | Hugo Fox Ltd             | S        | -9.99     | -2.00  | -11.99    |
| 31     | Bank charges                  | 26/05/2026 | 2606-13   | Unity current | 26P31        | Payment - Bank charge     | Unity                    | X        | -7.00     |        | -7.00     |
| 32     | Clerk Salary & Home Work Allo | 26/05/2026 | 2606-13   | Unity current | 26P32        | Payment - Salary          | Bernice Gibson-Ost       | X        | -893.15   |        | -893.15   |
| 33     | Room Hire                     | 26/05/2026 | 2606-13   | Unity current | 26P33        | Payment - Hall hire       | WMVH                     | Z        | -25.00    |        | -25.00    |
| 34     | Member Training               | 26/05/2026 | 2605-11-7 | Unity current | 26P34        | Payment - Member training | HALC                     | S        | -120.00   | -24.00 | -144.00   |
| 35     | Clerk Pension                 | 27/05/2026 | 2606-13   | Unity current | 26P35        | Payment - Pension         | NEST                     | X        | -66.16    |        | -66.16    |
| Total  |                               |            |           |               |              |                           |                          |          | -2,518.30 | -32.00 | -2,550.30 |