

	West Meon Parish Council Parish Council Meeting Minutes of 6th January 2026, 6.30pm West Meon Village Hall	
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Present: Cllr V Burke (Vice Chair) Cllr V Davies (Chair), Cllr S Fowler, Cllr S Hickmore, Cllr J Humphreys, Cllr T Main

In Attendance: Cllr N Bolton (WCC), Cllr M Wallace (HCC), B Gibson-Ost Parish Clerk. There were no members of public.

Meeting started: 6.30 pm.

Item No.	Item	Decision
2601-01	Apologies for Absence	Apologies were received and accepted from Cllr G Silk and Cllr R Gedye and District Cllr J Pett.
2601-02	Chairs Remarks	<p>Members noted that Cllr Gedye had indicated difficulties attending meetings until April due to prior commitments.</p> <p>RESOLVED: That the Council approves Cllr Gedye’s reason for absence in accordance with Section 85 of the Local Government Act 1972, thereby enabling Cllr Gedye to remain a member of the Council.</p>
2601-03	Disclosable pecuniary interests	None declared.
2601-04	To Suspend Standing Orders	<p>Members RESOLVED to suspend Standing orders to allow for public participation: -</p> <p>No members of the public were present.</p>
	To Resume Standing Orders	Members RESOLVED to resume Standing orders.
2601-05	Report from outside bodies: District Council	<p>The District Council report, previously circulated, was noted. Matters highlighted included:</p> <ul style="list-style-type: none"> • Postponement of Mayoral elections to 2028 • Local Government Reorganisation consultation • Grant funding opportunities still available through Winchester City Council.
	Report from outside bodies: County Council	<p>Cllr N Bolton (WCC) joined the meeting at 6.57pm. The update was received</p> <p>The County Council report previously circulated, was received and noted. Matters highlighted: -</p> <ul style="list-style-type: none"> • An update was received regarding the deterioration of the weir revetments. It was noted that the Environment Agency does not accept ownership of the structure, and that the riparian owner’s responsibility is limited to debris clearance.

		<ul style="list-style-type: none"> The potential to apply for CIL funding from the South Downs National Park Authority, prior to 31 March, was noted. <p>ACTION: Cllr N Bolton to circulate relevant information to the Clerk.</p>
2601-06	Minutes of previous meeting	Members RESOLVED that the meeting held on 2 nd December be approved as a true and correct record and were duly signed by the Chair.
2601-07	Co-option	Members noted one informal expression of interest received by the Clerk. ACTION: Clerk to clarify the process in relation to the forthcoming May elections and report back to council.
2601-08	Clerks Report	The Clerk's report previously circulated, was received and noted. <ul style="list-style-type: none"> Woodlands: third entrance sign location has been submitted by the Clerk to Bramdean Parish Council. Proposal to defer final budget approval pending external validation of reserves. Payments: invoice received after publishing the agenda, see Planned Payments below.
2601-09-1	Bank Balances	The balances on the council's current and deposit accounts as of 31 st December, previously circulated, were reconciled, verified and signed by Cllr Main (see Appendix A) <ul style="list-style-type: none"> Current account: £ 11,634.39 Deposit account: £102,629.71
2601-09-2	Receipts and Payments	Receipts and Payments to 31 st December 2025, previously circulated were noted (see Appendix B), including: - <ul style="list-style-type: none"> Increase in Insurance renewal premium, due to aligning the asset replacement value with the insurance replacement value (2601-9-4). Defibrillator pads: renewal of pads for the Village Hall. Scribe accounting software renewal.
2601-09-3	Payments Planned	Received and noted the payments planned for January 2026, including a late invoice for ground maintenance, received after the agenda was published (noted on the Clerks report). RESOLVED: During Cllr Gedye's period of planned absence, the Clerk will liaise with Unity Bank to make temporary administrative changes to the payment authorisation arrangements, to re-instate authorisation access to the Chair, to ensure continuity of financial controls.

Payee	Description	Amount			Payment
		Net	VAT	Gross	Method
Unity	Bank charge	£6.00	£0.00	£6.00	DD
Clerk	Clerks Salary	£747.42	£0.00	£747.42	FP

Nest	Pension	£27.12	£0.00	£27.12	DD	
CB Reid	Payroll (529243)	£30.00	£6.00	£36.00	FP	
Hugo Fox Ltd	Website	£9.99	£2.00	£11.99	DD	
HMRC	PAYE	£688.27	£0.00	£688.27	DD	
Gallagher	Insurance	£2155.43	£0.00	£2155.43	FP	
Starboard Systems	Scribe Accounting Software	£420.00	£84.00	£504.00	FP	
VWM Village Hall	Hall Hire	£25.00	£0.00	£25.00	FP	
S Fowler	Expenses: Xmas Lights	£162.87	£0.00	£162.87	FP	
Defib Store	Defib Pads: High Street	£135.00	£27.00	£162.00	FP	
M Edwards	Annual Maintenance	£3460.54	£692.10	£4152.65	FP	

2601-09-5	Defibrillator Pads	Noted that the defibrillator pads, located in the High Street (phone box) expire 28/01/2026 and are included in the above planned payments.
2601-09-6	Finance: Q3 Budget Position	The Q3 budget report, previously circulated, was noted. Expenditure remained broadly in line with expectations: - <ul style="list-style-type: none"> • Bank interest ahead of budget year to date. • Key variances include member training earlier in the year (£848 against £400) due to onsite training. Flood Defence expenditure to date £6980.63 against a proposed budget of £26,000.
2601-09-7	Draft 26/27 Budget and Precept	RESOLVED: <ul style="list-style-type: none"> • That approval of the 2026/27 budget be deferred pending independent validation of reserves. • That the Parish Precept be set at £41,828 for 2026/27, such that the Band D parish charge remains unchanged, resulting in no increase for parish taxpayers.
2601-10-1	Planning Applications Considered:	No objections were made to the two planning applications, previously circulated and considered: - <ol style="list-style-type: none"> 1. SDNP/25/05075/MPO: Street Record Storeys Meadow West Meon Hampshire. Proposal: Deed of Variation to s106 deed of variation - 1-10 (inc) Storeys Meadow, West Meon, Petersfield, Hampshire, GU32 1AP (HP736042) dated 11th March 2011 to amend this to insert a working mortgage exclusion clause in line with the industry standard form approved by the National Federation of Housing. This is required in order to meet current lender requirements. Could you also vary the disposal provisions to make it clearer that a charge and a transfer are not prevented? RESOLVED: No Objection. 2. SDNP/25/05009/CND: Shafts Farm East End West Meon Hampshire GU32 1LU. Proposal: Variation of condition 2 of planning consent SDNP/21/00675/HOUS - Date of Decision: 30/04/2021 - Vary approved plans Update drawing number. RESOLVED: No Objection.

2601-10-2	Planning decisions made:	<p>Cllr N Bolton arrived at the meeting and gave a verbal update of his report (2601-5)</p> <p>Decisions noted: -</p> <ol style="list-style-type: none"> 1. SDNP/25/00636/FUL: Meon Hut Service Station, Alton Road, West Meon, Hampshire, GU32 1JX Proposed Demolition of Existing Dwelling and Creation of EV Charging Hub, Plus Extensions and Alterations to Petrol Filling Station Store. Decision: Approved 2. SDNP/24/02599/FUL: Lion Hill House Alton Road West Meon Hampshire GU32 1JF. Proposal: AMENDED DESCRIPTION) 2 bedroom single storey dwelling at the land to the rear of Lion Hill House, West Meon (formerly The Red Lion Public House). (Renewal of planning permission SDNP/20/03665/FUL). Decision: Approved.
2601-10-3	Appeals	None.
2601-10-4	Enforcement Cases	No enforcement cases received.
2601-11	Legal – Leases & Village Hall Status	<p>Received and noted a report prepared by the Clerk and previously circulated, listing historical events and evidence relating to the recreation ground, The Cross and buildings: -</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • To authorise the Clerk to submit the report to the HALC Legal Advisory Team. • To approve the Clerk's overtime (10 hours) for this work, capped at 10 hours.
2601-12	Play Equipment	<p>RESOLVED:</p> <ul style="list-style-type: none"> • To proceed with the 2026 annual play inspection, to be carried out by The Play Inspection Company, and to include an estimated life expectancy assessment for Headon View and Meonwara play areas. • To authorise the Clerk to instruct The Play Inspection Company.
2601-13	Open Ground Maintenance – Specifications for Inviting Quotes	<p>Previously circulated and noted a draft Grounds Maintenance Specification prepared by the clerk and with input from West Meon & Warnford Sports Club.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • To approve the Grounds Maintenance Specification, subject to minor amendments. • To delegate authority to the Clerk, in consultation with the Chair, to finalise minor amendments. • To authorise the Clerk to invite quotations.
2601-14	Oak Tree – Planning Applications	<p>RESOLVED:</p> <ul style="list-style-type: none"> • To approve expenditure of £105.00 plus VAT for the preparation and submission of a planning application for tree works by Sapling Arboriculture.

		<ul style="list-style-type: none"> To delegate authority to the Clerk to instruct the contractor and progress the application.
2601-15	Working Groups: Water Meadows	A verbal update was received following a call between Hampshire & Isle of Wight Wildlife Trust, Cllr Main and the Clerk. No formal decision was required.
2601-16	Working Groups: Traffic & Road Safety	<p>Members noted the email received and previously circulated, from MP D Chambers concerning A272 speed cameras.</p> <p>RESOLVED: - That council members, reflecting experience from different locations within the parish and submit individual observations to the Chair, who will collate the responses. Clerk to forward to the agreed response to MP D Chambers.</p>
2601-17	Working Groups: Biodiversity	<p>An update following the previously circulated report from Hampshire & Isle of Wight Wildlife Trust, relating to an assessment of the Recreation Ground, was received and noted (summarised at Appendix C).</p> <p>RESOLVED: - That the following actions be progressed:</p> <ul style="list-style-type: none"> To instruct the Clerk to obtain quotations for an assessment of all trees on the Recreation Ground and to circulate the findings to Council. To progress Parish Council membership of appropriate (free) biodiversity schemes (Cllr Fowler). To develop volunteer recruitment proposals in relation to biodiversity initiatives and report back to Council (Cllrs Fowler and Hickmore). To contact West Meon Primary School to confirm whether the school remains responsible for the area of the Recreation Ground previously designated for school use, where trees and shrubs were planted. (Chair).
2601-18	Hub Meetings	Cllr Fowler and Cllr Hickmore confirmed attendance, 7 th January 2026.
2601-19	Date & Time of Next Meeting	<p>RESOLVED:</p> <p>That Parish Council meetings in 2026 will take place on the first Tuesday of each month at 6.30pm at West Meon Village Hall, with the next meeting scheduled for 3 February 2026.</p>

The meeting closed at 8.46 pm

Signed:

Name:

(Chair of meeting approving minutes)

Dated:

Appendix A: Reconciled Bank Accounts to 31st December 2025

2 January 2026 (2025 - 2026)

West Meon Parish Council

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

Date: 5/1/26

Approved by: T. Kuma
Name and Role (RFO/Chair of Finance etc)

Date: 6/1/26

Bank Reconciliation at 31/12/2025			
	Cash in Hand 01/04/2025		97,967.86
	ADD Receipts 01/04/2025 - 31/12/2025		48,235.64
			146,203.50
	SUBTRACT Payments 01/04/2025 - 31/12/2025		32,627.67
A	Cash in Hand 31/12/2025 (per Cash Book)		113,575.83
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	Unity current 31/12/2025	11,634.39	X <i>T. Kuma</i>
	Unity deposit 31/12/2025	102,629.71	X
			114,264.10
	Less unrepresented payments		688.27
			113,575.83
	Plus unrepresented receipts		
B	Adjusted Bank Balance		113,575.83
	A = B Checks out OK		

Appendix B: Payments Made to 31st December 2025

Payee	Description	Amount		
		Net	VAT	Gross
Unity Deposit	Transfer to Current	£10,000.00	£0.00	£10,000.00
J D Stiles	Christmas Trees (6)	£135.00	£24.00	£159.00
Sapling Arboriculture	Tree Assessment	£780.20	£156.04	£936.24
WM Village Hall	Biffa Waste (Shared Cost)	£160.21	£0.00	£160.21
WM Village Hall	Hall Hire	£25.00	£0.00	£25.00
CB Reid	Payroll	£30.00	£6.00	£36.00
Clerk	Salary	£712.24	£0.00	£712.24
Nest	Pension	£23.87	£0.00	£23.87
First Rescue Training	Defibrillator Pads Village Hall	£105.00	£21.00	£126.00
Parish Parochial Church	Grant Parish News	£500.00	£0.00	£500.00
Parish Parochial Church	Grant Mowing	£450.00	£0.00	£450.00
Royal British Legion Poppy Appeal	Donation	£30.00	£0.00	£30.00
Unity Bank	Bank Charges	£6.00	£0.00	£6.00
Meon Valley Community Bus	Grant	£1,000.00	£0.00	£1,000.00
Hugo Fox	Website	£9.99	£2.00	£11.99

Appendix C – HIWWT Site Report Summary

HIWWT Site Visit Report – Recreation Ground

Purpose of Report

Following the establishment of the Parish Council’s Biodiversity Working Group, the Hampshire and Isle of Wight Wildlife Trust (HIWWT) was invited visit the West Meon Recreation Ground and provide an advisory report identifying opportunities to enhance biodiversity, habitat connectivity, and biodiversity focused community engagement. The site visit took place on 22 December 2025.

This appendix summarises those elements of the report relevant to land owned or managed by the Parish Council.

Headline Recommendations

Biodiversity Monitoring

- Introduction of pollinator counts and grassland surveys to better understand biodiversity and inform future management.
- Use of Hampshire County Council–endorsed methodologies, with opportunities for volunteer and community involvement specifically linked to biodiversity monitoring.

Grassland and Mowing Management

- Adjustment of mowing regimes in selected areas, including:
 - Reduced cutting frequency and increased cutting height to create “flowering lawns”.

- Cut-and-collect meadow management in certain areas to encourage wildflowers and reduce soil nutrient levels.
- Retention of short grass in core amenity and access areas, with longer grass limited to defined zones.

Banks, Slopes, and Boundaries

- The south-facing bank alongside the cricket pitch is identified as suitable for species-rich chalk grassland restoration.
- Suggested approaches include small-scale soil scraping, seeding or plug planting, and rotational scrub management.
- Other banks and boundary areas are identified for wildflower planting, reduced cutting, and improved hedge connectivity.

Trees, Scrub, and Habitat Features

- Selective coppicing of hazel to increase light levels and promote regrowth.
- Replacement tree planting where removals occur, including disease-resistant elm.
- Creation of log piles, brash piles, and installation of bird, bat, and insect habitats.

School Engagement Area

- Areas associated with historic school use are highlighted as suitable for meadow creation, small orchard planting, and outdoor learning activities, subject to agreement on responsibility and management.
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Recreation and Sporting Considerations

- Some recommendations relate to areas adjacent to sporting facilities and may affect grass length, cutting schedules, or vegetation management.
 - The report does not assess impacts on pitch quality, safety, playability, or organised sporting use.
 - Any future proposals would require consultation with sports clubs and regular users, alongside consideration of access, safety, cost, and long-term maintenance responsibilities.
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Status

The HIWWT report is **advisory**. No decisions have been taken, and no works are proposed without further Parish Council consideration and approval.