



Agenda for the Meeting of

WEST MEON PARISH COUNCIL MEETING 3rd February @ 6:30PM



To All Members of the Council: Cllrs V Burke, H Davies (Chair), S Fowler, R Gedye, S.Hickmore, J Humphreys, T.Main and G.Silk.

You are hereby summoned to attend the Meeting of West Meon Parish Council to be held on Tuesday, 3rd February 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
28th January 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**

2602-1 Apologies for absence.

2602-2 Chair's remarks

1. West Meon Primary School
2. MP Danny Chambers response

2602-3 To receive Declarations of Disclosable Pecuniary Interests relating to items on the agenda.

2602-4 **PUBLIC SESSION**

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

2602-5 **REPORTS FROM OUTSIDE BODIES**

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

2602-6 **MINUTES**

To approve the minutes of the meeting held on 6th January 2026.

2602-7 **CO-OPTION**

To co-opt a member to fill the vacancy.

2602-8 **CLERK'S REPORT**

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

2602-9 FINANCE

1. To note the bank account reconciliation as of: - 31st January 2026.
2. To note the receipts and payments to 31st January 2026.
3. To note payment of accounts planned for February 2026, including Clerks ILCA training.

PAYEE	DESCRIPTION	AMOUNT			PAYMENT
		NET	VAT	GROSS	METHOD
Unity	Bank charge	£6.00	£0.00	£6.00	
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

4. To consider a grant application from West Meon & Warnford Sports Club for £500 towards upgrading the central heating system.

2602-10 PLANNING and DEVELOPMENT CONTROL

1. To consider Planning Applications referred by South Downs National Park:
 - a. [SDNP/26/00289/PA3R](#): Brocklands Farm Warnford Road West Meon Hampshire GU32 1JN.
Proposal: This application seeks approval for the change of use of 958m² of agricultural barns to Class B8 (Storage or Distribution) E(g) (iii) Light Industrial. No external alterations are proposed as part of this application. A previous Prior Notification was approved under reference SDNP/25/04061/PNCOUF for the change of use of 150m² of one of the adjacent barns to Class E (Office Use). This lawful fallback use is material to the current application and has been considered in the accompanying highways assessment. This consent has currently not been implemented.
 - b. [SDNP/26/00301/HOUS](#): 5 Railway Cottages Station Road West Meon Hampshire GU32 1JQ.
Proposal: Single storey rear extension.
2. To note decisions made by South Downs National Park:
 - a. SDNP/25/04175/TCA: West Meon Church St John the Evangelist Church Lane West Meon Hampshire GU32 1LF. Decision: Raise No Objection.
 - b. SDNP/25/04987/PNTEL: Street Record Vinnells Lane West Meon Hampshire. Decision: Raise No Objection.
 - c. SDNP/25/04991/PNTEL: Land at Brocklands Farm, Old Winchester Hill Lane West Meon, Hampshire. Decision: Raise No Objection.
 - d. SDNP/26/00028/PNTEL: Land at Brocklands Farm Old Winchester Hill Lane West Meon Hampshire. Decision: Raise No Objection.
3. To note appeals made to South Downs National Park: None
4. To note enforcement cases (circulated).

2602-11 GOVERNANCE

1. Unity Trust Bank: to review authorised signatories and to resolve that all payments require authorisation by two councillors, in accordance with Standing Orders.
2. To note that the internal audit for West Meon Parish Council is scheduled for 19th May 2026 and will be carried out by Do The Numbers.
3. To review and approve the Asset Register as of 31st January 2026.
4. To review and approve the following policies: -
 - a. Asset Register Policy (new)

- b. Fireworks & Bonfire Policy (includes Government guidelines)
 - c. Grant Policy (no changes identified)
 - d. IT & Digital Use Policy (new)
5. To review the status of outstanding policies, agree priorities, and propose revised review dates.

2602-12 **LEASES & LAND REGISTRATION**

To agree the scope of work to be undertaken by the HALC Legal Services Team, relating to the list of events summarised and resolved at the previous meeting.

Options to be considered:

1. Village Hall only
2. All buildings and land
3. Limited scope advice from Hampshire Legal Services advised (estimated £500–£600) for option 1.
(Budget provision resolved at meeting held in September item 2509-13 of £1000.00 that included 10 hours overtime by the clerk)

COMMUNITY AND RECREATION

2602-13 **RECREATION GROUND TREES – SAFETY AND FUTURE MANAGEMENT**

1. To receive an update on the condition of the trees on the Recreation Ground following recent visual inspections.
2. Phase 1 – to consider and resolve immediate action to fell dead ash trees identified as unsafe, and to resolve to obtain three like-for-like quotations for the felling and associated works.
3. Phase 2 - to consider commissioning a Tree Hazard and Safety Survey of all trees on the Recreation Ground, noting that the last survey was carried out in 2009 (2009 report circulated).

2602-14 **LENGTHSMANS VISIT**

To receive an update of works carried out by the lengthsman, on 3rd February 2026.

2602-15 **PLAYGROUND AND RECREATION GROUND – INSPECTIONS**

1. To nominate members to carry out routine weekly visual inspections and to agree an inspection rota.
2. To develop a standard weekly checklist for visual Playground and Recreation Ground Inspection.

2602-16 **MEMORIAL – PARISH REMEMBRANCE**

To consider a proposal for parish remembrance, including a veteran Tommy figure, and to discuss how the memorial might reflect the wider community.

WORKING GROUPS

2602-17 **BIODIVERSITY WORKING GROUP**

To receive an update on the actions points from the previous meeting: -

1. Registration with relevant biodiversity schemes (e.g. Pollinator Pledge).
2. Securing of replacement trees and any associated costs.
3. Proposals for volunteer recruitment initiatives.

2602-18 **Next Meeting**

Date and place of next meeting: 3rd March @ 6:30pm.

Supporting papers

- Minutes of meeting of 6th January 2026
- Bank reconciliation as of 31st January 2026
- Clerk's report
- Payments, Bank Reconciliations
- District Council report
- County Council report
- Enforcement Cases Report
- Asset Register
- Policies

2602-9 FINANCE:

Receipts and Payments to 31st January 2026

Payee	Description	Net	Amount VAT	Gross	Payment 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

Receipts to 31st January 2026

Payer	Description	Net	Amount VAT	Gross	Payment Method
West Meon Rifle Club	Rent	£1.00	£0.00	£1.00	FP

Unity Account Balances 31st January 2026

Name	Sort Code	Account	Product Name	Balance
West Meon Parish Council	608301	20486293	Instant Access	TBA
West Meon Parish Council	608301	20302319	Current T1	TBA