



**Meeting of the Parish Council
Held at East Meon Village Hall on
Monday 16 May 2022**

Present: Councillors Susan Davenport (Chair), Steven Ridgeon (Vice Chair), Charles Ritchie, Matt Atkinson, Sharon Sillence, David Cooke, Tom Tyrwhitt-Drake, Sarah Round. Sam Marchant (PC), Cllr Rob Mocatta, no members of the public.

1. Apologies for Absence

Apologies received for Cllr Andrew Hales.

2. Election of Chair

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

3. Election of Vice Chair

Cllr Ridgeon offered himself for re-election, was proposed by Cllr David Cooke, seconded by Cllr Sharon Sillence and unanimously elected.

4. Declarations of Personal or Prejudicial Interest and Confirmation of any updates to the register of interest forms

All Cllrs confirmed that the Register of Interest forms were current and correct.

5. Appointment of Councillors Roles and Responsibilities and Appointment of Chair of the Planning Committee

All Councillors had agreed their roles and responsibilities with the Chair. Cllr Ridgeon confirmed he was willing to stand as Chair of the Planning Committee and was proposed by Cllr David Cooke, seconded by Cllr Tom Tyrwhitt-Drake and unanimously elected.

6. Dates of Future Meetings in 2023

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

Monday 16th January 2023 at 6:30pm

Monday 20th March 2023 at 6:30pm

Monday 22nd May at 6:30pm

Monday 24th July 2023 at 6:30pm

Monday 18th September 2023 at 6:30pm

Monday 20th November 2023 at 6:30pm

Monday 24th April 2023 – APA at 7:00pm

7. Minutes of Last Meeting

The Minutes of the meeting held on 14th March 2022 were approved. Proposed by Cllr Steve Ridgeon and seconded by Cllr David Cooke and duly signed as a true and correct record. The draft Minutes of the Annual Parish Assembly were approved in principle as a true record. Proposed by Cllr Tom Tyrwhitt-Drake and seconded by Cllr Matt Atkinson.

8. Review and Approval of Parish Council Policies and Statutory Documents

All Councillors confirmed they had reviewed all documents and agreed no changes or additions were to be made. Their approval was then proposed by Cllr Tom Tyrwhitt-Drake and seconded by Cllr Steven Ridgeon.

9. CIL Monies Projects

The Chair opened the discussion of projects which could be funded by CIL money and Councillors put forward their suggestions.

Councillors agreed the residents should be consulted. AH to ask residents for their ideas in the next Parish Council article for Meon Matters.

AH

10. County/District Councillor Report – Rob Mocatta

Ukrainian Refugees

Councillor Mocatta reported the County Council had continued to work with key local partners to enable the provision of immediate support and assistance to Ukrainians arriving in Hampshire under the Government's Homes for Ukraine scheme. The focus remains on conducting necessary safeguarding and wellbeing checks via home visits, distribution of financial support, in collaboration with public sector partners, and ensuring key information is shared with guests and sponsors efficiently. The latest available figures for visas issued are that as of 3 May 2022, 45,126 visas have been issued for England, of which 1,685 are for Hampshire. In addition to the other support available, an initial fund of £100,000 has been made available for local community and voluntary organisations working to help Ukrainian families to apply for financial support through the Leader's Community Grants - details are at

<https://www.hants.gov.uk/community/grants/grants-list/leaders-community-grants> . Applications will be considered from parish and town councils and local branches of national charities (where the support being provided is delivered specifically in Hampshire) and may be for any amount up to £5,000. Applications will be assessed to ensure that the proposals are appropriate, that necessary levels of safeguarding are in place and that the activity does not unnecessarily duplicate support which is already provided through other channels.

Further details are available by following the link above or by contacting ccbsgrants@hants.gov.uk.

Useful information for anyone welcoming Ukrainian guests can be found at <https://www.gov.uk/guidance/homes-for-ukraine-scheme-frequently-asked-questions>.

Hampshire County Council webpage at www.hants.gov.uk/ukraine which is regularly updated.

This includes a new Welcome Guide webpage

<https://www.hants.gov.uk/ukraine/guests/welcome-guide-1>.

County councillor grant scheme

He highlighted that the County Councillor grant scheme for 2022/2023 was now open for applications.

Fostering Hampshire Children nominated for award Hampshire County Council's 'Fostering Hampshire Children' team has been nominated for a Purpose Award for its winter 2021 'You Can Foster' campaign – which achieved a 300% increase in enquiries about fostering in Hampshire. This will see the County Council compete with BT, Dove, Vodafone and others to have its campaign named the Best Public Awareness Cause Campaign in the 'Brand Led' category. The Purpose Awards recognise campaigns that use creative ideas to successfully highlight positive causes. Details of the campaign can be seen at

<https://www.purposeawards.co.uk/finalists/you-can-foster-winter-2021-d0003>

Street lighting in Hampshire has 133,952 streetlights which are maintained by a company called Enerveo pursuant to Private Finance Initiative (PFI) contract which commenced in 2010 and lasts for 25 years. The control network for the streetlights is very flexible, allowing the County Council to dim and "part-night" streetlights to reduce our energy consumption and carbon emissions and respond to a variety of requests. Energy usage has reduced by 66% since the contract began, primarily through LED replacements, dimming and part-night lighting. At the same time, the number of reported faults has fallen to two thirds what it was in 2009. Most faults are detected automatically by the system, but you can also report faults online at

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/streetlight>

Consultation on Hampshire's new Local Transport Plan The County Council is asking for views on a draft Local Transport Plan (LTP4) that aims to support the county's economic prosperity, decarbonise the transport system, and help people in Hampshire live healthy lives. The LTP4 will define the future of travel and transport in Hampshire to 2050. If adopted, it would guide the County Council's transport and travel infrastructure planning and design in favour of improving travel choices for people by transforming and widening the appeal of walking, cycling and use of public transport. The plan proposes transformational changes which: shift away from planning for vehicles, towards planning for people and places reduce reliance on private car travel support economic development and regeneration meet national priorities to decarbonise the transport system promote active lifestyles The consultation runs until 26 June 2022 and people can take part at: <https://www.hants.gov.uk/localtransportplan> Subject to the results of the consultation the new Local Transport Plan is expected to be adopted by early 2023.

11. Open Forum

No members of the public present and therefore there were no questions.

12. Matters arising from the Parish Council meeting on 14 March 2022

a. Speed Reduction Sign (MA)

Cllr Atkinson reported that his second grant application had been accepted although as yet monies had not yet been received. He confirmed that the quotation issued in February for the Speed Sign would be honoured until 20th May. He stated that the current speed sign having been repaired was now working well.

MA

b. BOATS (SD)

The Chair reported that an agenda item on BOATs tabled to be discussed at the next meeting of the SDNPA on 19th May had been postponed. Cllr Mocatta added that the matter would be considered at the NPA's meeting in September.

SD

c. EMNG/Environmental Update SR

Cllr Ridgeon reported that the TOADs on the Road project had been successful and had included children from East Meon School. 551 toads were helped across the road along with 348 newts. It is unclear why there was a 4-fold increase in the number of newts.

TWiG had been working with Cllr Hales to raise funds and had applied for a grant with a target of planting the first hedges in autumn/winter of this year. The wilding of the land next to the Sports Pavilion was proving to be successful and 40 species of plants had been identified on the site. The Group plans to have a full survey conducted next year.

SR

d. Lengthsman DC

Cllr Cooke reported that the Lengthsman had been asked to clean the East Meon signs on entry points to the village. He said that Chris Smith would be strimming around these signs. Cllr Tyrwhitt-Drakes understood that Petersfield Town Council had also been instructed to do this, he will investigate this further. All Cllrs agreed that Chris Smith should keep this as one of his duties. It was suggested the Lengthsman should be asked to tidy and weed in the centre of the village in time for the Queens Jubilee celebrations.

DC

e. Litter/Waste Bins (SS)

Cllr Sillence reported that she would contact EHDC again as she had heard nothing from them to date. She said she had asked for larger bins in the following positions, both play areas, the gravel layby on the entrance to the village, Princes Cottages on Coombe Road and Frogmore

SS

f. The Queens Platinum Jubilee Tree and Plaque to go on the Recreation Ground Update (SD)

The Chair reported a flyer had been distributed to residents advertising the activities and celebrations over the Queens Platinum Jubilee weekend. She informed Cllrs that she had consulted the East Meon Tree Warden, John Mackinlay on the subject of a Jubilee Tree. He had suggested an oak, beech, or sycamore as the most suitable. The cost for the tree would be max £200. She also reported that she had sourced a plaque made of Portland stone at a quotation of £200. She informed councillors that £400 grant monies had been received following an application made by Cllr Round to the National Lottery Fund. It was suggested that the existing plaque for King George's Jubilee was in need of cleaning and repainting, the Chair agreed to look into this. Cllrs agreed that they were in favour of either an oak or beech tree to be planted in the Autumn by a child at East Meon School selected following a competition held at the school.

SD

g. Potential Grants (SarahR)

Cllr Round reported that she had applied for a grant from EHDC Supporting Communities Fund and on 15 August will know if this has been successful. If so this would then go towards the resurfacing of the Sport Court. She also said there was potential funding for the pavilion that she would look into.

SarahR

h. Sports Pavilion (CR)

Cllr Ritchie reported that there continued to be security issues at the Sports Pavilion and all sports court and had asked for an estimate to instal CCTV similar to the Village Hall system. This would then enable pictures to be downloaded to alert the authorities. It was suggested that pictures should be taken of the damage and posted on social media. Cllr Ritchie also reported that the insurance claim had been successful, and a new clock tower had now been ordered to be installed on 21 June. Cllr Tyrwhitt-Drake confirmed that the weathervane had been repaired and was ready for installation. This would also then be posted on social media. Councillors unanimously agreed that Cllr Ritchie and Cllr Tyrwhitt-Drake should continue to investigate a security camera system for further discussion in the July meeting. Finally, Cllr Ritchie reported that the Noticeboard locks at the Sport Pavilion had been replaced to enable Harvest FC to display fixtures etc.

CR

i. All Sports Court Resurfacing (SD)

The Chair confirmed Cllr Round had made an application for the Supporting Communities Fund for the resurfacing of the Sports Court however if this was not successful CIL money would be an option.

SD

j. Ukraine Refugees

The Chair reported that four families had arrived in the local area and there would be more coming soon. The Chair also wanted to thank Ms Lou Bushell for the enormous amount of work she had done as coordinator.

(SD)

13. Parish Matters

a. Security at the Sports Pavilion (CR)

As discussed above and will be included in the agenda for the July meeting before a decision is to be made.

CR/TTD

b. Gate/Barrier at the Footpath leading from Frogmore Lane onto the Recreation Ground (MA)

Cllr Atkinson reported that he had looked into the suggestion of a gate or barrier being installed for safety reasons. He informed Cllrs that he had a 4ft wooden wicket gate in storage that could be installed on the Recreation Ground field on level ground before the footpath down to Frogmore Lane.

MA

c. Youth Engagement Ideas (SD)

The Chair informed Cllrs that the PSCO had emailed her to ask assistance from the Parish Council with a new initiative for a youth club. It was suggested that this should be posted on social media for interest from the community. Also discussed was the Harvest FC youth team however this would take time to organise.

SD/SM

d. A tree in memory of a resident (SD)

The Chair informed Cllrs that she had been asked whether a tree could be planted in memory of a former resident of the village. She had then discussed this with John Mackinlay, the tree warden who had stated that the dying ash tree on The Green would need to come down and the new tree could then take its place. Cllrs agreed to this request in principle on the understanding that if there were to be a plaque this should be wooden and the correct species for the future climate be planted in consultation with the Tree Warden.

SD

14. Planning

Report by Chairman of the Planning Committee

Cllr Ridgeon reported that 8 applications for planning had been made since the last meeting. The Coombe Road development (South) starts in June and is to be called Penny Mile. The Parish Council have been asked to be involved in the naming of the roads within the development. It was suggested that the History Group should produce a short list to be considered. A proposal for the landscaping of the site has been submitted by the developer to the South Downs National Park Authority and can be viewed on the SDNPA Planning Portal.

Cllr Ridgeon reported that there had been a new application for Westbury House to become an 'Intergenerational Home' on the site of the existing building. The comments submitted by the Parish Council had included concerns over the design of glass and metal façade not being in keeping with the surrounding area. Finally South Downs National Park are required to review their local plan by law every 5 years and were calling for sites for development.

15. Finance

a. Approval of 2021/2022 Accounts

The RFO referred to her presentation of accounts for the year 1st April to 31st March 2022 which she delivered at the Annual Parish Assembly and circulated prior to the meeting. Councillors unanimously approved the accounts, proposed by Cllr Atkinson and Seconded by Cllr Tyrwhitt-Drake.

b. Audit Report

1. Internal Audit Report

The RFO reported that the Audit for the year to 31st March 2022 took place on 30th April 2022 when the internal auditor checked that the Parish Council were adhering to the requirements set out in the Governance and Accountability for Smaller Authorities in England.

A series of independent audit tests were undertaken using the various financial records, vouchers, documents, Minutes, and the previous audit report to ascertain the efficiency and effectiveness of the Council's internal controls. There had been two points raised one being that the record "checked and agreed" should be added to each invoice on payment and the second that the bank reconciliation must be signed by both the RFO and The Chair each month.

Bank Reconciliations

Bank reconciliations for the bank account had been carried out between 1st April 2021 – 31st March 2022, and totals agreed to those shown in the Cash Book. The auditor noted that the Chair of the Council should sign and date the bank reconciliations to confirm that bank reconciliations had been carried out accurately as part of the Parish Council scrutiny role.

Income and Expenditure

Test checks of the Cash Book totals for April 2021 – March 2022 had been carried out to ensure that the details were correctly recorded, and VAT elements extracted correctly. The auditor noted that each invoice should be stamped with the words "checked and agreed" to confirm that an authenticity check has been carried out to confirm the amount to be paid and that goods and services had been delivered. Income recorded in the bank accounts was checked to ensure the details matched to those entries shown in the Cash Book.

VAT

A VAT reimbursement claim for £1731.46 would be submitted to HMRC for the period for April 2021 to March 2022 for purchases made in 2021/2022.

Payroll Information

Deductions from Payroll information during the 2021/2022 financial year were checked to ensure that suitable arrangements were in place to deduct PAYE, National Insurance Contributions and Pension Contributions from gross salary of the RFO during the financial year. It is noted that a monthly payment is made to HMRC for payment of PAYE and National Insurance Contributions.

Asset Register

The auditor confirmed with the RFO that she had reviewed the Asset Register, and this is up to date as at 31 March 2022.

Risk Assessment 2021/2022 May 4, 2022

The risks of the Parish Council were reviewed in March 2022 to ensure that the requirements of the Governance and Accountability for Smaller Authorities in England (March 2021) were met.

Insurance

The Insurance Cover for the Parish Council is with Hiscox Insurance and is sufficient for the Parish Council in 2021/2022.

Parish Council Minutes

The details of Parish Council Minutes had been checked on the Council website from April 2021 to March 2022 to record points of note for any financial approval or decision that affected the budget of the Parish Council and to ensure that details were correctly shown in the Financial Ledger.

End of Year Procedures 2021/2022

A full check was carried out on the End of Year documentation provided by the RFO to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2020/21 and 2021/2022 shown on Section 2 of the AGAR as required by the External Auditor. The 2021/2022 AGAR Internal Audit Report required the Internal Auditor to check the Council had correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations during 2021/2022. This included the Internal Auditor being shown evidence that the posting of the Notice on the website was done at least one clear day before the 30-working day period begins. The auditor noted that they were pleased to report that the Parish Council had displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulations 2015.

The Annual Internal Audit Report to be submitted to the External Auditor was then completed and signed by Tim Light.

2. Governance Statement

Councillors considered and approved Items 1-9 of the Governance Statement (Page 4 of 6), this was then signed and dated by both the RFO and The Chair.

3. Accounting Statement

It was noted that Councillors had received the final accounts for the year to 31st March 2022. Councillors approved the Annual Accounting Statement for 2021/22 (Page 5 of 6) and this was then signed by The Chair.

4. Notice for the exercise of Public Rights

The RFO gave Notice for the Exercise of Public Rights the dates of which commence on Monday 13 June ending on Friday 22 July.

- c. **Presentation of actual v budget for the current year (1st April – 30th April)**
A financial report had been circulated to all Councillors prior to the meeting with a summary of actual v budget for payments and receipts up to 30 April 2022. Points of note were that the first instalment of the Parish Precept had been received and a VAT claim had been submitted and received from HMRC for £1,731.
- d. **Approval of payment of invoices (1st March – 30th April)**
The RFO reported on all payments between the dates of 1st March to 30th April. Councillors unanimously approved all payments. Proposed by Cllr Matt and seconded by Cllr Sharon Sillence.

16 . Any Other business including correspondence of note

Cllr Round reported she had been approached in regard to a Hampshire Search and Rescue clothes donation bin to be located in the Village Hall car park, her thoughts were that this could be put with the bottle bins next to the Workhouse Lane Carpark.

Cllr Tyrwhitt-Drake suggested the Parish Council adopt a policy regarding Ash tree dieback as this will become an issue in the near future.

The Chair plans to follow up on the disability survey for the village and it was suggested the traffic outside the school be investigated.

All to be discussed at the next meeting in July.

There being no further business the meeting was closed at 20:27

Signed:

Date: