



**Minutes of the Meeting of the Parish Council
Held at East Meon Church Hall on
Monday 11 November 2019 at 1830**

Present: Councillors Susan Davenport (Chair), Steven Ridgeon (Vice Chair), David Cooke, Tom Tyrwhitt-Drake, Matt Atkinson, Charles Ritchie

Suzie Brooker (PO), Sarah Cowlrick (RFO) and two residents.

1. Apologies for Absence

Apologies received from Cllr Sharon Sillence, Cllr Andrew Hales, Cllr Marc Atkinson and Cllr Rob Mocatta

2. To receive any Declarations of Personal or Prejudicial Interest

No declarations received

3. To approve the Minutes of the meeting held on 16 September 2019

The Chair asked Councillors to consider whether they felt the minutes were a true record of the meeting. Councillors who had attended the meeting confirmed that they were and they were approved as read. Proposed by Cllr Tyrwhitt-Drake, seconded by Cllr Cooke and duly signed as a true record.

4. Matters arising from the meeting on the 16 September 2019

a) Play Areas

Cllr Ritchie reported he had a copy of the RoSPA inspection report and was arranging for the play equipment to be repaired or replaced as necessary. Estimates for the work had been submitted to the RFO. He explained that a new net for the climbing frame at the recreation ground would be needed. The Councillors agreed a net should be provided and installed by the authorised supplier at a cost of no more than £1000. Proposed by Cllr Ritchie and seconded by Cllr Tyrwhitt-Drake.

Cllr Ritchie would send Cllr Tyrwhitt-Drake a copy of the report to establish if there were any items he could assist with.

Cllr Ritchie reported on progress with the football post. He was arranging for a mobile welder to tack weld the posts into the sockets. He had purchased 2 new nets for the goal, one of which would be kept in storage until required.

b) Speed reduction signs and double yellow lines

Cllr Matt Atkinson reported there was an issue with the speed reduction sign. The battery and solar panel system were not working correctly. He had contacted the manufacturer and a replacement battery would be installed once fully charged.

Cllr Atkinson reported that parking on double yellow lines outside the school would continue to be an issue unless enforced. The Chair reported she had written to the PCSO to ask if she would speak to the local Traffic Enforcer about the issue and had also spoken to the School Governors who would discuss parking at their next meeting.

Cllr Atkinson reported that a resident had written to complain about traffic coming through the village when the A3 is closed asking if there was any action the Parish Council could take. A discussion ensued however it was considered unlikely that anything could be done to alleviate the problem. Cllr Atkinson would report back to the resident.

The Chair reported that a resident had complained about large vehicles coming through the village to access Meon Springs storage facility. Cllr Atkinson suggested a "Don't follow SatNav" sign which may prevent lorries from driving along Workhouse Lane. Cllr Atkinson would research suitable signs.

MJA

c) Stiles

Cllr Matt Atkinson reported he would meet with the HCC Countryside Service in November to look at the location of the next planned stiles/kissing gates a grant application could then be submitted.

MJA

d) Noticeboards

The Chair reported that Cllr Marc Atkinson had informed her that the noticeboard still needs to be removed and taken to Goldburn Finishers. The Chair requested this be actioned as soon as possible.

MA

e) Village Hall & Pavilion

Cllr Ridgeon reported that the request for funding from the 2018/19 SDNPA Community Infrastructure Levy fund had been unsuccessful and he, and the Village Hall Committee Chair, were now planning to submit another application for a lesser amount. Cllr Ridgeon said he had also been in contact, along with the Chair of the Village Hall Committee, with Chris Patterson from the SDNPA about other funding opportunities, consistent with the SDNPA Partnership Management Plan which supports community led initiatives.

SR

f) Bridleways Fiveways & Limekiln Lane

The Chair reported she had contacted James Emmett about Fiveways and he had explained that due to the bad weather progress had been delayed. The low level fencing had not been completed and would be finished at a later stage. Closure notices and barriers had been

erected requesting all users keep off the routes for the winter to allow the new surfaces to settle.

The Chair had been asked by a resident if he could use a mini-tractor and machinery to open up Limekiln Lane which had become very narrow. SD had contacted James Emmett from HCC Countryside team for approval for this work to be carried out.

SD

g) Potholes

Cllr Matt Atkinson reported the problem was ongoing and had been informed Highways were starting work in Frogmore.

MJA

h) Retaining wall at Glenthorne Meadows

Cllr Matt Atkinson reported he had spoken with Ronnie Hunt who would quote to repoint the wall. The Councillors agreed the work could be carried out up to a value of £1500. Proposed by Cllr Cooke and seconded by Cllr Ritchie.

MJA

i) Grass Cutting

Cllr Tyrwhitt Drake reported that PTC and LRS would quote for the same areas on a per cut basis and a decision would be made at the January meeting.

TTD

j) Weed Policy

The Chair reported that Cllr Marc Atkinson had been in contact with the Hampshire & IOW Wildlife Trust who would visit East Meon in the Spring to advise further on a weed policy. The Chair reported that Elaina Whittaker-Slark from SDNP Rangers had supervised the river clearance by volunteers and had reported baby water voles present. She considered that the river was in very good order. She advised strimming the weeds on top of the wall once during the Winter and again in early Spring which would allow them to flourish in the Summer and would advise what to plant to restrict the growth of dandelions. The Chair would put her in contact with Cllr Atkinson and Debs Evans.

Cllr Ritchie reported the weeds had grown considerably on the gravel area in Workhouse Lane. Cllr Tyrwhitt-Drake confirmed he would arrange for them to be sprayed again.

MA

k) Replacement Tree on Washer's Triangle

The PO reported that Chris Brooker would hope to have the replacement tree planted before Christmas. Cllr Ridgeon requested to be informed of the species and height of the new tree so he could inform EHDC Planning Dept.

PO

l) Arrangements for RFO handover

The RFO reported that the handover to the PO was in place and working well and updated the Councillors on the new accounting software.

m) Yew Tree in Frogmore

The Chair reported that Chris Brooker had looked at the Yew tree and recommended that no action be taken as the deadwood would keep the shape of the tree. He would review it again in six months and advised that the weeds around the base would need to be strimmed. Cllr Cooke would ask the Lengthsmen to carry out this work. **SD**

n) VE Day Commemoration

The Chair reported there were no further updates from the Committee and everything was in hand. **SD**

o) Parking on the High Street

Cllr Ritchie reported the quote for posts and chains to be installed on the grass area next to the War Memorial was over £1000. He said the more cost efficient option was to erect wooden signs requesting cars not to park on the grass and these had now been installed.

Cllr Matt Atkinson asked if Ye Olde George Inn owned the land at the front of the premises where their benches are situated. The Chair would request a land registry search.

The Chair reported that she had been in contact with Ye Olde George Inn who were agreeable to a sign directing customers to park in the Workhouse Lane car park. **CR**

7. Parish Matters

a) Lengthsman

Cllr Cook reported there were three hours left from our annual allowance and all tasks had been completed. DMC had asked the Lengthsmen to look at the blocked ditch on the bend in Coombe Road, however they estimated the work would take longer than the remaining hours. Cllr Tyrwhitt-Drake would have a look and establish what would be required to fix the issue. **DMC**

b) Allotments

Cllr Cooke reported that most annual contracts and payments had now been returned. One allotment would not be renewed and new tenants had been found. **DMC**

c) Road name at Bordean

The Chair asked if the Councillors had read the correspondence that had been circulated prior to the meeting. All Councillors agreed that the road name be changed from Upper Bramdean Farm Lane to Upper Bordean Farm Lane. **SD**

d) Painting of railings

The Chair reported that one quote had been received and another quote would be required. Cllr Tyrwhitt-Drake would obtain another quote for the work and the Councillors present agreed the lowest quote would be used up to a maximum of £3000. **TTD**

e) Refreshments after the Remembrance Service

The Chair reported that previously the event had been organised by residents and that Rev Jane wanted that to continue. The Chair had been in contact with the Chair of the Village Hall Committee who was happy for the Parish Council to take on the organisation of this as a village event and all Councillors present were in agreement. **SD**

f) Approval for the Sabbatical of a Councillor and temporary reallocation of responsibilities

The Chair reported that Cllr Sillence had been unwell for a number of months. The Chair recommended that in accordance with Standing Order 1.6 the Parish Council approve her a four month sabbatical. Proposed by Cllr Ridgeon and seconded by Cllr Tyrwhitt-Drake and unanimously agreed by all Councillors present.

The Chair reported that Cllr Charles Ritchie had kindly agreed to take over responsibility for the two play areas, the RoSPA Report and the repairs to the football posts at the all sports court and that she would ask Cllr Andrew Hales to arrange the cleaning of the all sports court.

g) Proper Officer Contracted Fee

The Chair reported she had circulated a note to all Councillors about the contractual fee for the Proper Officer once she had taken on the work of the RFO. All Councillors agreed with the suggested figure of £7700. It was further agreed that the fee be reviewed at the beginning of the new financial year. The PO was asked to consider the proposal.

6. County / District Councillor Report

Cllr Mocatta was not present at the meeting and his report would be submitted once received.

7. Planning

Cllr Ridgeon reported there had been five planning applications, four with no objection and the fifth was in process. Cllr Ridgeon also reported the planning application for the development in Coombe Road had not yet been submitted. A number of points were still being resolved, including provision of affordable housing (or contribution) as per the SDNPA Local Plan requirements and the siting of the footpath along Coombe Rd. SR advised the Council that he would attend a SDNP meeting in November about Parish Councils and Neighbourhood Plans and would report back at the January meeting.

8. Open Forum

- A resident raised concerns about the pavement outside the planned new development in Coombe Road which she was pleased to hear were being followed up.
- A resident reported a gate on the football field was not operating properly and needed attention. Cllr Ritchie would ask Simon Hills to look at it.

9. Finance

New Accounts Package

The RFO advised that as Councillors will have been aware, she has been using her own farming accounts package software for the Parish Council accounts and in preparation for her standing down had researched extensively options to utilise going forward. With the Chair's permission, an on-line bespoke software package, recommended by the Auditor, has been implemented which incurs an annual subscription of approx. £230. It will not only serve the purposes of providing an accounting facility but also automatically assist in producing the reports required for the year end. In addition, it can be used for creating invoices and completing the VAT return. In order to ensure that a complete year of accounts is available for the current financial year on this new software the RFO advised that she had re-entered the data for the year and went on to report on the up to date financial position.

Report on the Financial Position to date for the year to 31st March 2020

Councillors were provided with statements for the year to date showing the actual position against the year's budget. The RFO highlighted areas of significant differences which included Pavilion Water which would be researched, grass-cutting which was discussed at the last meeting and again at this meeting and the capital spend which although close to budget already it was noted that the saving in election costs were transferred to this cost centre. Income was as expected for the period to date.

Budget for the year to 31st March 2021 and Precept Setting

The RFO presented the proposed budget for the year to 31st March 2021 and advised that it had been prepared using figures submitted from Councillors and using the current year as a guide.

It was noted that when the grass cutting negotiations were complete there was likely to be a saving in anticipated costs. Income from Clubs, allotments and car parking fees were assumed to remain the same. The work required on the play area as advised by ROSPA was included as were the likely capital items of £6500. (Kissing gates, Notice Boards, Railing Painting, Village Green bollards, posts and fences)

The projected outcome based on the estimated costs and income would be a deficit of approx. £1300 without the reduction in grass cutting costs.

It was agreed to increase the precept by inflation (2.5%) to ensure a balanced budget. The Precept of £27,462 (Twenty seven thousand four hundred and sixty two pounds) was proposed by Cllr Tyrwhitt-Drake and seconded by Cllr Ridgeon and duly approved.

10. Any other business including correspondence of note

- The Chair asked when the hedge at the Glebe would be cut. Cllr Tyrwhitt-Drake advised it would be completed when the weather improved.

There being no further business the meeting was declared closed at 8.40pm

Signed:

Date: