



WEST MEON PARISH COUNCIL

7th January 2025

Clerk's Report

CLERK RECRUITMENT

1. Dan Faulkner has withdrawn his application.
2. An additional application was received in December, and I will share details in a confidential session.

HR SUPPORT

1. HALC offers only very limited HR support as part of the subscription. HALC has joined with LPCD to offer an enhanced service. I recommend the council enters an agreement with LPCD at £180 p.a.

PREVIOUS CLERK

1. The payroll calculations for the retiring clerk are complete. A repayment of £223.35 is due.

BY ELECTION

1. The timetable for the by-election is:
 - Publication Notice of Election Wednesday 8 January 2025
 - Receipt of Nominations 4:00 pm Thursday 16 January 2025
 - Withdrawal of Candidate 4:00 pm Thursday 16 January 2025
 - Publication of Statements of Persons Nominated 4:00 pm Friday 17 January 2025
 - Last Date for Registration Monday 27 January 2025
 - Receipt of Postal Vote Applications 5:00 pm Tuesday 28 January 2025
 - Last day for Voter Authority Certificates 5:00 pm Tuesday 4 February 2025
 - Publication of Notice of Poll Tuesday 4 February 2025
 - Receipt of Proxy Vote Applications 5:00 pm Tuesday 4 February 2025
 - Appointment of Poll and Count Agents Wednesday 5 February 2025
 - Receipt of Emergency Proxy Vote Applications 5:00 pm Wednesday 12 February 2025
 - Day of Poll 7:00 am to 10:00 pm Wednesday 12 February 2025
2. The cost of issuing polling cards is borne by the parish council. The cost is around £1 per card, split into artwork, printing and distribution. If the election is uncontested only the artwork preparation is chargeable as the City Council insists this must be done ahead of the closing date of nominations.
3. Cost of the by-election will depend on if it is contested or not but will be higher than for a standard election where the cost is shared with the district/county/parliamentary election.

COMMUNITY TRANSPORT

1. HCC review of Community Transport Services. Paper circulated.

CAR PARK EXTENSION

1. South Downs National Park sent their planning advice in November, but I only found this today. The advice is that the car park extension is unlikely to be acceptable.

FINANCE

To note the bank account balances as of 31st December 2024

Current: 64801.75
Deposit: 52272.30

SUBSCRIPTION TO A PAYROLL COMPANY.

Currently payroll is done by the clerk using the HMC Basic Payroll tools and the NEST platform.

There is a small but identifiable risk with the clerk entering data for their own pay.

An independent payroll company would perform the calculations and give a degree of sanity checking.

I have used DM Payroll who give a simple but effective service.

Awaiting a quote, but it is around £125 p.a.

PAYMENT OF ACCOUNTS FOR JANUARY 2025:

Payee	Description	Amount (£)			Payment method
		Net	VAT	Gross	
Hugo Fox	Web hosting	9.99	2.00	11.99	Paid by DD
Cloud Next	Hosting	99.98	19.99	219.97	Paid by Todeka
Todeka Ltd	Locum Clerk	922.00	18.44	940.44	December
HALC	Training	48.00	0.00	48.00	FPO
HALC	LCPD service	150.00	30.00	150.00	
Starboard	Scribe accounting	719.00	143.80	862.80	
	TOTAL	1948.97			

SCRIBE ACCOUNTING

1. The current financial reporting is based on an Excel spread sheet. This is tedious and inefficient to use and has limited auditing facilities.
2. All councils with payments exceeding £5,000 should use a dedicated accounts package. Scribe accounts is a package used by thousands of councils and I have successfully introduced Scribe into seven councils.
3. A link to a dummy site has been circulated to members.
4. Scribe also includes sophisticated tools for budget setting and monitoring and automatically produces the AGAR statement. It also has useful asset management functionality.
5. Quotation

Name	Price	Quantity	Subtotal
Accounts annual subscription fee	£35pm	12 months	£420
Initial Setup fee	£299	1	£299
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Data Back-ups	FREE	Daily	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (initial payment, excl VAT)			£719

PLANNING and DEVELOPMENT CONTROL

1. Planning Applications referred by South Downs National Park
SDNP/24/05205/HOUS.
Applicant: Mr J Tate
Proposal: New front porch steps and access ramp and front entrance relocation, single storey rear extension and internal modifications and new roof lights.
Location: Bolt House , Love Lane, West Meon, Hampshire, GU32 1HS
2. Decisions made by South Downs National Park

None

3. Appeals made to South Downs National Park

SDNP planning appeal decision for 1 and 2 Pest Houses, GU32 1JS

Decision

1. The appeal is allowed and planning permission is granted for a 2-storey extension to the rear of a semi-detached pair of cottages at 1 and 2 Pest Houses, Petersfield Road, West Meon GU32 1JS in accordance with the terms of the application, Ref SDNP/23/05261/HOUS, subject to the following conditions:
 - 1) The development hereby permitted shall begin not later than three years from the date of this decision.
 - 2) The development hereby permitted shall be carried out in accordance with drawing nos: A.001; A.002; A.003; A.004; A.005; A.011; and A.013.
 - 3) The external materials of the extension hereby permitted shall match those used in the existing dwellings.
 - 4) The actions outlined within the Ecosystems Services Statement (received 12 December 2023) shall be implemented within one month following the completion of the development hereby approved or, in the case of soft landscaping, during the next available planting season following the completion of the development, and thereafter retained.
 - 5) In the event that only one property completes the extension hereby approved, the side elevation must be completed in accordance with details that have first been submitted to and approved in writing by the local planning authority.

Tom Brindley cILCA
Locum Clerk

7th January 2024