



WEST MEON PARISH COUNCIL
4th February 2025
Clerk's Report

HR SUPPORT

1. The council has signed up with LPCD, a HALC associate HR consultancy.

PREVIOUS CLERK

1. The repayment of £223.35 has been made.

BY ELECTION

1. The election was uncontested as there were two candidates for four seats, so no poll was required.
2. Two new members have joined the council: Cllr Stephen Hickmore and Cllr S Fowler.
3. We await the invoice for election costs.
4. The two remaining seats can be filled by co-option without further delay.

SUBSCRIPTION TO A PAYROLL COMPANY

1. DM Payroll did not have capacity.
2. CB Reid has been appointed as the payroll agent. The fees will be £25 /month plus £5 per payslip (+ VAT) = £360 p.a.

SCRIBE ACCOUNTING

1. The subscription to Scribe Accounting has been set up and the accounts migrated.
2. Members can view accounts.

FINANCE

1. Precept advice issued to WCC for £40,500

AGENDA SUPPORT

CLERK RECRUITMENT (Agenda 2935)

1. The preferred applicant has accepted the offer.
2. A contract based on the NALC standard clerk's contract has been drawn up.
3. The new clerk will commence on 10th February.
4. A handover meeting is scheduled for 10th February.
5. The locum clerk will remain available as a mentor and consultant through to the civic year end.
6. Council must ratify the appointment.

CO-OPTION

(Agenda 2936) One application has been received. The applicant will attend council.

FINANCE

(Agenda 2939) To note the bank account balances as of 31st January 2024

Current: 64801.75

Deposit: 52272.30

(Agenda 2940) To note payments and receipts to date.

Ref	Code	Date	Description	Supplier	Net	VAT	Total
82	Clerk pension	06/01/2025	Pension	NEST	21.12	0.00	21.12
75	IT	09/01/2025	Locum Clerk	Todeka	99.98	20.00	119.98
76	Insurance	09/01/2025	Insurance	Gallagher	2,009.46	0.00	2,009.46
74	Locum Clerk	09/01/2025	Locum Clerk	Todeka	1,357.80	87.00	522.00
75	Locum Clerk	09/01/2025	Locum Clerk	Todeka	922.80	177.00	1,099.80
81	Clerk salary	09/01/2025	Salary	Joanne Tester	-223.35	0.00	-223.35
77	Grants paid	09/01/2025	Grant	West Meon PCC	1,210.00	0.00	1,210.00
78	Village maint.	09/01/2025	Grounds maint.	Mac Edwards	3,356.73	671.34	4,028.07
79	Street lighting	13/01/2025	Street Lighting	Hants CC	421.90	84.38	506.28
84	IT	20/01/2025	Website	Hugo Fox Ltd	9.99	2.00	11.99
83	Clerk Emp NI	23/01/2025	Tax	HMRC	121.00	0.00	121.00
80	HR Support	28/01/2025	HR Service	HALC	180.00	36.00	216.00
73	IT	29/01/2025	Software	Starboard Syst. Ltd.	719.00	143.80	862.80
				Total	10,206.43	1,221.52	10,505.15

(Agenda 2941) To note year end forecast.

To Follow

(Agenda 2942) Planned payments for February

Payee	Description	Amount (£)			Payment method
		Net	VAT	Gross	
Hugo Fox	Web hosting	9.99	2.00	11.99	DD
Todeka Ltd	Locum Clerk (Jan work)	1481.30	296.26	1777.56	Est
Clerk salary	Clerk salary	475.00	0.00	475.00	FP
JK Engineering	Woodland signs Deposit	1000.00	200.00	1200.00	FP
JK Engineering	Woodland signs Balance	2000.00	400.00	2400.00	FP

(Agenda 2943) To add the new Clerk/RFO to the bank mandate and set the address to West Meon Village Hall.

(Agenda 2944) To change the bank mandate to two signatories (one to add payments, plus one authorisation).

To ensure smooth and efficient operation it is recommend that the payment protocol be:

1. Clerk loads payment onto Scribe
2. Clerk loads payment onto Unity bank online payment system
3. Clerk sends payment list with links to accounts system (or invoices as attachments) to authorised signatories.
4. An authorised signatory releases payment and advises other signatories by email.
In the clerk's absence, any of the other signatories can initiate the payment cycle.

PLANNING and DEVELOPMENT CONTROL

(Agenda 2945) Planning Applications referred by South Downs National Park
SDNP/24/05205/HOUS.

(Agenda 2946) Decisions made by South Downs National Park

- a. SDNP/25/00009/NMA Floud Cottages Church Lane West Meon Hampshire GU32 1JD
Status: Approved
- b. SDNP/24/03065/TCA The Old Forge Warnford Road West Meon Hampshire GU32 1JL
T1 maple tree to be reduced overall by around 25-30%, finished height 7m and width 4m. create a

uniform and balanced canopy, works to maintain the size of the canopy for its location. T2 maple tree to be reduced overall by around 25-30%, finished height 7m and width 4m. create a uniform and balanced canopy, works to maintain the size of the canopy for its location
Status: No Objection

(2947) Appeals made to South Downs National Park

NONE

Tom Brindley cILCA
Locum Clerk

29th February 2025