



**WEST MEON
PARISH COUNCIL
4th March 2025
Clerk's Report**



HANDOVER

1. I have held two sessions with the locum clerk and handover is progressing well.
2. The locum clerk will assist me in preparing the year end accounts and internal audit/AGAR.
3. Thank you to members in assisting me in this new role and for your patience while I get up to speed with the council's activities.
4. I have joined the SLCC.
5. I am making use of the Scribe training videos while learning the accounting system.
6. I have contacted CB Reid and provided all the necessary information for payroll, NI and pensions.
7. I have created NEST account and given access to CB Reid to support above point.
8. I have introduced myself to the appointed auditor *Do The Numbers*.

MAIL BOX

1. The Secretary to the West Meon Village Hall committee has questioned the need for installing a post box and using the hall as the address. Advice received, is that it is not appropriate for the clerk's address to be in the public domain. It could be helpful if the chair could write explaining the rationale behind this request.

ANNUAL PARISH MEETING

1. Contacted previous PC Chair, to find out the format from last year.
2. Suggestion a guest speaker.
3. Circulated last year's APM agenda for reference.
4. Emailed WM Village Hall Secretary. WMPC typically sets the date, traditionally on a Thursday in April, usually during the 3rd or 4th week.

MEMBERS

1. Offers of Engagement and DPI's for Cllrs Main, Fowler, Humphreys and Hickmore submitted, HCC acknowledged receipt.

DEFIBILATOR

1. Checked and status updated with *The Circuit*.

VILLAGE HALL

1. **CIO Transition & Asset Transfer:** change of status from registered charity to Charitable Incorporated Organisation. Initiate an informal meeting to understand the proposed changes with support from relevant parties, as the change involves transferring assets with the major asset being the land the hall sits on.

ADVERTISEMENT BANNER – THE CROSS

1. The Theatre Group has requested to erect a banner for their production beginning April 7th. If there are no objections to display a banner on The Cross, I will relay but explain they will need to check it complies with Hampshire Highways. Temporary signage may not need planning approval.

AGENDA SUPPORT

FINANCE

(Agenda 2993) To note the bank account balances as of 28th February 2025.

Current: 49,780.95

Deposit: 52272.30

(Agenda 2994) To note payments and receipts to date.

Ref	Code	Date	Description	Supplier	Net	VAT	Total
94	Tree maintenance	21/01/2025	Maintenance	Jimmy Stiles	120.00	24.00	144.00
86	Locum Clerk	06/02/2025	Locum Clerk	Todeka	1,267.80	253.56	1,521.36
87	Play Equipment	06/02/2025	Play equipment	Creative Play	2,485.25	497.05	2,982.30
88	IT	11/02/2025	IT Support	Computer Problems Solved Ltd	60.00		60.00
73	IT	15/02/2025	Software	Starboard Systems Ltd	719.00	143.80	862.80
64	Website	15/02/2025	web site	Hugo Fox Ltd	9.99	2.00	11.99
93	Bank charges	28/02/2025	Bank charge	Unity	6.00		6.00
				Total	4,668.04	920.41	5,588.45

(Agenda 2995) To note year end forecast.

To Follow

(Agenda 2996) Planned payments for March.

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)	739.02	147.80	886.82	Est
Clerk salary	Clerk salary	TBA	0.00	TBA	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
Winchester City Council	Dog bins Q2 & Q3	260	0.00	260	FP
WMVH	Biffa Waste Shared Cost	143.68	0.00	143.68	FP
SLCC Subscription	Clerk Subscription		TBA	160.00	FP

PAYMENTS

(Agenda 2997): supporting information circulated confirms that the £1000.00, relates to the Entrance Signs for Woodlands. The price quoted was valid for 6 months and expires in March. HCC contacted to get clarity of any open issues, including positioning.

GRANTS

(Agenda 2998): A notice inviting applications for grants has been published on social media and the website. Woodlands WEB has submitted a breakdown of costs for a grant. However, in line with other applications, they are required to complete a formal application to facilitate the grant review process.

WEST MEON VISION

(Agenda 3002). Examples of Community and Neighbourhood Surveys distributed. Reached out to the East Meon Parish Clerk to inquire about the survey tools they utilised.

PLANNING and DEVELOPMENT REPORT

(Agenda 2999) Planning Applications referred by South Downs National Park.

- SDNP/25/00636/FUL Meon Hut Service Station Alton Road..[Proposed Demolition of Existing Dwelling and Creation of EV Charging Hub, Plus Extensions and Alterations to Petrol Filling Station Store](#)
- SDNP/25/00596/NMA: The Old Bank, High Street, West Meon. [Proposed Non Material Amendment to original planning consent SDNP/19/05173/FUL Alteration to external elevation materials.](#)

(Agenda 3000) Decisions made by South Downs National Park.

- SDNP/25/00274/CCC: Brooklyn Lynch Lane, West Meon. [Proposed: We are currently dealing with the sale of the property above and I would be grateful for your confirmation that conditions 1, 3, 4, 13 and 14 have been discharged for planning consent SDNP/19/06058/FUL](#)
- SDNP/24/05205/HOUS: Bolt House Love Lane West Meon [Proposed: New front porch steps and access ramp, single storey rear extension and internal modifications and new roof lights.](#)
- SDNP/24/04505/HOUS: Culverkeys Church Lane West Meon: [Proposed lay-by with flint and brick wall off Church Lane](#)
- SDNP/24/03491/DCOND: Medlar Cottage 11 Woodland Cottages Woodlands: Proposed [Discharge of condition 6 of original planning consent SDNP/23/01850/HOUS](#)
- SDNP/24/02503/LIS: Shafts House East End West Meon: [\(AMENDED\) Repair the main chimney stack.](#)
- SDNP/24/01814/DCOND: Davena Lynch Lane West Meon: [discharge of conditions 3, 4, 5, 6, 8 and 9 of planning application SDNP/22/05223/HOUS](#)
- SDNP/23/05378/LIS: Graziers Alton Road West Meon: [Single storey extensions to Grade II listed building; internal alterations; alterations to drainage and external landscaping, internal and external alterations to garage and installation of solar panels on garage roof](#)
- SDNP/23/05377/HOUS: Graziers Alton Road West Meon: [Single storey extensions to Grade II listed building; internal alterations; alterations to drainage and external landscaping, internal and external alterations to garage and installation of solar panels on garage roof](#)

(Agenda 3001) Appeals made to South Downs National Park

NONE

Bernice Gibson-Ost
Clerk – West Meon Parish Council

03rd March 2025