



WEST MEON PARISH COUNCIL

7th April 2025

Clerk's Report

HR & SUPPORT

1. Successfully enrolled with CB Reid. Pension contribution direct debit is set-up.
2. First payslip received, amount covers February and March working hours.
3. Ad-hoc support provided by locum clerk in reporting the Financial Year end.

SCRIBE ACCOUNTING

1. 2023-2024 transactions added into Scribe. On top of normal duties this has taken additional hours, on top of contracted hours.
2. There is an issue with Annual Return that I need guidance from Scribe.
3. VAT submission not yet processed. Advice may be necessary from Tom Brindley.

AUDIT (INTERNAL & EXTERNAL)

1. I've received the BDO LLP external audit instructions for 2024/2025. The cut-off date for submitting the requisite information is 2nd July.
2. I've received the internal audit instructions from Do The Numbers.
3. The internal audit carried out by Do The Numbers is scheduled for 2nd June PM.

ANNUAL PARISH MEETING

1. I've booked the Sports Hall for Thursday 24th April.
2. Agreed the room layout, same as last year.
3. I have checked the costs for last year AGM, which amounts to £135.
4. The budget has not been confirmed to the Sports Hall, for refreshments.
5. I contacted our district and county councillors, and both Cllr Jerry Pett and Cllr Neil Bolton confirmed they are happy to attend as guest speakers. They have sent a presentation that has been circulated.
6. Draft Agenda has been prepared.

CORRESPONDENCE RECEIVED

1. Responded to a request from a member of public regarding parking on private land.
2. Responded to a request from a member of public regarding bird alerts going off during day light hours.
3. Responded to a request from a member of public concerning usage/ special agreements of the recreation ground.
4. Received an enquiry, to be considered for a future meeting, to allocate an area of the recreation for wild flowering.

LEASES & LAND REGISTRY

1. I met with M Edwards who confirmed that leases were drawn up, for Sports Hall (renewed every 5 years, last one 2019), Rifle Club, believed to be agreed but not signed. Draft lease defined for Village Hall and

drawn up by C Town.

- a. Bramsdon & Childs are the current solicitors, appointed by the previous council, to manage the leases and land registry.
 - b. I contacted Bramsdon & Child for a status update on the land registry. Initially informed that the land had been registered. However, when I reviewed the document, the registration referred to a different plot. This issue has been raised, and now awaiting further clarification.
 - c. Title Deeds: The title deeds are believed to be in the hands of Bramsdon & Child, I am waiting confirmation.
2. Village Hall: I met with the Treasurer regarding the process of changing the Village Hall's status to a Charitable Incorporated Organisation (CIO). The Treasurer has appointed solicitors and is eager to move forward with this.
- a. **Research Conducted through the SLCC:**
The following recommendations were provided to enhance efficiency and reduce costs, should the Parish Council choose to engage a solicitor. These suggestions were also supported by the locum clerk:
 - Involve individuals with knowledge of the Village Hall's history and operations.
 - Develop a comprehensive timeline that can be shared with both councillors and legal advisors.
 - Include key milestones, such as the formation of the charity, the acquisition of the land, and the construction of the Village Hall.
3. Contacted Hampshire County Council to confirm the location of the 9x9 pitch is correctly marked up. I have received the licence, which is ready to sign.

LENGTHSMANS DUTIES

1. Requested the lengthsmans schedule for 2025-2026, which is outstanding.

RECREATION GROUND

1. Conducted a visual inspection of the path to Church Lane following a report of mud leakage. The path was clear of debris or mud at the time, with dry conditions. The landowner, whose property borders the path, confirmed they will address the issue as part of ongoing property works. A follow-up inspection will take place in six months to assess progress.

MEETING START TIME

1. In light of a better understanding of the role, I would like to propose that the start time for future Parish Council meetings be reviewed. This is for consideration at a future meeting.

AGENDA SUPPORT

CO-OPTION

(Agenda 3017) There have been no applications received.

FINANCE

(Agenda 3020) To note the bank account balances as of 31st March 2025

Current: £ 45366.46

Deposit: £ 52601.40

(Agenda 3021) To note payments and receipts to date:

REF	CODE	DATE	DESCRIPTION	SUPPLIER	NET	VAT	TOTAL
80	HR Support	15/02/2025	HR Service	HALC	180.00	36.00	216.00
89	Administration	10/02/2025	Subscription	SLCC	160.00		160.00
90	Recreation	18/02/2025	Dog bin	Winchester City Council	130.00		130.00
91	Recreation	18/02/2025	BIFFA bins	WMVH	143.68		143.68
92	Recreation	28/02/2025	Dog bin	Winchester City Council	130.00		130.00
95	Flood defence	14/03/2025	Flood defence - hydrology	Interlock Surveys Limited	2,275.00	455.00	2,730.00
97	Locum Clerk	14/03/2025	Locum Clerk	Todeka	739.02	147.80	886.82
99	Website	18/03/2025	Website	Hugo Fox Ltd	9.99	2.00	11.99
100	Bank charges	31/03/2025	Bank charge	Unity	6.00		6.00
TOTAL					3773.69	640.80	4414.49

(Agenda 2941) To note year end forecast.

To Follow

(Agenda 2942) Planned payments for April 2025.

Payee	Description	Amount (£)			Payment method
		Net	VAT	Gross	
Hugo Fox	Web hosting	9.99	2.00	11.99	DD
Todeka Ltd	Locum Clerk Support	TBA			FP
Clerk	Salary Feb + Mar	1045.25	-	1045.25	FP
NEST	Clerk Pension	34.53		34.53	DD
HMRC	Clerk NI & Tax (Feb + Mar)	389.70		389.70	FP
Hydrock Consultants Ltd	Consultancy fees for water environmental work	2030.63	406.13	2436.76	FP
HALC	Training Cllr Burke 'Latest Updates in Planning'	48.00	9.60	57.60	FP

(Agenda 3025) T Brindle suggested that, to optimise higher interest, funds would be better distributed between accounts. CCLA as the investment account as they specialise in charities and churches.

(Agenda 3026) Received two quotes for the repair work to the gate to the side of the Village Hall and by the children's play area. Quotes received from HD Homescapes and W Hillier.

PLANNING and DEVELOPMENT CONTROL

3028. To consider Planning Applications referred by South Downs National Park:

- Planning application: SDNP/25/01189/CND. Variation of Condition 2 relating to planning approval SDNP/23/05251/FUL for minor amendments to the approved plans. Location: Westbury House Nursing Home, West Meon Road, East Meon, Petersfield, Hampshire, GU32 1HY
- Planning application: SDNP/25/01205/PNTEL. 28 days notice - in accordance with Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) Regulations 2003 (as amended). - Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). The proposal is to install electronic communications apparatus/development ancillary to radio equipment housing on behalf of Cornerstone. Removal of 3no. Antennas and to be replaced with 3no. Antennas and any other associated ancillary works thereto. Existing cabin to be refreshed internally. Location: Telecom Mast Site at Brocklands Farm, Old Winchester Hill Lane, West Meon, Hampshire,

3029. Decisions made by South Downs National Park. NONE

3030. Appeals made to South Downs National Park: NONE

WOODLANDS ENTRANCE SIGNS

3032

- Contacted HCC Traffic Engineer about post locations; J K Engineering is an approved contractor.
- Call arranged with HCC on Wednesday 9th April to discuss next steps.
- Spoke with Kim from J K Engineering, who is ready to proceed with the posts at the original price quoted. He suggested contacting a Hambledon resident involved in the project for guidance. I've sent a request via the Hambledon Clerk, waiting for a response.

SOUTH DOWNS NATIONAL PARK – LOCAL PLAN

3033

- I submitted the response of the Parish Council to the South Downs Local Plan review group.
- I received an email asking if the Parish Council wish the design statement to be adopted, as they are scheduling work for 2525/2026.

PERSONAL DEVELOPMENT & TRAINING

3034

- Contacted HALC to confirm dates for training and distributed amongst Councillors.
- Checked availability, the Village Hall is available on all dates provided.
- I would like the Parish Council to consider training for myself, Introduction to Local Council Administration, as this will help me in my role.

Bernice Gibson-Ost

04th April 2025