



**West Meon Parish Council Parish  
Council Meeting Minutes of  
7<sup>th</sup> October 2025, 6.30pm  
West Meon Village Hall**



**Present:** Cllr V Burke (Vice Chair) Cllr V Davies (Chair), Cllr R Gedye (arrived at 6.31pm), Cllr S Hickmore, Cllr J Humphreys, Cllr T Main, Cllr G Silk.

**In Attendance:** Cllr J Pett (WCC), Cllr N Bolton (WCC), Cllr M Wallace (HCC), B Gibson-Ost Parish Clerk. There were no members of public present.

**Meeting started:** 6.30 pm.

Item No.	Item	Decision
25-10-1	Apologies for Absence	Apologies were accepted from Cllr Fowler.
25-10-2	Chairs Remarks	The Chair reiterated the expectation that members review supporting documents prior to meetings, to ensure they are prepared and that meetings run on time.
25-10-3	Disclosable pecuniary interests	None. <i>Cllr Gedye joined the meeting (6.31pm).</i>
25-10-4	To Suspend Standing Orders	Members <b>RESOLVED</b> to suspend Standing orders to allow for public participation: -  There were no members of public.
	To Resume Standing Orders	Members <b>RESOLVED</b> to resume Standing orders
25-10-5	Report from outside bodies: District Council	The District Council report was noted. <ul style="list-style-type: none"><li>It was reported that Hampshire now has its first Reform Party County Councillor, representing Lymington.</li><li>The HCC Public Transport Group is undertaking a data-gathering exercise to identify residents' needs and potential service improvements. Members <b>AGREED</b> to share the consultation information with the community when it becomes available.</li></ul>
25-10-5	Report from outside bodies: County Council	The County Council report was noted. Cllr Wallace responded to questions on: <ul style="list-style-type: none"><li>HCC grants and advised that the annual allocation has reduced from £8,000 to £5,000 per district, with an increase in applications. Small awards (of a few hundred pounds) remain available and can be significant for local community groups. Applications are open until the end of February 2026. Members noted the information and would investigate further any relevant opportunities.</li><li>Parish Council Bus Shelter Scheme: grants are available to Parish Councils. Members agreed to review the existing bus</li></ul>

		shelters, noting that two of the three had been refurbished recently. Cllr Davies AGREED to review all bus shelters.
25-10-6	Minutes of previous meeting	Members <b>RESOLVED</b> to approve Minutes of the Meeting, 2 <sup>nd</sup> September 2025, as a true records and the Vice Chair signed.
25-10-7	Co-option	No applications received.
25-10-8 & 25-10-23	Flood Risk/Weir	<p><i>The Chair brought item 2510-23 forward to allow input from the District and County Councillors.</i></p> <p>Cllr Gedye reported on the Flood Risk Group's review of the Hydrock report with riparian owners and Cllr Bolton. It was noted that riparian owners present had agreed to inspect and clear their sections of the river to maintain free flow.</p> <p>It was confirmed that the Flood Risk Group would:</p> <ul style="list-style-type: none"> <li>• Seek Environment Agency consent to widen the culvert at Hall Place.</li> <li>• Request clarification from Hydrock that upstream works will not increase downstream flood risk.</li> </ul> <p><b>Weir</b></p> <p>Two quotations were considered: <i>Ecolibrium Environmental Contracting Ltd</i> and <i>Universal Aquaculture Ltd</i>, the latter being considered too vague.</p> <p>It was <b>RESOLVED</b> that the Clerk will: -</p> <ol style="list-style-type: none"> <li>1. Seek advice from HALC regarding funding and the Parish Council's powers of expenditure before progressing with quotations.</li> <li>2. Request a site visit by the Environment Agency to inspect the weir and confirm ownership.</li> </ol>
2510-9	Clerks Report	The Clerk's report was circulated ahead of the meeting and noted by members.
2510-10-1	Bank Balances	<p>The balances on the current and deposit accounts as of 30<sup>th</sup> September, reconciled and verified by Cllr Davies (Appendix A)</p> <ol style="list-style-type: none"> <li>1. Current account: £ 29,875.39</li> <li>2. Deposit account: £ 93,542.62</li> </ol>
2510-10-2	Receipts and Payments	<p>Members noted the Receipts and Payments for September 2025 (Appendix B).</p> <ul style="list-style-type: none"> <li>• It was <b>RESOLVED</b> that a balance of £10,000 be retained in the Current Account, with any surplus funds transferred to the Deposit Account to accrue interest.</li> <li>• Clerk to initiate the transfer via Unity Trust Bank, with authorisation by Cllr Gedye or Cllr Burke.</li> </ul>
2510-10-3	Payments	Members noted the payments planned for October 2025, including expenses incurred by the Clerk for the purchasing of signs for the recreation area and Meonwara. Clerk to submit expenses form when the signs are delivered.

Payee	Description	Net	VAT	Gross
Unity Bank	Bank charges	£6.00	£0.00	£6.00
Clerk	Clerks Salary & Home Allowance	£744.52	£0.00	£744.52
Nest	Pension	£21.70	£0.00	£21.70
CB Reid	Payroll	£30.00	£6.00	£36.00
Hugo Fox Ltd	Website	£9.99	£2.00	£11.99
HMRC	Tax/NI (6 Jul-5 Oct)	£622.76	£0.00	£622.76
WM Village Hall	Room Hire (2/9 & 7/10/2025)	£50.00	£0.00	£50.00
JK Engineering	Woodlands Signs	£1000.00	£0.00	£1000.00
2510-11	Precept	Members noted the final installment of 2025/26 Percept from Winchester City Council £20,250.00.		
2510-12	VAT Quarter 1	Members noted the Q1 VAT refund of £1,737.81.		
2510-13	Annual Rent	Members noted £350.00 annual rent received from West Meon & Warnford Sports Hall.		
2510-14-1	WM Village Hall Defibrillator	Members <b>RESOLVED</b> to ratify the purchase of two replacement defibrillator batteries, authorised under delegated powers by the Chair and Vice-Chair to ensure immediate replacement.		
2510-14-2		Members <b>RESOLVED</b> that the Parish Council will assume responsibility for the ongoing management and maintenance of the defibrillator. The Clerk to add it to the Asset Register and advise the insurers.		
2510-15-2	Budget – Quarter 2	Members <b>RESOLVED</b> to approve the Q2 Budget Report. The Clerk will publish the approved document on the Parish Council website.		
2510-15-2	Budget Planning	Finance Working Group to review 2026-27 budget and precept. Clerk to circulate dates for review (Monday evening).		
2510-16-1	Planning & Development: For Consideration	<p><a href="#">SDNP/25/03560/TCA</a>: noted that this planning application was not for consideration.</p> <p><a href="#">SDNP/25/03684/HOUS</a>: 4 Floud Cottages Church Lane West Meon Hampshire GU32 1JD. <b>Proposal</b>: Two storey and single storey rear extension. Members <b>RESOLVED</b> not to object to the planning application, noting that the footprint mirrors the adjacent property.</p> <p><a href="#">SDNP/25/03751/HOUS</a> &amp; <a href="#">SDNP/25/03752/LIS</a>: Graziers Alton Road West Meon Hampshire GU32 1JF. <b>Proposal</b>: Installation of air source heat pump system and soakaway to utility room extension. Members <b>RESOLVED</b> not to object to the planning application.</p>		
2510-16-2	Planning & Development: Decisions Made	Members noted decisions made and had no further comments.		
2510-16-3	Planning & Development: To Note Appeals Made	Members noted no appeals were made.		
2510-16-4	Planning & Development: Enforcement Cases	<p>Members noted the enforcement cases and the revised enforcement process, including reporting and prioritisation.</p> <p>An update on the planning application on the A32, Alton Road was raised. The Clerk will add this to the next agenda for review.</p>		

2510-17	Policies & Procedures	<p>Members noted the need to review existing policies and to create mandatory employment policies, as the Clerk is an employee of the Council.</p> <p>Responsibilities for drafting policies were allocated as follows:</p> <ul style="list-style-type: none"> <li>• <b>Cllr Davies:</b> Mandatory Policies, Recreation Ground Use Policy</li> <li>• <b>Cllr Humphries:</b> Complaints, Equality &amp; Diversity, Reserves Policy</li> <li>• <b>Cllr Burke:</b> Mandatory Policies, Equality &amp; Diversity Policy</li> <li>• <b>Cllr Silk:</b> Planning Applications Policy, Advertising (A-Frame) Policy</li> <li>• <b>Cllr Main:</b> Grant Policy, Fixed Asset Policy, Firework &amp; Bonfire Best Practice Policy</li> <li>• <b>Cllr Gedye:</b> Media and Communications Policy</li> </ul> <p>It was <b>AGREED</b> that the Clerk will circulate relevant policy documents by 17 October 2025. Members <b>RESOLVED</b> to produce first drafts of their allocated policies by end of December 2025, for review and feedback in January 2026, with final approval at the February 2026 meeting.</p>
2510-18	Leases & Land Registration	<p>Cllr Davies and the Clerk updated Members following their visit to Hampshire Archives to review records relating to the ownership of land and any information concerning the Village Hall, West Meon &amp; Warnford Sports Club, and the Rifle Club. They will both review more recent minutes stored in the Village Hall next week to complete the research stage.</p> <p>The Clerk will check with HALC whether the original title deeds held by Bramsdon &amp; Child are required for their assessment or if copies are sufficient at this stage.</p> <p>Members <b>RESOLVED</b> that the historic minutes currently stored in the Village Hall be transferred to Hampshire Archives for secure storage. Clerk to arrange.</p>
2510-19	AGAR	<p>Members noted the conclusion of the external audit and the auditor's comment that general reserves are below the recommended level of three months' expenditure.</p> <p>The Financial Working Group <b>AGREED</b> to consider this matter when preparing the 2026–27 Budget.</p>
2510-20	Remembrance Sunday	<p>Cllr Gedye will contact a former military parishioner to lay the wreath. Cllr Davies will liaise with the Church Warden regarding timings and collection of the wreath.</p>
2510-21	Outdoor Gym	<p>Members noted the removal and disposal of the outdoor gym, which was taken to John Huntley (Petersfield) Ltd. The Clerk will remove the item from the Asset Register and notify the Council's insurers accordingly.</p>
2510-22	Community Bus	<p>Members received an update noting that the Community Bus is seeking volunteer drivers and aims to increase awareness of private hire and the bus routes and timetable.</p>

		It was <b>RESOLVED</b> that the Parish Council will support the promotion of the Community Bus service, and that the Clerk liaise with Cllr Fowler to come up with suitable marketing materials.
2510-23	Flood Risk/Weir	<i>Moved to earlier in the meeting and discussed with item 2510-8.</i>
2510-24	Car Park	<p>Members noted that there is no current need to expand the car park, following the news that Clanfield Ladies Football team are no longer using the recreation ground pitch.</p> <p>The Car Park Working Group will meet at a future date (to be proposed by Cllr Burke) to identify potential areas for improvement to the car park. Cllr Burke will also speak with Cllr Fowler regarding the installation of a bike rack.</p> <p>It was noted that resurfacing of the car park is not required at this time.</p>
2510-25	Road Traffic & Safety	<p>Cllr Davies gave an update on progress with current issues (Appendix C refers).</p> <p>It was proposed and <b>RESOLVED</b> that Cllr Davies would:</p> <ul style="list-style-type: none"> <li>• 20-mph: Review the self-assessment document and policy and consider the feasibility of introducing a 20-mph policy for West Meon.</li> <li>• Contact Hampshire Highways to obtain information on traffic speed surveys and their associated costs.</li> <li>• Investigate costs for the purchase of two “smiley face” tracked/flashing speed signs.</li> <li>• Explore a Parish Council-funded initiative (in conjunction with Hampshire Highways) to add painted road warnings on the A32.</li> </ul> <p>It was noted that the entrance sign to West Meon from the direction of Meon Hut to West Meon, is missing. The Clerk will report this to Hampshire Highways. It was noted that the flashing speed sign on the same section of road was still not working. This has already been reported to Hampshire Highways.</p>
2510-26	Neighbourhood Plan	<p>The Clerk will establish the registration process for preparing a Neighbourhood Plan and report back to Council. The Clerk will also obtain information on the costs of professional support to assist with its implementation.</p> <p>Cllr Silk will circulate draft questionnaires and the Neighbourhood Plan Consultation Guidance notes to members.</p>
2510-27	West Meon Water Meadows	<p>Cllr Main gave an update on a call between the South Downs National Park Authority (SDNPA) and the Hampshire &amp; Isle of Wight Wildlife Trust regarding exploratory discussions to secure a location for conservation purposes.</p> <ul style="list-style-type: none"> <li>• Cllr Main will seek clarification on project funding, the status of the land sale, and the potential benefits to parishioners, and will update the Council accordingly.</li> <li>• Cllr Main to circulate the minutes from the call held on 22 September.</li> </ul>

2510-28	Parish Council Hub	It was noted that no members of the public attended the recent Parish Council Hub drop-in session, therefore there was nothing to report. The proposed dates for next year were not discussed.  <i>Cllr Gedye left the meeting.</i>
2510-29	Date & Time of Next Meeting	4 <sup>th</sup> November 6.30pm @ West Meon Village Hall.

**The meeting closed at 8.40pm**

**Signed:**

**Name:**

**(Chair of meeting approving minutes)**

**Dated:**

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**Appendix A: Payments and Receipts made up to 30<sup>th</sup> September 2025:**

<b>Payee</b>	<b>Description</b>	<b>Net</b>	<b>VAT.</b>	<b>Gross</b>
Unity	Bank charge	£6.00	£0.00	£6.00
Clerk	Clerks Salary	£677.52	£0.00	£677.52
Hugo Fox Ltd	Website	£9.99	£2.00	£11.99
CB Reid	Payroll	£30.00	£6.00	£36.00
Nest	Pension	£21.70	£0.00	£21.70
Parish Online	Subscription	£63.00	£12.00	£75.60
Winchester CC	Dog Bins Q1	£130.00	£0.00	£130.00
BDO	External Audit	£315.00	£63.00	£378.00
Defib World	Replacement Battery WMVH	£203.99	£39.80	£243.79
J Ulph	Fireworks Display Grant	£500.00	£0.00	£500.00

[Receipts: September 2025](#)

<b>Payer</b>	<b>Description</b>	<b>Net</b>	<b>VAT.</b>	<b>Gross</b>
WM & Warnford Sports	Annual Rent	£350.00	£0.00	£350.00
HMRC	VAT Q2	£1737.81	£0.00	£1737.81
WCC	Precept	£20250.00	£0.00	£20250.00
WM Village Hall	Credit Note 1332	£36.00	£0.00	£36.00
HCC	9x9 Pitch License Fee	£150.00	£0.00	£150.00
John Huntley (Petersfield)	Scrap waste gym equipment	£36.80	£0.00	£36.80



## Appendix B: Reconciled Bank Accounts to September 30<sup>th</sup> 2025:

1 October 2025 (2025 - 2026)

### West Meon Parish Council

Prepared by: B. GIBSON - CST  
Name and Role (Clerk/RFO etc)

Date: 6/10/25.

Approved by: H. DAVIES  
Name and Role (RFO/Chair of Finance etc)

Date: 7.10.2025

<b>Bank Reconciliation at 30/09/2025</b>			
	Cash in Hand 01/04/2025		97,967.86
	<b>ADD</b> Receipts 01/04/2025 - 30/09/2025		47,392.45
			145,360.31
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/09/2025		21,942.30
<b>A</b>	<b>Cash in Hand 30/09/2025</b> (per Cash Book)		<b>123,418.01</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	0.00	
	Unity current 30/09/2025	29,875.39	
	Unity deposit 30/09/2025	93,542.62	
			<b>123,418.01</b>
	Less unrepresented payments		
			123,418.01
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>123,418.01</b>
	<b>A = B Checks out OK</b>		



## Appendix C: Road Traffic & Safety Update

Dear All,

Please find below the 2510-25 ROAD TRAFFIC & SAFETY - update for 7th October meeting.

1. Missing/faded road markings on the pedestrian path between Weedon Cottage and Doctor's Lane. Reference: 21807917.  
Originally submitted on the 17<sup>th</sup> June. HH responded to say the markings are still visible and therefore will not be repainted at this time. I will submit another request this month in the hope they'll get painted before the winter.
2. Carriageway – other defect – Restricted view crossing the A32 – danger to residents – requested mirrors and signage. Reference: 21807938.  
Originally submitted on the 17<sup>th</sup> June. HH responded on the 25<sup>th</sup> September with this following email:

*Dear Ms Davies*

*Thank you for your enquiry. I sincerely apologise for the delay in responding we are a small team with responsibility for responding to a wide range of traffic and parking related enquiries meaning we receive consistently high volumes of correspondence.*

*I'm afraid the County Council does not permit mirrors to be placed on the public highway. This is because the reflected image is distorted, and this can affect judgements made on approaching traffic speed and distance, and there can be glare from sunlight or the headlights of passing motorists. There are also concerns about their visibility in adverse weather conditions as well as the high ongoing maintenance needs as cleanliness and alignment is vital.*

*However, we will investigate the installation of warning signs to alert motorists to the likelihood of pedestrians crossing ahead. I must emphasise that we are very busy team, and potential schemes are continually prioritised, in line with our policy of improving road safety, as new requests are received.*

*Furthermore, the County Council's recently revised 20mph policy enables Parish and Town Councils to request new 20mph speed limits and zones where certain criteria are met and where local communities are fully supportive of such measures. This revised approach will require schemes to be delivered on a full cost recovery basis meaning that Parish and Town Councils or community organisations will need to cover the full costs of any changes.*

*Further information about the revised policy is available in the link below:*

*<https://www.hants.gov.uk/transport/transport schemes/20mph-speed-limit>*

*Residents with an interest in 20mph restrictions are advised to contact their local Parish or Town Council in the first instance.*

3. Jack Marriner – our local Bobby.  
I emailed PC Marriner in July to inform him of the work the 'West Meon Village Safe and Sound' group completed, along with copies of the surveys, number of responses and main concerns. I thought this may add some weight to be able to meet with him and show him the main areas of concern in the village. I requested to either meet or have a call if possible. He responded with a recommendation to contact Community Speedwatch.
4. Community Speedwatch.  
I emailed on the 5<sup>th</sup> August to request an application form for the Community Speedwatch and their response was a link to the application form and to ask which scheme we would like to join. I replied to say we wanted some help and guidance in measuring the traffic speed within West Meon but I am yet to get a response.