

PENTON MEWSEY PARISH COUNCIL

2026

Minutes of Penton Mewsey Parish Council Meeting held on Monday 17th August 2026 Penton Village Hall, 7.30pm

Present: Councillors	Clerk/RFO	Members of the public
Chairman Cllr Jayne Venn Cllr Hugh Burden Cllr Lee Doley Cllr Victoria McNeill	Heidi Easton	1 member of the public present
Apologies: Cllr Donnelly	Cllr Bennett may attend later	

Opening remarks: The Chairman welcomed those present and confirmed that the meeting would be recorded for administrative purposes.

0826/01 Chairman's Remarks and Apologies for Absence

Chairman Cllr Venn welcomed members and the public, recorded apologies and attendance as set out above, and chaired the meeting throughout.

0826/02 Co-option of New Councillor

Mr Lee Doley was co-opted as a parish councillor and welcomed to the Council. The co-option was proposed by Chairman Cllr Venn and seconded by Cllr Burden. Members welcomed the additional support and the perspective he would bring to the Council.

0826/03 Approval of Minutes from last Meeting

The minutes of the previous meeting were reviewed and approved as a true and accurate record.

0826/04 Declarations of Interest

No declarations of interest were recorded.

0826/05 Reports from District and County Councillors

A report from Cllr Donnelly had been received. The Chairman had also contacted Cllr Donnelly regarding road resurfacing. It was noted that resurfacing of FoxCotte Road between Charlton and Weyhill Lane is planned but will not extend as far as Penton Mewsey and is expected to take place after Southern Water works are complete, probably in the autumn. Further resurfacing requests, including Ensbury Road, remain under consideration but are unlikely to be progressed before next year.

0826/06 Planning To Consider and Comment on New Planning Applications

The Council considered the planning applications listed on the agenda. Cllrs discussed each application and agreed the following responses:

- 26/01572/TPON – T1 Yew, crown raise by 6 metres, removal of epicormic shoots and balancing of canopy at The Coach House, Newbury Hill, Penton Mewsey. No comment.
- 26/01481/TREEN – T2 Ash crown reduction, T3 Copper beech crown reduction and crown lift, T4 Walnut crown reduction and crown lift at The Smithy, Chalkcroft Lane, Penton Mewsey. No comment.
- 26/01485/TPON – T1 Ash crown reduction at The Smithy, Chalkcroft Lane, Penton Mewsey. No comment.

0826/07 Finance

- Clerk – £443.18, approved by email.
- Hiscox Insurance – £595.06, approved by email.
- Elpa Tech – £33.00, approved by email.
- Clerk – £558.80, approved by email.
- Lester Aldridge – £1,350.00, approved by email.
- EpaTech – £33.00 malware protection for laptop, approved by email.
- PRC – £60.00 hall hire, approved by email.

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The Clerk advised that a new savings account had now been opened on a 35-day request basis at approximately 2.5% interest. £15,000.00 had been transferred into this account and the previous savings account containing £250.00 had been closed. The new savings account balance was therefore £15,250.00. Following the transfer, the business reserve account balance was reported as £23,952.30. Cllrs discussed whether further funds could be transferred into savings but agreed to wait pending further solicitor costs. The Clerk confirmed that the first invoice from Lester Aldridge for £1,350.00 had been paid. Further solicitor correspondence regarding SO Recycle was expected.

The Clerk reported that HMRC registration was now complete and that there was currently no employee tax to pay. The Council noted that it was now compliant with HMRC requirements.

0826/08 Items for Discussion and Consideration

Noticeboard

The Clerk reported that a local contact had inspected the noticeboard at Trinity Rise and advised that it appeared to require a new aluminium arm or strip and screws. The Clerk had asked whether he would be able to carry out the repair and was awaiting a response.

Cllrs discussed concerns that the noticeboard door was not secure and could potentially come away if knocked. Cllr Burden offered to tape the noticeboard temporarily for safety until a repair could be arranged.

It was noted that PRC also use the noticeboards and would be affected if the Trinity Rise board could not be used. Cllrs also noted that the noticeboard at the top of Short Lane required attention because notices had faded.

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Solicitor's Second Letter

Chairman Cllr Venn advised that the second letter from Lester Aldridge had not yet been received. The solicitors had been contacted with an update on the Council's position and with details of the Council's dissatisfaction with the planning process involving Test Valley Borough Council, Hampshire County Council and other parties involved.

SO Recycle and Ongoing Enforcement Concerns

Chairman Cllr Venn provided an update following the recent working group meeting attended by representatives from Test Valley Borough Council. Cllrs discussed the current planning and enforcement position relating to SO Recycle and noted that Hampshire County Council's position would be central to any further planning determination.

The Council remained concerned about the length of time taken to investigate and progress matters and about the continuing impact of site-related traffic on the village.

Chairman Cllr Venn confirmed that Lester Aldridge had been updated on the outcome of the working group meeting and on the Council's concerns.

Action: Chairman Cllr Venn to chase Lester Aldridge for the further letter/advice and circulate to councillors when received.

Cllrs discussed resident communications regarding SO Recycle. A leaflet had been prepared for use in noticeboards and further village communication would be issued to encourage residents to provide video evidence of vehicle movements and impacts where possible. Cllrs also discussed continuing with plans for a possible BBC/media visit and a future parish meeting once arrangements were confirmed.

0826/09 Correspondence Received

The Chairman referred to correspondence received from local parishioner **John Isherwood**, which provided additional historical information relating to planning and land ownership and use matters within the parish.

Cllrs discussed the importance of the information contained within the correspondence and noted that Mr Isherwood had retained extensive historical knowledge and documentation relating to matters that had affected the parish over many years.

The Council acknowledged that such historical records and local knowledge can be invaluable when responding to planning matters, enforcement concerns and other long-term parish issues.

The Clerk noted that copies of the correspondence had been saved electronically and that Mr Isherwood had also confirmed relevant legal documentation remained held by his solicitors.

The Council thanked Mr Isherwood for providing the information and assisting with preserving the historical record.

0826/10 Reports, Actions and Updates

Parish Flood Forum and Southern Water Update

The Chairman, Cllr Venn advised that Southern Water had confirmed delays to the sewer relining project.

Works had been paused while defects identified by Southern Water were rectified by the contractor.

Southern Water advised:

- Phase 3 had been cancelled from its original July start date.

- Works would recommence on 8 September 2026.
- Phases 4 and 5 would proceed before Phase 3.
- Completion was now anticipated in December 2026.

Cllr's expressed concern regarding delays and the possibility of further flooding should heavy rainfall occur before completion.

The Council agreed to continue monitoring developments.

- **A342 Working Group**

The next meeting of the A342 Working Group would take place later that week.

Cllr Victoria McNeill agreed to attend on behalf of the Council.

- **Community SpeedWatch**

Chairman Cllr Venn advised that grant funding had been secured and progress was being made towards restarting Community SpeedWatch.

Volunteers will be required to complete online health and safety training.

The Council welcomed progress and encouraged community involvement.

- **Speed Indicator Device**

The Clerk reported progress towards fulfilling the purchase of a new grant-funded Speed Indicator Device.

Possible locations were discussed, including approaches to the village from Weyhill.

The Clerk reported that accessories/keys expected with the existing SID had not been located. It was agreed that this would be raised with the supplier. Cllrs agreed that the new grant-funded SID should be ordered, with location and pole-extension requirements to be confirmed. The Council also noted that one SID battery may be defective and would be checked by swapping with a charged battery.

Cllrs noted that the 30mph warning sign on the approach from Weyhill was obscured by vegetation. This was identified as a suitable task for the Lengthsman.

- **Lengthsman**

The Clerk advised that funds remained available within the Lengthsman budget.

Potential work identified included:

- Clearance of vegetation obscuring road signs.
- Verge and hedge maintenance.
- Noticeboard maintenance.
- Works at the corner of Short Lane and Harroway Lane.
- **Village Entrance Gate**

The Clerk advised that Hampshire Highways had confirmed repairs would be carried out to the damaged village gate.

However, no date had yet been provided and debris remained on site.

The Clerk reported that a request that the remaining debris be removed pending full repair of the gate, noting that the incident had occurred several months earlier.

The Council agreed the matter should continue to be pursued.

Bus Shelters

Cllr McNeill reported that she would investigate available grant funding and submit applications for improvements to the bus shelter at the top of Short Lane and for a possible shelter on the opposite side of the road where there is currently no shelter.

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Parish Pond

Cllrs discussed the parish pond. The Council recognised the voluntary work undertaken by Alastair Moffatt to clear and maintain the area and noted the need to balance tidying with wildlife considerations. Cllr Venn also discussed concerns raised from the Penton Grafton side and the possibility of Lengthsman support where appropriate.

0826/11 Councillor Reports

No additional reports were received.

0826/12 Clerk Report

The Clerk presented governance documents for annual review:

- Standing Orders
- Financial Regulations
- Scheme of Delegation
- Risk Management Policy
- Risk Register
- Financial Risk Assessment

Cllrs reviewed the documents and approved, adopted and signed the updates.

The Clerk also reported on cyber security measures, malware protection and document storage arrangements for Parish Council records.

A discussion took place regarding the preservation of Council knowledge and historical information. Cllr Burden noted that valuable information is often retained by individual councillors, former officers and long-term residents and can be lost when personnel change.

Cllr Burden highlighted the importance of developing a documented system for recording key information, background history, significant correspondence and ongoing issues so that future councillors and clerks have access to essential contextual information.

Cllr's discussed examples where historical records recently provided by residents had proven valuable in understanding current matters before the Council. It was acknowledged that corporate knowledge can be lost over time without a formal handover process.

The Clerk advised that historic records held electronically had been transferred to OneDrive and were being organised. Cllrs agreed that further work should be undertaken to index important files and create a structured record of significant parish matters.

Action: Clerk and Chairman to investigate the development of a document retention, indexing and handover process to ensure continuity of knowledge for future councillors and clerks.

Action: Consider creation of a historical reference file for significant parish issues, planning matters and correspondence of long-term importance

- Malware protection had been renewed for Council equipment.
- A review of the Parish Council laptop may be required due to its age. Cllr Burden confirmed that this was an urgent action to take.

- Improved arrangements were needed for document storage, indexing and handover to future councillors and clerks.

0826/13 Points from the Floor

No further matters were raised from the floor.

0826/14 Matters Raised by Councillors for Inclusion on the Next Agenda

Cllrs further discussed succession planning and the need for effective handover arrangements when councillors, chairmen or clerks leave office.

It was recognised that current office holders and long-serving residents possess considerable local knowledge that may not be fully documented.

The Council agreed that preserving institutional knowledge should form part of future governance arrangements and may be considered further at a future meeting.

No additional agenda items were proposed.

The meeting closed at 8.38pm.

Next Meeting Dates 2026:

19th October 2026

16th November 2026