

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of a Meeting of Sheet Parish Council held on Tuesday, 8th September 2015 at 7.30 p.m. at Sheet Village Hall

Present: Cllrs. Gail Martin (in the Chair) Tony Clear Alan Biddlecombe
Vaughan Clarke Will Glancy Brian Bird
Robin Forrest

In Attendance: Dr. Dart, Southern Water Representative
Jenny Hollington, Clerk

There were 7 members of the public in attendance.

Cllr. Martin, Vice-Chair, welcomed everyone to the meeting and explained that she was chairing the meeting in Cllr. Dark's absence

- 15/175 Apologies – Apologies had been received from the Chairman, Ron Dark, and the District Councillor, Nicky Noble. Cllr. Noble had asked that it be noted that EHDC District Councillor funding has been approved for both the marquee and the Village Newsletter.
- 15/176 Minutes – the Minutes of the Parish Council Meeting held on 14th July, and the meetings to discuss planning held on 28th July and 1st September, were approved and duly signed.
- 15/177 Declarations of Interests – None declared
- 15/178 Public Comment - It was queried whether anything could be done to speed up repairs to the large pot holes/subsidence opposite the Half Moon pub on the London Road – the problem had been notified via the HCC portal, but no action has yet been taken. Cllr. Clarke was asked to follow this up with Hampshire Highways.
- 15/179 Sewage in Mill Lane – Dr. Dart was in attendance to up-date the meeting on the current situation. He confirmed that a new storage tank and valve system for the cottages are now in place and the system has been tested and is known to work. The site will now be tidied and covers installed. Regular 6-monthly checks will be made.

The jetting of the pipes in Church Field has now taken place and no leaks were found. A camera from Farnham Road to Mill Lane showed a build-up of silt and debris which has now been cleared.

There has been one recent incident at the pumping station when an electrical spike caused the generator to fail. This was nothing to do with Southern Water, but it is hoped that a permanent generator can be installed sometime in the future.

Cllr. Bird queried what had therefore caused the flooding in Mill Lane and whether it would be a problem if new properties were added to the system – Dr. Dart thought the configuration of the pipes (2 large pipes leading into 2-small pipes) may have caused a bottleneck and that if Church Field were to be developed, it could cause a problem.

Dr. Dart said he would e-mail the Clerk to confirm when work at the pumping station is finished. Residents of the cottages thanked the Parish Council for their efforts in helping to resolve these issues.

15/180 Finance

- (a) The bank reconciliations for July and August had been circulated to Councillors and were approved.

- (b) As agreed at the July meeting, cheques for August had been circulated by the Clerk to all Councillors over the summer and approved and signed by the signatories, as follows:

Chq No.	Amount	Payee	Service
300353	£152.30	Coomers Ltd	Scalpings - Allotments
300354	£2,000.00	The Fabric House	Curtains - new and repairs (50% deposit)
300355	£109.89	DNE Services	Outside tap - V. Hall
300356	£516.00	Ambassador Cleaning Ltd.	Curtain cleaning - V. Hall
300357	£382.32	S.E. Water	Water - Allotments
300358	£55.55	S.E. Water	Water - V. Hall
300359	£34.79	E-on	Electricity - V. Hall
300360	£464.00	EHDC	Land Registration
300361	£360.00	BDO	Audit
300362	£65.63	HCC (County Supplies)	Cleaning - V. Hall
300363	£144.00	ALE Fire Systems	Service - Fire Ext and safety lights
300364	£2,087.97	DNE Services	Base - storage shed
300365	£624.00	Sheet Music Ltd.	Caretaking Service - V. Hall
300366	£65.48	HMRC	NI and Tax - Clerk
300367	£610.52	J. Hollington	Clerk
300368	£16.20	Robin Forrest	2nd Padlock for storage shed
300369	£91.51	Southern Water	V. Hall
300370	£270.00	Simon Warr	Grass cutting
Total :	£8050.16		

The cheques for September payments had been circulated prior to the meeting and were approved as follows:

Chq No.	Amount	Payee	Service
300371	£40.00	David Mogg	Refund - Sheet Allotments Ltd.
300372	£2,001.03	The Fabric House	Curtains - new and repairs (50%)
300373	£7,409.72	DNE Services	V. Hall - refurb + install shed (rec)
300374	£35.99	E-on	V. Hall - electricity
300375	£120.00	A.W. Clear	Clearing - Common/Rec + fertiliser
300376	£42.00	EHDC	Land Registration - title docs
300377	£372.00	Sheet Music Ltd.	Caretaking Service - V. Hall
300378	£65.48	HMRC	Tax & N.I. - Clerk
300379	£664.00	J. Hollington	Salary + exp (stamps £54)
300380	£66.00	National Allotment Soc	Membership renewal
300381	£687.97	Gala Tent	Marquee
300382	£771.85	Zurich	Insurance (apprvd after discussion)
Total :	£12,276.04		

- (c) The Clerk confirmed that the audit is now complete and there were no matters for Councillors' attention. The notice of conclusion of audit is being advertised on noticeboards in the parish.
- (d) Unity Trust Bank have notified customers of the changes to the financial services compensation scheme to take effect from January 2016. It was agreed that the Chairman and Clerk should look at appropriate alternatives for a deposit transfer to ensure Unity Trust funds are kept under £75,000 – to be discussed further at the October meeting.

- 15/181 Insurance - Comparative quotes had been received from Aon (current provider - £867.42), Zurich (£771.85) and Hiscox (over £1000) and were discussed. It was agreed that provision for the forthcoming year should be switched to Zurich in view of the price difference. This would be for a 1-year term initially. The Clerk was asked to ensure the Film Club equipment was included under the Village Hall contents insurance.
- 15/182 Policies and Procedures - A draft Grievance and Complaints Procedure had been circulated to all Councillors prior to the meeting. The policies were discussed and no amendments were considered necessary. Both policies were therefore approved and will be advertised on the Parish Council website.
- 15/183 Land Registration - The Clerk confirmed that the registration of title of all parcels of land/property transferred from Petersfield Town Council to Sheet Parish Council is now complete.
- 15/184 Designation of Green Spaces - Protection of parish owned green/open spaces (Millennium Field, Sheet Recreation Ground, etc.) was discussed. It was agreed that Cllrs. Biddlecombe and Forrest should ask about current legislation requirements at the SDNPA Workshop to ascertain whether any action is necessary.
- 15/185 Developer's Contributions - The Clerk confirmed that there has been no progress to report on the monies due from the Sunnymead Estate, and that the matter is now in the hands of the legal officers at EHDC. Mr. Frank Sayer (a member of the public present at the meeting) referred to his previous correspondence with the Chairman of the Parish Council, and re-iterated his belief that the developer is not obliged to pay the contributions. Cllr. Martin explained that as per the Chairman's response to Mr. Sayer's letter, the situation is in the hands of the District Council and that Mr. Sayer should take this up with them if he wishes to pursue the matter further.
- 15/186 Land Behind School Lane - An informal meeting had been held between Tony Burton of Burton Property Ltd., representatives of the Parish Council and representatives of Sheet School to discuss proposals for the land. Mr. Burton is in the process of finalising his plans prior to submitting a planning application in October and intends holding a Public Exhibition at the Village Hall in the coming months so that parish residents can view the finalised plans.

At that meeting Mr. Burton explained that current plans allow for 7 market houses and 4 affordable houses to meet the SDNPA 40% rule. The houses are designed to fit with the feel of Sheet Village. Mr. Burton confirmed that the affordable houses would be for social rent for people who have a connection to the village.

He explained the options available for the playing field and open land which slopes towards the river:

- A residents' management company could be set up to maintain the site – this would mean that it would be private access for residents only.
- Mixed ownership – the area could become part of the parish – it would need to be managed for slow worms, safety etc. and could be owned by the P.C./School
- The playing field could be acquired by HCC for the use of the School in perpetuity, with the rest of the land being owned by the management co.

The Head Teacher of the School has confirmed that the School would like to acquire the playing field and to consider the possibility of a back entrance to the School across the land. The use of the rough land for outdoor nature studies would also be very beneficial.

At the Parish Council Meeting, following discussion of the above, it was agreed that the following options would be regarded as positive aspects of any formal submission:

- Transfer of the open land to the parish
- Inclusion of affordable housing with terms favouring those with strong links to the village
- Additional parking for School Lane residents

- Access to the School for pedestrians
- Transfer of the playing field to the Education Authority

A concern was raised with regard to flash flooding and run-off of surface water and it was agreed that this should be raised with Mr. Burton as it needs to be managed properly.

15/187 Roads and Traffic - Parish Council representatives met with Ian Janes to discuss proposals for replacing signs at either end of Village Street and on the London Road to deter large vehicles from turning into the lane. It is anticipated that these will be in place by the end of the year. Cllr. Martin has also requested that the white lines between Mill Lane and Village Street are re-instated.

The County Councillor reported that work to create the footpath at Kingsfernsden Lane has not been able to go ahead as Network Rail insist that a Safety Officer from Network Rail must be on site for the duration of the work, and paid for by the County Council, because of the proximity to the Level Crossing. This will hold things up while the situation is worked out.

15/188 Sheet Crossing - Network Rail have sought pre-application advice, via EHDC.

15/189 Sheet Allotments

- (a) Devolved Management – The proposed agreement with Sheet Allotments Ltd has fallen through because of a lack of support from plot holders. This means that the allotments will remain under the control of the Parish Council for the time being.
- (b) Maintenance – In order to stabilise the vacant plots, it will be necessary to find someone who is able to get the plots up to standard and maintain them until a tenant can be found. Cllr. Clear offered to find someone to do this. Cutting back of overhanging trees along the Farnham Road boundary is necessary to keep the paths clear for access to the water stand and meter. A quote of £385 + VAT for 1-days work has been received from Chris Booker and it was agreed that this should be accepted and the work carried out as soon as possible. Cllr. Forrest will organise the delivery of the scalping to fill the potholes as soon as possible.
- (c) Hedges - The Clerk has asked Peter Caines to cut back the hedges in Mill Lane as per last year and this should take place in the next 2-weeks.

15/190 Sheet Common – It was reported that a large party had camped at the Common over the weekend of 5th/6th September and about 20 bags of rubbish had been left. It appears to have been a BMX “meet” of which the Parish Council were unaware. It was agreed that Cllr. Forrest should arrange to meet with the BMX User Group to make it clear that this is beyond the terms of any agreement for use of the Common and must not happen again. In addition, their help in clearing the rubbish will be requested. In view of this, it was agreed to postpone the proposal for a barbeque to be installed at the Common until next spring, as this could encourage these sorts of situation.

Cllr. Clear has cut back the bracken and brambles. Cllr. Bird has ordered the timber to repair the seats. Cllr. Biddlecombe will contact BT with regard to the fallen telephone line on the Common.

15/191 Footpath 25 – It was agreed that Cllr. Biddlecombe and the Clerk should complete an application form for SGS funding from HCC, to carry out work to install steps where the path has become badly eroded. Materials will cost approximately £500 and SDNPA volunteer hours will be used as match funding. There was some discussion as to whether the path should be closed off, but it was agreed to install the steps as an alternative to the eroded path, initially.

15/192 Invasive Plants – Cllr. Biddlecombe reported that the Japanese Knotweed growing under the bridge at the Old Mill has now been cut away and injected (spraying was not possible because of the proximity to the waterway). In addition SDNPA volunteers have cut down the brambles and overgrowth on the other side of the river to make more of a meadow and cleared the Himalayan Balsam. Unfortunately the balsam will continue to be a problem as it is growing freely at the Adhurst Estate. It was agreed that Cllr.

Biddlecombe should contact Guy Lubbock to seek permission for SDNPA volunteers to help clear the Balsam at the Adhurst Estate in order to stop it spreading further.

15/193 Millennium Field – There has been no up-date on the proposed memorial bench.

15/194 Village Green – The Village Green has been monitored for excess litter since the second bin was taken out – however, it does appear that one bin is adequate. The Clerk was asked to contact the Landscape Group and amend the contract to reflect that there is now only one bin on the Green.

15/195 Village Hall

- (a) Decorating – The main hall had been decorated by DNE Services over the last 2-weeks of the summer holidays. Everyone agreed that the decorating had been extremely well done and the room has been transformed. New and refurbished curtains had also been re-hung by the Fabric House and are a marked improvement.
- (b) Broadband – Cllr. Glancy has met with Virgin engineers and the wheels have been set in motion. A wireless transmitter will be installed in the meeting room.
- (c) Proposed regular hirers meeting – the suggestion that regular hirers and the management committee should meet to discuss any issues/suggestions was discussed. It was agreed that the Clerk should organise a meeting with regular hirers prior to the next P.C. Meeting.
- (d) Cllrs. Dark and Forrest were thanked for painting the fence at the front of the building. It was agreed that the pots at the front should be replenished with autumn/winter bedding (approx. cost £60) and Cllr. Martin was thanked for organising the summer planting which looked lovely.

15/196 Recreation Ground

- (a) The storage shed has been installed. It is not a very sturdy structure so Cllrs. Bird and Glancy will fit extra rivets to strengthen it. The equipment currently stored there belongs to the Sheet Village Association and they will be responsible for insuring these items.
- (b) Quotes for surfacing – Cllr. Bird will buy rubber matting that the grass can grow through (as opposed to the more expensive option of wet pour) for the surface around the table tennis table.
- (c) Cllr. Clear has re-seeded and fertilised the grass.

15/197 Church Field – No up-date has been received.

15/198 Village Pubs as Community Assets – the Clerk is waiting to hear back from EHDC with regard to registration.

15/199 County Councillor's Report – The County Councillor's report for September is appended to the minutes.

15/200 Forthcoming Meetings –

- SDNPA Workshop, 9th September – Cllrs. Forrest and Biddlecombe to attend
- EHAP&TC, 16th September – Councillors to check date and advise the Clerk if they can attend
- HALC AGM, 10th September – Councillors to check date and advise the Clerk

15/201 Correspondence

- East Hampshire Transport Study – this survey has been completed and returned to fit consultation deadline (suggested re-route to include Village Green)
- Consultation on South Downs Local Plan – Cllrs. Forrest and Biddlecombe will attend the workshop and feedback relevant information at the October P.C. Meeting.
- Hampshire Devolution Proposal – this does not affect Sheet P.C. at this stage – no action required.

15/202 Date of Next Meeting – Tuesday, 13th October at 7.30 p.m.

The meeting closed at 9.20 p.m.