

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of a Meeting of Sheet Parish Council held on Tuesday, 8th November 2016 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: Jenny Hollington, Clerk

There were 9 members of the public present during the meeting.

- 16/201 Apologies – Apologies had been received from District Councillor, Nicky Noble.
- 16/202 Minutes – The minutes of the meeting held on 11th October were approved and signed.
- 16/203 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda. None declared.
- 16/204 Public Comment – None
- 16/205 Planning – A copy of a letter to Mr. Jenkins, Head of Planning at EHDC, and copied to the Parish Council, requesting a review of the decision to grant approval for Planning Application SDNP/16/02828/FUL (29 Inmans Lane), was discussed. Residents of Town Lane said that they hadn't been given an opportunity to raise their concerns as Sheet Parish Councillors' had not approached them and they hadn't been made aware of the Parish Council meeting.

The Chairman explained that EHDC are the statutory planning authority and therefore responsible for notifying residents of the planning application. Individual parishioners aren't informed of Parish Council Meetings but agendas for all meetings are available via the Parish Council website and the noticeboards at Pulens Lane and at the Village Hall 3-clear working days before each meeting - it is the responsibility of residents to find out when the meetings are being held if they have concerns. Sheet Parish Council are legally entitled to be informed of planning consents sought in the village, but are consultees just as neighbours are - the Council have no special or more privileged opinion.

The Chairman also confirmed that the Parish Councillors involved with the planning application had taken note of all the concerns raised via the EHDC website and had gone through each of these points with the agent, during the site visit. They had been reassured that the houses were of appropriate density and that neighbour concerns had been addressed by the amended plans. At the meeting, the Parish Council had come to a decision and, although sorry to have upset residents, they are unable to change their decision.

16/206 Finance

- (a) The October bank reconciliation had been circulated prior to the meeting and was approved and signed by the Chairman. The balance in the current account is £84,911.96 as at 31.10.16
- (b) Cheques – The Chairman explained that unfortunately one of the cheque books had been mislaid after the October meeting and it had therefore been necessary for 4 of the cheques signed at the last meeting, to be cancelled and rewritten as below:

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Chq No.	Amount	Payee	Service	
300595	£174.43	DNE Services	V. Hall - fire doors (glosswork)	cancelled
300596	£23.79	Contract Natural Gas Ltd	V. hall - gas	cancelled
300597	£180.00	HALC	Training - Budgeting x 2	cancelled
300599	£764.40	Petersfield Town Council	Bins (May-September)	cancelled
300604	£174.43	DNE Services	V. Hall - fire doors (glosswork)	re-written
300605	£23.79	Contract Natural Gas Ltd	V. hall - gas	re-written
300606	£180.00	HALC	Training - Budgeting x 2	re-written
300607	£764.40	Petersfield Town Council	Bins (May-September)	re-written

Cheques for November payment were approved as follows:

300608	£16.33	E-on	V. Hall
300609	£25.00	R.B.L. (Petersfield)	Wreath (min donation £17)
300610	£1,450.00	A.W. Clear	Millennium Field/Grass cutting
300611	£1,025.00	N. Rook-Blackstone	Clearing/spraying allotments
300612	£624.00	Sheet Music Ltd	Caretaking/cleaning - V. Hall
300613	£50.48	HMRC	Tax/NI - Clerk
300614	£625.52	J. Hollington	Clerk, November
Total :	£3,816.33		

- (c) Budget/Precept 2017-18 – The Chairman said that detailed discussion of the budget and precept 2017-18 would be deferred until the December meeting as the 2017-18 tax base figure for Sheet has not yet been received from EHDC. However, in general, Sheet Parish Council’s reserves are currently more than enough to cover any unforeseen circumstances that may arise and it may therefore be appropriate to consider reducing the precept to the lower amount charged by EHDC in error in 2016-17 (a reduction of 12.5%), so that there will be no increase for Sheet residents in 2017-18. Parish Councillors were asked to let the Chairman know if there are any capital items for inclusion in the budget next year, as this would impact on precepting decisions. This item will be discussed in greater detail at the December meeting.
- (d) Precept Consultation – The Chairman confirmed that he responded to the consultation and had sent a letter expressing Sheet Parish Council’s concern at the proposal to extend precept capping to Town and Parish Councils to Damien Hinds, MP.
- (e) Transparency Code – The Chairman explained that there are transparency code regulations for smaller authorities with an annual turnover not exceeding £25,000, as well as regulations for larger authorities whose annual turnover is over £200,000. Sheet Parish Council falls between these two brackets, but it is good practice to follow the regulations for the larger authorities - this will require much more financial information being made available via the website than currently. It was queried whether management of the website could be outsourced, as it involves a lot of work and responsibility for Cllr. Glancy, who set up the parish council website originally. It was agreed that Cllr. Glancy and the Chairman should look at various options for website provision and feedback findings at the December meeting.
- (f) Deposit Account – The deposit account has now been opened with Unity Trust Bank;

16/207 Developers Contributions – EHDC have intimated that Sunnymeade developer contributions may not be readily recoverable from the companies involved and a possible alternative way to recover the amounts due would be to chase the individual homeowners. It was confirmed that, if this is the case, Sheet Parish Council would not wish to chase parishioners who have purchased properties in good faith.

16/208 Roads and Traffic

- (a) School Road Safety – Cllr. Martin said she had been in touch with the HCC School Travel Plan Advisor, who has made contact with the Head Teacher of Sheet School. The School and HCC will now work together until the decision-making stage is reached, when the Parish Council will be asked to get involved.
- (b) Village Street Signage – The connection of electrics to signage at the Village Green end of Village Street has still not been carried out. Cllr. Martin will continue to chase this.
- (c) HCC proposals for dropped kerbing in Inmans Lane – A consultation on HCC proposals for dropped kerbing in Inmans Lane outside the Little School, on the corner of Town Lane, was held at the Village Hall during the October half term holiday. It was noted that some parish residents present at the event thought that the proposals had been initiated by Sheet Parish Council – the Chairman confirmed that the Parish Council had been unaware of the plans before HCC had approached them about the consultation. Cllr. Martin was asked to liaise with Mr. Walsh at HCC to discuss process and feedback from the consultation event.

16/209 Community Resilience – The Plan is now almost complete. The Chairman congratulated Cllr. Martin and the Clerk on getting the document to this stage. It was agreed that the Clerk should now send the draft to Rebecca Munday at EHDC for feedback.

16/210 Flooding – The grant from SSE of £2000 towards the flood pod and sandbags for Mill Lane has been approved. The Clerk was asked to re-circulate the details of the flood pod and contact DNE Services with regard to building the base for the pod in the Millennium Field Car Park.

16/211 Lengthsman Scheme – It was agreed that the Lengthsman should be asked to cut back the overgrown footpath between Pulens Lane and Old Mill Lane.

16/212 Sheet Allotments – It was agreed that the vacant plots should be advertised via the website and in the next edition of Sheet News. Nick Rook-Blackstone has been asked to provide a quote for grassing over the vacant plots under the trees along the Farnham Road – this work will be carried out in the spring.

16/213 Sheet Recreation Ground – It has been decided to have the broken lights repaired as opposed to replaced so alternative quotes will be sought. Cllr. Bird will make wire cages to cover the lights to prevent them getting broken again.

16/214 Sheet Common

- (a) Wooden Posts – Cllr. Forrest will ask Nick Rook Blackstone for a quote for the replacement wooden posts for the BMX track boundary as Jim Rapley has not responded.
- (b) BMX track - summer activities – The draft letter to the BMX user group will be re-written to reflect the fact that the group appear to have listened to concerns raised after the first event. The Clerk will circulate a revised draft.
- (c) New Gate – It was queried whether a new gate is necessary as there appears to be nothing wrong with the current one which is just old. It was agreed not to proceed with this for now, but noted that a sign asking people not to park in front of the gate would be beneficial.
- (d) New Signage – Cllr. Biddlecombe and Hal Spooner have now installed the “No Motor Vehicles” and “No Cycling” signage on the Common. It was noted that Hal Spooner has also cleared a lot of the brambles for which the Parish Council is immensely grateful.

16/215 Sheet Village Hall –

- (a) New Stage Lighting – Mr. Eric Parker, a representative of the Lion & Unicorn Players, asked whether the Parish Council would consider installing new lighting at the front of the stage? The Lion & Unicorn Players are keen to utilise the Village Hall for their productions but the current lighting is

very poor. It was agreed that Cllr. Glancy and Mr. Parker should work together to look at what is needed and provide an estimate for discussion at the next meeting.

- (b) Reduction of administration for Church hires – Currently the Church pay a 1-off annual charge for the hire of the main hall and kitchen for Church coffee each Sunday morning. However, the hire of the meeting rooms for children’s activities is calculated extra and currently these are usually used on the first, second, fourth and fifth Sunday each month. It was agreed that it would be appropriate to consider an annual charge to include the hire of the meeting rooms to reduce the amount of administration. The Clerk was asked to calculate an average hire charge over a 3-month period, so that an annual figure can be agreed, and which would cost the Church no more.
- (c) Quotes for repair of back wall – Two quotes have now been received. Alternative quotes have also been sought from Bob Smallbone and Southdowns Builders but not received as yet. These will now be reviewed at the December meeting.
- (d) Landscaping at front of Village Hall – Quotes for landscaping the front hardstanding of the Village Hall have not yet been received - these will also be reviewed at the December meeting

16/216 County Councillor Report – The County Councillor’s report was noted and is appended to the minutes.

16/217 Remembrance Day Service – Cllrs. Bird and Glancy will attend the Remembrance Day Service and lay the wreath on behalf of Sheet Parish Council.

16/218 Correspondence Received

- Community Challenge Fund – Flood Alleviation – It was noted that this funding is more relevant for larger projects and therefore not appropriate for Sheet P.C.
- NHT Public Representative Survey – It was agreed that the Chairman would respond on behalf of Sheet P.C.
- SNDPA Local List Review – This was noted, but not thought necessary for Sheet P.C. to respond;

16/219 Forthcoming Meetings

- EHAP&TC – 29th November at Penns Place – Cllr. Glancy will attend this meeting.

16/220 Date of Next Meeting – Tuesday, 13th December – 7.30 p.m. at Sheet Village Hall

The meeting closed at 9.15 p.m.