

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of a Meeting of Sheet Parish Council held on Tuesday, 9th February 2016 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: Mr. Tony Burton, Burton Property Ltd.
Mr. Tim Moore (drainage expert), Mayer Brown
Jenny Hollington, Clerk

There were 12 members of the public in attendance.

- 16/20 **Apologies** – Apologies had been received from Cllr. Alan Biddlecombe and District Councillor, Nicky Noble.
- 16/21 **Minutes** – The Minutes of the Parish Council meeting held on 12th January 2016 were approved and signed.
- 16/22 **Declarations of Interests** – None declared.
- 16/23 **Public Comment** – There were no comments on issues not included on the Agenda.
- 16/24 **Planning**

(a) **SDNP/16/00228/APNB, Prior Notification for a detached agricultural barn – Land south of School Lane** - It was agreed that the Parish Council would object to the application on the following grounds:

- Permitted development requirements
- Change of use
- Highway issues.
- Access
- Over intensification of the site

(b) **SDNP/15/05485/FUL, Amendment to previous plans for erection of 11 dwellings and associated access, parking and open space.** Mr. Burton was present at the meeting and explained how he has addressed issues raised by residents and made changes to the plans to include re-organisation of parking spaces, enhanced foul water drainage, made changes to overcome impact from development for residents, and altered landscaping and fencing along the stream.

With regard to foul water drainage, Mr. Burton confirmed that S. Water have requested £221,000 towards alterations to the storage tank at the pumping station – this figure makes the development unviable. In view of this, there had been no option but to have an alternative system in place – a paper copy of the Foul Water Drainage Strategy and the Surface Water Drainage Strategy drawn up by Mr. Tim Moore of Mayer Brown was circulated and discussed in detail. Mr. Moore explained that where connection to a public sewage treatment plant is not feasible a package sewage treatment plant can be considered. The discharge from the treatment plant would be required to meet standards set by the Environment Agency.

Residents of neighbouring properties present at the meeting raised concern with regard to visitor parking which they did not feel was adequate to cope with the development, and the issue of access and turning for large vehicles (e.g. refuse). Mr. Burton explained that every house has two parking

spaces and that there is room for large vehicles to turn. The site has been designed to keep traffic speed slow to address safety issues, although no concerns regarding access on to the Farnham Road have been raised by the Highways Department. In addition, developer contributions of £45,000 will be paid for highway improvements within Sheet if the scheme is permitted.

In response to questions, Mr. Burton explained how a Management Company would be set up to cope with maintenance of the site with regard to roads, landscaping, tree work, etc. All householders would be shareholders, with Petersfield Housing Association holding 4 shares.

Residents most affected by houses overlooking their properties also raised concerns with regard to the landscaping of the site. Mr. Burton promised that the fencing and landscaping would be carried out in consultation with residents affected.

Following discussion it was agreed that the Parish Council had No Objection to the proposals but their concerns with regard to the following issues would be raised, to be addressed by the Planning Officer:

- Sewage
- Surface water run-off
- Parking
- Access
- Overlooking and privacy
- Safety of the area around the stream
- Cost of maintenance of the open land

It was noted that the SDNPA Planning Committee are to meet on Thursday morning to make a decision on this application, but it has been confirmed that the Parish Council's comments will be taken into account despite the closed consultation deadline.

16/25 Flooding – There has been no feedback from Mill Lane residents with regard to a response from S. Water on the recent sewage issues. It was agreed that this item should be kept on the Agenda for the March Meeting.

16/26 Community Resilience – It was agreed that Cllr. Martin and the Clerk would liaise with local residents interested in joining a community flood group and to arrange a meeting with Rebecca Munday from EHDC as soon as possible.

16/27 Finance –

(a) The bank reconciliation for January, circulated prior to the meeting, was approved.

(b) Grant Applications –

- A grant application from SVCT for £600 towards printing costs of the parish newsletter was discussed (Cllr Clarke, who edits the newsletter, left the room for this discussion). It was noted that the Newsletter costs £1200 to print, and generates an income of £600 via advertising. It is delivered to all Sheet households and is a useful source of information. The grant of £600 was unanimously approved.
- A grant application of £50 towards the community Christmas carol singing event at the Village Green were discussed. It was noted that the event had only generated donations of £20 but refreshment costs had totalled £70. It was agreed that on this occasion the shortfall would be approved, but that SVCT must be more diligent in ensuring donations are collected for future events.

(c) The following cheques were approved for February payment:

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Chq No.	Amount	Payee	Service
300497	£44.27	E-on	V. Hall - electricity
300498	£16.49	Hampshire County Council	V. Hall - cleaning supplies
300499	£77.31	S.E. Water	Allotments
300500	£49.65	S.E. Water	V. Hall
300501	£81.08	S. Water	V. Hall
300502	£216.60	ALE Fire Systems Ltd	V. Hall (faulty emergency light + testing)
300503	£648.54	Sheet Music Ltd	Caretaking/Cleaning V. Hall (+ exp)
300504	£630.92	J. Hollington	Clerk (Feb + £20.40 exp)
300505	£65.48	HMRC	Tax/NI - Feb (Clerk)
300506	£100.80	Signs Express	Allotments
300507	£1,100.00	Joe Jackman	Tree Work - Allotments
300508	£126.95	CNG	Gas - V. Hall
300509	£650.00	SVCT	Grants - newsletter/carols
Total :	£3,808.09		

16/28 Audit Documents – The following documents, circulated prior to the meeting for review, were discussed:

- (a) Statement of Internal Control – Minor amendments had been made to the statement prior to circulation to reflect a change in the way unpaid bills are filed – the amended document was approved.
- (b) Financial Regulations – Sheet Parish Council’s Financial Regulations are based on the NALC model and remain unchanged from the previous year – the regulations were approved.
- (c) Standing Orders – Sheet Parish Council’s Standing Orders had been amended in 2015 to reflect altered legislation with regard to recording meetings. There had been no further changes to legislation and it was agreed that the document was appropriate to Sheet Parish Council’s requirements.

16/29 The Risk Register 2016 – A copy of the Risk Register for 2016 had been circulated prior to the meeting. A couple of small amendments had been made to reflect the change in insurance company, but other than that Councillors agreed that there were no changes. The Risk Register for 2016 was therefore approved.

16/30 Landscape Group – Correspondence and a new contract for 2016/17 received from the Landscape Group were discussed. . It was noted that the cost of the weekly litter clearance service is to increase by over 30% due to the implementation of the National Living Wage. It was agreed that the Clerk should request a revised contract for 8 bins as opposed to 9 from the Landscape Group (as one bin has now been removed from the Village Green), and should also seek comparative quotes from other companies. This item will be discussed again in March.

16/31 The Lengthsman Scheme – the Clerk confirmed that Sheet P.C. have been offered a place on the Lengthsman Scheme for 2016/17 and that Steep Parish Council are prepared to act as the lead Council for the local cluster - they will advertise and interview for the position of Lengthsman, as well as carry out the administration (for which they will receive a small admin fee from HCC). There are spaces for 6 local parishes, each of whom receive £1000 from HCC towards the cost of the work of the Lengthsman. Each parish is then asked to agree a list of works to be carried out within the parish – e.g. clearing existing drainage grips and maintaining ditches, cleaning and carrying out minor repairs to signage, cutting back vegetation overhanging the road or footway, strimming, sweeping, litter picking, etc.

It was unanimously agreed that there would be plenty of work to keep a Lengthsman busy within the parish and a list of work will be agreed at the March Meeting - Cllr. Clear said that he would be happy to liaise with the Lengthsman in this respect. The formal agreement between Sheet P.C. and Steep P.C. was signed accordingly.

16/32 Developer's Contributions – There has been no further up-date from EHDC with regard to unpaid contributions for the Sunnymede Estate.

16/33 Roads and Traffic

- (a) Mill Lane – The local engineer has agreed to look at the condition of the road to see what's needed. No date for the work has yet been advised. Cllr. Martin has continued to chase HCC in regard to re-painting the white lines at the junction of Mill Lane/Village Street, but has not heard back.
- (b) Road signage for Village Street – Ian Janes, HCC, has confirmed that a works order has been placed and installation of the new signage is anticipated in March. Smaller electrical works will subsequently be carried out to tidy up the electrics.

16/34 Sheet Allotments

- (a) Improvements to the main track – Now the weather has improved, Cllr. Clear will chase the contractor to start work.
- (b) On-going maintenance of vacant plots – Cllr. Clear has been unable to find another contractor willing to clear the vacant plots – disposal of rubbish is the main issue. The Clerk confirmed that there are now 18 vacant plots in a state of disrepair and in order to attract new plot holders for the spring it is imperative that these are cleared. In view of this it was agreed that the quote received from N. Rook-Blackstone to clear 12 of the worst plots and spray with roundup to clear the couch grass, for the sum of £2815.00 should be approved (this sum also includes skip hire for inorganic waste such as carpets, plastics, broken glass etc.). An increased deposit for new tenants to act as a deterrent to leaving the plots in disrepair will be considered at the next meeting.
- (c) Trees on Mill Lane Boundary – the necessary work to the trees at the entrance to the allotments and within the boundary has been carried out by Joe Jackman at a cost of £1100 and it is looking much better.
- (d) Entrance signage – The new signage is now in place.
- (e) Noticeboard – Cllr. Forrest reported that, although the board has been damaged by the wet weather, it is quite sturdy and could be improved by the construction of a roof to protect the board from rain. It was agreed that Cllr. Forrest should see if he can carry out the necessary improvements rather than buy a new noticeboard.

16/35 Sheet Common – The revised barbeque design and cost was discussed and approved. Cllr. Biddlecombe will be asked to follow this up.

16/36 Sheet Recreation Ground – Cllr. Forrest confirmed that current signage at the recreation ground is appropriate following concerns raised with regard to the wobbly bridge. No further action is required.

16/37 Millennium Field –

- (a) Wild Flower Sowing – SDNPA have agreed to supply and sow wild flower seed – Cllrs. Clear and Biddlecombe will liaise regarding date and advise the Parish Council in case volunteers would like to help (potentially children from the School).
- (b) Bonfire – It was noted that FOSS hadn't filled in the ruts caused by vehicles at the bonfire and firework event. Cllr. Clear has now carried out the work. It was agreed that the Clerk should write to FOSS, c/o the School, to express disappointment that the agreement to leave the field in good condition after the event, had not been honoured. Next year a deposit of £200 will be requested (to be returned when the field has been left in an appropriate condition).

16/38 Seating – Cllr. Bird confirmed that he would follow up on the repairs to parish benches once the weather improves.

16/39 Sheet Village Hall

- (a) Installation of AED Defibrillator – Cllr. Forrest said that he had liaised with the British Heart Foundation and Steven Cartwright of the South Central Ambulance Service about the possibility of installing a defibrillator at the Village Hall. The approximate cost of this would be £1800 (some funding may be available from BHF in April). The Chairman queried whether the defibrillator was necessary bearing in mind that Sheet is only a few miles from the ambulance station at Love Lane. Cllr. Forrest explained that this is not relevant because the ambulances are stationed in drive zones to ensure that they can get almost anywhere within 8 minute. However, successful use of the defibrillator does depend on a first responder being able to carry out CPR, whilst a second person called for an ambulance. The caller is then be made aware of the location of the defibrillator and instructed how to access and use it – the equipment is designed to be “idiot proof”.

Following discussion the proposal was agreed in principle - Cllr. Forrest was asked to look into the possibility of Sheet P.C. being able to access the grant funding towards the cost.

- (b) The draft policy for the loan of village Hall equipment, circulated prior to the meeting, was discussed and approved.
- (c) The quote received from DNE Services (who decorated the main hall) for re-decoration of the entrance hall and meeting room in the sum of £2480 was approved. The comment regarding the damp patch on the entrance hall ceiling was noted and will be included as an Agenda item for the March Meeting. The Clerk was asked to liaise with DNE with regard to an appropriate time to schedule the work.
- (d) Cllr. Glancy confirmed that he had asked 3 suppliers to quote for new flooring but only 1 quote had been received from Waterlooville Carpets in the sum of £4700 + VAT for the main hall, £1995 + VAT for the meeting room and £795 + VAT for the entrance hall and toilet. This would be for marmoleum which would be suitable for Dance Academy, as main hirer. The Clerk confirmed that Steep Village Hall had the same product laid by Waterlooville Carpets and they had done an excellent job and it is a very hardwearing product. It was agreed that the members of the Management Committee would look into this further before making a decision and that Cllr. Glancy should provide details of the 2 companies who declined to quote for the records.
- (e) Stackable chairs – Cllr. Martin and the Clerk will continue to research seating provision – there are various complications – including size of stacking unit and comfort of chairs.

- 16/40 Village Pubs as Community Assets – The Chairman confirmed that further details to be included in the application will be sent to the Clerk as soon as possible.
- 16/41 County Councillor Report – The County Councillor’s report for February is appended to the Minutes.
- 16/42 Annual Parish Assembly – It was agreed that the Annual Parish Assembly will be held on Friday, 6th May in the main hall.
- 16/43 Date of next Meeting – The next meeting of Sheet Parish Council will be held on **Tuesday, 8th March 2016**. The P.C. has been approached by the owner of the land behind Pulens Lane, who has asked to present his plans for the land - in view of the long agenda, the meeting will therefore start at the earlier time of 7.00 p.m.