

**SHEET PARISH COUNCIL**

**CHAIRPERSON:** Ron Dark

**CLERK:** Jenny Hollington

**Minutes of the Annual Meeting of Sheet Parish Council held on Tuesday, 9<sup>th</sup> May 2017 at 7.30 p.m. at Sheet Village Hall**

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

In Attendance: Jenny Hollington, Clerk

There were 2 members of the public present during the meeting.

- 17/93 Apologies – Apologies had been received from Cllrs. Alan Biddlecombe, District Councillor Nicky Noble, and County Councillor, Russell Oppenheimer.
- 17/94 Election of Chairman – Cllr. Ron Dark was nominated by Cllr. Gail Martin - there were no other nominations. The nomination was seconded by Cllr. Glancy and unanimously approved. The declaration to accept office was signed and witnessed.
- 17/95 Election of a Vice-Chair – Cllr. Gail Martin was nominated by Cllr. Vaughan Clarke – there were no other nominations. The nomination was seconded by Cllr. Bird and unanimously approved.
- 17/96 Areas of Parish Councillor responsibility – These remain unchanged and are advertised via parish noticeboards and the website.
- 17/97 Minutes – The Minutes of the meetings held on 11<sup>th</sup> April 2017 were approved and signed.
- 17/98 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda. Cllrs. Glancy, Martin and Bird declared an interest in the item on Sheet Film Festival as members of the Festival Committee
- 17/99 Public Comment – There was no public comment.
- 17/100 Sheet Film Festival – Cllrs. Glancy, Martin and Bird left the room for discussion of this item

A representative of Sheet Film Club confirmed that the Committee has agreed to the affiliation of the Film Festival under the umbrella of their organisation. They can therefore receive grants and hold assets on behalf of the Festival – the Festival money will be ring fenced from the Film Club's money and accounted separately; assets will be stored in the storage unit in Sheet Recreation Ground and these and the event will be appropriately insured by the Club.

A grant request towards the purchase of assets and operation costs in the sum of £2500 was discussed. Councillors agreed that the Festival is a much-loved annual village event, which brings the community together and promotes Sheet in a positive manner. The Local Government Act 1972 s. 145 gives the Parish Council the power to support entertainment and the arts. The grant application in the sum of £2500 was therefore unanimously approved.

17/101 Finance

- (a) Internal Auditor's Report – This had been circulated to Councillors prior to the meeting and the recommendations contained within the report noted:

**Sheet Parish Council – Minutes of Annual Meeting – 9.5.17**

- The Asset Register should be approved by the Parish Council – this item will be added to the June agenda
  - Consideration should be given to claiming the VAT on a quarterly or half yearly basis – the Clerk will implement a 6-monthly claim for 2017-18
- (b) Annual Governance Statement – This had been circulated to Councillors prior to the meeting and was approved and signed.
- (c) Annual Return 2016-17 – This had been agreed and signed off by the Internal Auditor and the figures circulated to Councillors prior to the meeting. It was duly approved and signed by the Chairman.
- (d) Bank Reconciliation – The bank reconciliation for April had been circulated prior to the meeting and was approved and signed.
- (e) Meon Valley HeartStart Initiative – A representative of this initiative had attended the Annual Parish Assembly to give a talk/demonstration to parishioners on how to use the new community defibrillator installed at the Village Hall by the Parish Council. This had been very well received by all present and further training has been arranged for 22<sup>nd</sup> June. The training is carried out by volunteers and it was proposed that a donation towards travel expenses for both meetings, should be considered. A donation of £50 to the Meon Valley HeartStart Initiative was unanimously agreed.
- (f) Employee Pension Scheme – Sheet Parish Council’s employer responsibilities were noted - the Chairman will write to the Clerk in due course.
- (g) Cheques – The following cheques were approved for payment:

<b>Chq No.</b>	<b>Amount</b>	<b>Payee</b>	<b>Service</b>
300679		Cancelled (Sparks365 Ltd)	
300680	£9.85	Robin Forrest	Water tank repair - allotments
300681	£250.00	T.N. Brown (re-written chq)	Electrics - V. Hall
300682	£70.00	EHDC	Licence - V. Hall
300683	£325.00	Lightatouch	Internal Audit
300684	£80.00	N. Rook Blackstone	Spraying/clearing allotments
300685	£624.00	Sheet Music Ltd	V. Hall Caretaking/cleaning
300686	£743.52	J. Hollington	Clerk + AGM refresh/Gas bill
300687	£92.90	HMRC	Tax and NI
300688	£164.34	Contract Natural Gas	V. Hall
300689	£2,500.00	Sheet Film Festival	Grant
300690		cancelled	
300691	£50.00	MeonValley Heartstart Init	Donation
300692	£8.26	Mythic Beasts	Web site hosting
Total :	£4,917.87		

17/102 Planning –

- (a) Enforcement Issues:

**Broadmeadow Farm** – Another planning application is anticipated shortly for the mobile home which is situated on the site.

**Stable Cottage** – An EHDC Enforcement Officer is due to visit the site next week and advise the Parish Council on the current situation.

(b) Current planning applications were discussed, as follows:

SDNP/17/01767 /CND	<b>Variation to condition 3 to allow substitution of plans</b>	Alpine Cottage, Village Street GU32 2AH	<b>No Objection</b>
SDNP/17/01615 /LIS	<b>Listed building consent – Replace casement windows and installation of wood burning stove with flue and cowl</b>	6 Village Street, GU32 2AH	<b>No Objection, subject to Conservation Officer report</b>
SDNP/17/01955 /HOUS	<b>Single storey extension to rear</b>	Herons Reach, Mill Lane, GU32 2AJ.	<b>No Objection</b>

17/103 Roads and Traffic –

**Inmans Lane** - Cllr. Martin has been advised that the investigation of the cellar is now complete and work to build out the pedestrian access outside the Nursery will be carried out in July.

17/104 Flooding – The flood pod has now been installed at the Millennium Field Car Park – the storage unit came with 2 keys and it was agreed that 2 more keys at a cost of £15 each should be ordered, as well as a security box, to be installed at the unit for access by Mill Lane residents likely to be affected by flooding. The synthetic sandbags will be moved to the flood pod once the floor has been built up. Cllrs. Glancy and Bird offered to install the security box, move the sandbags to the storage unit and build up the floor.

17/105 The Lengthsman Scheme – Work priorities for the summer were agreed as follows:

- Cut back the Hawthorn on the right-hand side of the Recreation Ground
- Clean the wooden posts at the Village Green
- Clear back encroaching bank in Mill Lane to widen road (just past gates to Sheet House)
- Clear leaf mould from road surface in Mill Lane (towards Farnham Road end)
- Cut back the hedge at Mill Lane car park and spray brambles

17/106 Horse Chestnut on the Village Green – Photographs of possible signs of bleeding canker on the Horse Chestnut had been circulated prior to the meeting. Cllr. Forrest has sent the pictures to the Forestry Commission and will feed back their response at the next meeting.

17/107 Footpaths

**Signage on Footpath 27** – Cllr. Biddlecombe had circulated an e-mail prior to the meeting regarding the need for new signage on Footpath 27 (the original signage having been removed during the foot and mouth outbreak). It is understood that more and more dog walkers are walking around the field from the Common rather than keeping to the right of way - it is understood however that the landowner has managed to source appropriate signage and so no action is required by the Parish Council at the current time.

**Footpath 28** – In the absence of Cllr. Biddlecombe, the discussion on the condition of Footpath 28 from Pulens Lane to Old Mill Lane was deferred until the June Meeting.

17/108 Sheet Common – The spraying of the bracken appears to have worked well and it was recommended that no further action is required.

17/109 Millennium Field – Councillor Clear reported that the gate to the Millennium Field has rotted and needs to be replaced. The cost of a replacement is £121.80 and Cllr. Clear is happy to collect. This cost was approved. Cllrs. Dark and Forrest offered to help Cllr. Clear install the gate.

17/110 Sheet Recreation Ground

**Safety casings for lights** – A quote in the sum of £100 for each casing has been received (there are 7 lights and the casings will need to be individually made) – it was agreed that this would not be taken forward, as it is more economical to replace the lights as and when required.

**Safety surfacing under table tennis table** – Two options have been considered – safety surfacing (£2,400 + VAT) or artificial grass (£1,850 + VAT). Additional quotes for comparison purposes will be obtained for further discussion at the June meeting.

**Damage to shed** – The damage to the wall of the storage shed was noted. Following discussion, it was agreed that the whole of the shed should be cladded in wood to prevent this happening again. Cllr. Bird will source the timber and the cladding will be installed by Parish Council volunteers as soon as possible.

17/111 Sheet Village Hall

**Bike Rack** – Various options for a new bike rack were discussed. Cllr. Clear proposed an idea of using a tree trunk with grooves cut in it for the bike wheels - rustic enough to be sited on the Village Green (potentially next to the telephone box). It was agreed to trial this idea and Cllr. Bird was asked to source an appropriate log!

**Flooring** – A quote for new flooring for the small downstairs meeting room, entrance hall and main hall has been received from Waterlooville carpets. Further quotes will be sought by Cllr. Glancy for comparison purposes and this item will be discussed in more detail at the June meeting.

17/112 County Councillor's Report – The Chairman confirmed that following the recent elections, Russell Oppenheimer is the new Hampshire County Councillor – it is hoped he will be able to attend a Sheet Parish Council Meeting soon, to introduce himself and become acquainted with the parish.

17/113 District Councillor's Report – Nicky Noble was unable to be present, but asked that it be noted that she has funding available for community projects. She has also confirmed that a grant of £500 has been approved towards the Sheet Film Festival being held at the end of May.

17/114 Forthcoming Meetings – The EHAP&TC Meeting is being held on Wednesday, 7<sup>th</sup> June at Four Marks Village Hall and the EHDC Community Liaison Team will be present to talk about how they can help EHDC Parishes.

17/115 Date of next P.C. Meeting – The next Meeting of Sheet Parish Council will be held on Tuesday, 13<sup>th</sup> June at 7.30 p.m. at Sheet Village Hall.

The meeting closed at 8.50 p.m.