

**SHEET PARISH COUNCIL**

**CHAIRPERSON:** Ron Dark

**CLERK:** Jenny Hollington

**Minutes of the Annual General Meeting of Sheet Parish Council held on Tuesday, 10<sup>th</sup> May 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  
Alan Biddlecombe

In Attendance: Jenny Hollington, Clerk

There were 3 members of the public in attendance throughout the meeting.

16/89 Apologies – No apologies received.

16/90 To Elect a Chair – Cllr. Dark was nominated by Cllr. Clarke and this was unanimously agreed. The Declaration to Accept Office was signed and witnessed.

19/91 To Elect a Vice Chair – Cllr. Martin was nominated by Cllr. Dark and this was unanimously agreed.

19/92 Parish Councillor Responsibilities:

The following areas of responsibility were agreed:

Ron Dark	Finance
Gail Martin	Village Hall
Alan Biddlecombe	Finance, Grounds
Brian Bird	Recreation Ground
Vaughan Clarke	Village Hall, Old Billiard Room
Tony Clear	Allotments, Sheet Common, Millennium Meadow
Robin Forrest	Recreation Ground, BMX Track, Allotments
Will Glancy	Village Hall, Old Billiard Room, P.C. Website

19/93 Minutes – The Minutes of the Parish Council meeting held on 12<sup>th</sup> April 2016 were approved and signed.

16/94 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda.

16/95 Public Comment – None received.

16/96 Finance

- (a) Internal Audit – Due to illness, the Internal Auditor had been unable to come to Hampshire, as arranged. The relevant documents will now need to be scanned/posted to him to enable him to complete the audit from home.
- (b) The Annual Governance Statement 2015-16 was read to Councillors. There were no queries and the statement was approved.
- (c) Annual Return 15-16 – Detailed figures had been circulated to Councillors prior to the meeting – there had been no questions. The Annual Return 2015-16 was therefore approved.
- (d) Bank Accounts – A response to the survey carried out by HALC on parish council bank accounts has been received – Cllrs. Dark and Biddlecombe will follow this up.
- (e) April Bank Reconciliation - The bank reconciliation for April had been circulated prior to the meeting and was approved.
- (f) To Approve Cheques – the following cheques were approved for May payment:

Chq No.	Amount	Payee	Service
300532	£10.57	E-on	V. Hall - electricity
300533	£77.63	Contract Natural Gas	V. Hall - gas
300534	£745.65	DNE Services	V. Hall (defib supply/lobby lights)
300535	£50.00	Steep P.C.	Filing Cabinet
300536	£60.00	K. Hall	Deposit refund - plot 92
300537	£70.00	EHDC	Premises Licence - annual fee
300538	£783.85	DNE Services	Window repair - upstairs mtg
300539	£255.43	Good Directions	Seat End - Old Mill Lane bench
300540	£57.28	Robin Forrest	Padlock/keys/postcrete
300541	£630.00	Sheet Music Ltd	Caretaking/cleaning - v. hall
300531	£660.05	J. Hollington	Clerk - May + 34.53 expenses
300532	£50.48	HMRC	Clerk - Tax/NI
300533	£37.50	S. Hooper	Part deposit refund - v. hall
Total :		£3,488.44	

16/97 Planning – To discuss current applications:

SDNP/16/01729 /HOUS	<b>Single storey rear extension and loft conversion, including dormer windows to rear</b>	18 School Lane, Sheet GU32 2AR	<b>No Objection</b>
SDNP/16/01834 /HOUS	<b>Retention of summerhouse to rear</b>	Broadlands Cottages, School Lane, Sheet GU32 2AG	<b>No Objection</b>

16/98 Sheet Level Crossing – Correspondence has been received from Network Rail informing Sheet P.C. that they have been unable to agree a solution that would achieve planning approval and so will not be proceeding with the closure and replacement of Sheet Level Crossing with a ramped footbridge. The safety of the crossing will now be improved by up-grading the half barrier crossing to full barriers in due course.

16/99` Flooding – There has been no further up-date from Southern Water – the Clerk will continue to chase this.

16/100 Community Resilience – Cllr. Martin and the Clerk will attend a Community Resilience Workshop at EHDC on 23<sup>rd</sup> May.

16/101 Roads and Traffic

- (a) Road signage for Village Street – The new signage has now been installed on the London Road and entrance to Village Street. The smaller electrical works will be carried out on 18<sup>th</sup> May
- (b) Village Gateway Signage - Ian Janes, at HCC, has said that several parishioners have approached him to ask for installation of village gateway signage – however this request needs to come from the Parish Council. The proposal was discussed and it was agreed that this was a good idea and should go ahead as per Mr. Janes’ proposal. Cllr. Martin was asked to follow this up.

16/102 Developer’s Contributions – No up-date has been received from EHDC with regard to unpaid contributions for the Sunnymede Estate – the matter remains in the hands of their Legal Department.

16/103 Sheet Allotments – Most of the recently cleared plots have now been re-let – currently there are 2-small plots and 4 large plots remaining.

16/104 The Lengthsman Scheme – There are 3 applicants for the role and interviews will take place on 11<sup>th</sup> May.

16/105 Council-Owned Amenity Sites – Following a request for parking to be allowed on the green at Old Mill Lane, the issue of parking on any Parish Council owned land was discussed. It was agreed that parking would not be allowed on any areas of land owned by the Parish Council.

The Chairman believed he knew who owned the trailer which has now been parked at the Millennium Field Car Park for some time and would speak to them about it.

16/106 Sheet Common – Signage to deter motorcyclists now needs to be backed and will be installed prior to the next meeting.

The steps on the footpath have been constructed by South Downs National Park volunteers who have done an excellent job. Cllr. Biddlecombe will write to express the Parish Council's appreciation.

16/107 Seating – The concrete bench ends have been installed at Mill Lane by Cllrs. Clear, Dark and Forrest. Cllr. Bird will be asked to fit the wooden slats.

16/108 Sheet Village Hall

(a) Installation of AED Defibrillator – Cllr. Forrest has completed the British Heart Foundation grant application form – a decision should be made in the next 10-days or so.

(b) Maintenance – Quotes for the replacement roof tiles and repair of the rear wall have not yet been received. The Clerk will follow this up.

16/109 County Councillor Report – The County Councillor's report for May is appended to the Minutes. In addition, it was noted that Sheet School are looking for a new Governor – the position is currently being advertised on the Village website.

16/110 Forthcoming Meetings

- SDNPA Workshop – 18<sup>th</sup> May – The Chairman and Clerk will attend.
- Community Emergency Planning – 23<sup>rd</sup> May – Cllr. Martin and the Clerk will attend
- 1-day Lantra Basic Tree Survey and Inspection Course – 13<sup>th</sup> May - Cllr. Forrest will attend.

16/111 Date of next Meeting – **Tuesday, 14<sup>th</sup> June 2016 at 7.30 p.m. at Sheet Village Hall.**

The meeting closed at 8.10 p.m.