

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of a Meeting of Sheet Parish Council held on Tuesday, 12th January 2016 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: Jenny Hollington, Clerk

There were 6 members of the public in attendance.

- 16/01 Apologies – Apologies had been received from Cllrs. Gail Martin, Brian Bird and District Councillor, Nicky Noble.
- 16/02 Minutes – The Minutes of the Parish Council meeting held on 8th December, and additional Parish Council meetings held on 14th and 30th December, held to discuss planning applications, were approved and signed.
- 16/03 Declarations of Interests – None declared.
- 16/04 Public Comment – A request for the Parish Council to consider installation of an AED Defibrillator at the Village Hall was received - it was agreed that this item should be included on the February Agenda to be discussed further.
- 16/05 Community Resilience – The Clerk outlined details of the national, county and local (EHDC) initiative to encourage local communities to prepare for emergencies, such as flooding, ahead of time. The idea being, that a small group is set up to receive information and data, to circulate updates and help co-ordinate responses – in the case of Sheet Parish, to a river flood. Cllr. Martin had circulated a letter prior to the meeting which explains the scheme to residents of Mill Lane, and to gauge interest.

Mill Lane residents present at the meeting said that, as far as they are aware, the Ashford Stream has never burst its banks and the River Rother has only flooded once in recent years. However, when the Ashford Stream is high, it does appear that there is still a leak from the stream into the sewers which causes the manhole covers to pop, sending a surge of fresh water and sewage into the ditch and through to Laundry Cottage. This appears to be a reoccurrence of the historic problem investigated by Southern Water last year, and which was thought resolved. Evidence of the continuing issue has been videoed and Southern Water are due to re-visit the parishioner affected, to discuss the situation. Mill Lane residents were advised to also report any incidents to the Environment Agency to ensure that pressure is put on Southern Water to resolve the problem.

It was agreed that this item should be kept on the Agenda for the February Parish Council meeting – in the meantime residents were asked to advise the Clerk of the response from S. Water/ Environment Agency to the latest incident.

With regard to the formation of a Community Resilience Group, Mill Lane residents said that there would be interest in taking this forward. With regard to the River Rother, it was noted that debris (especially at Mill Pond) is contributing to water back-up and this needs to be taken up with the Environment Agency for monitoring/clearing.

It was agreed that Cllr. Martin will be asked to liaise with the EHDC Officer (Rebecca Munday), about progressing/forming a local Community Resilience Group.

- 16/06 Finance –

- (a) The bank reconciliation for December, circulated prior to the meeting, was approved.
- (b) The quarterly figures (October – December) were discussed – the Chairman confirmed that since September things have “ticked along” according to budget. It should be noted that £30,000 has now been transferred to the Cambridge Building Society deposit account.
- (c) The following cheques were approved for January payment:

Chq No.	Amount	Payee	Service
300490	£58.92	E-on	V. Hall - electricity
300491	£96.94	Contract Natural Gas	V. Hall - gas - estimated
300492	£638.65	Landscape Group	Bins (Oct - Dec)
300493	£72.00	Elite Playground Inspections	BMX Track and Rec
300494	£780.00	Sheet Music	Cleaning/Caretaking - V. Hall
300495	£65.88	HMRC	Tax - Clerk
300496	£610.12	J. Hollington	Clerk (Jan - salary)
Total :	£2,322.51		

- (d) Precept request 2016/17 – The Chairman confirmed that he contacted EHDC to query the fall in tax base which has dropped by 3%. EHDC have promised to send a detailed breakdown of the figures, but indicated that this may take a while to obtain. The Chairman explained that if the current Band D household charge for Sheet parishioners is maintained, this will amount to a precept figure of £39075.00 (£635 less than last year). It was unanimously agreed that the current Band D figure should be maintained and that £39075.00 should be requested as the 2016/17 precept.
- (e) Correspondence received from HALC regarding sector led external audit was discussed - it was unanimously agreed that Sheet P.C. were content to be included within the Scheme.

16/07 Planning –

- (a) Details of a Householder Appeal against refusal of planning consent for SDNP/15/03931/HOUS, for a detached pool house at 23 Pulens Lane, were noted. The Parish Council’s request to attend the site meeting has been refused. The Parish Council’s original comments will be forwarded to the Inspectorate for consideration.
- (b) The current planning application SDNP/15/066318/HOUS for a first floor extension over existing at 11 Merryfield Road was considered. It was agreed that there was no objection to this application.

16/08 Developer’s Contributions – It appears that EHDC are moving towards legal action in respect of monies due from Sunnymede – this item will continue to be monitored and kept on the Agenda.

16/09 Roads and Traffic

- (a) Mill Lane – HCC have agreed to scrape the road of mud and, following this, the road will be washed and cleaned by EHDC. The P.C. will continue to monitor the situation.
- (b) Road signage for Village Street – This item was deferred to the February meeting in Cllr. Martin’s absence.

16/10 Sheet Allotments

- (a) Improvements to the main track – Cllr. Clear confirmed that as soon as the weather clears, the work to improve the main track will commence.
- (b) On-going maintenance of vacant plots – there are now 18 empty plots. Cllr. Clear and the Clerk will look into obtaining more competitive quotes for clearing multiple plots as opposed to just one or two at a time.

- (c) A quote for the work to the trees on the Mill Lane boundary of the allotments has been received in the sum of £1240 + VAT. It was agreed that comparison quotes should be obtained and a decision delegated to Cllr. Forrest to accept the most competitive/appropriate quote.
- (d) Entrance signage – The information on the sign at the entrance to the allotments is out of date. It was agreed that Cllr. Forrest should liaise with Signs Express in Portsmouth and order a new sign.
- (e) The noticeboard at the entrance to the allotments has been damaged by the wet weather. It was agreed that Cllr. Forrest would ascertain whether it could be repaired/improved and, if not, the cost of supplying a new, similar board would be considered.

16/11 Sheet Common – Following a recent quarterly inspection of the BMX track by Elite Play, comments regarding the boundary and rubbish on site, will be followed up by Cllr. Forrest.

16/12 Sheet Recreation Ground – Concerns raised by Stepping Stones regarding the wobble bridge have been discussed with the supplier. The supplier has confirmed that the equipment meets all required safety standards but is designed for children of all ages, not specifically for pre-school children. It was agreed that signage should be installed next to the equipment to ensure that all children are appropriately supervised when using the equipment.

16/13 Footpath 25 – Cllr. Biddlecombe confirmed that work to improve the eroded area will commence on 8th April. The work will be carried out by South Downs volunteers, and supervised by representatives of Hampshire Rights of Way.

16/14 Seating – In Cllr. Bird's absence, this item was deferred to the February Meeting.

16/15 Sheet Village Hall

- (a) Hire of equipment – it was agreed that Village Hall tables and chairs could be borrowed by parishioners, as long as there are no bookings, and at the convenience of the Caretaker. A policy and hire form will be drawn up for approval at the February Meeting.
- (b) Caretaking contract – the Caretaking specification (circulated prior to the meeting) was discussed. It was noted that the current situation is working extremely well but that, as a matter of course, should be reviewed regularly. It was agreed that this should be advertised locally via the noticeboard and website and tenders invited by the end of February. The tenders will be discussed at the March P.C. Meeting (in closed session).
- (c) Decoration of Meeting Room and Entrance Hall – it was agreed that DNE Services should be asked to quote for the redecoration.
- (d) Quotes for new flooring – Cllr. Glancy was asked to obtain quotes for appropriate replacement flooring.
- (e) Stackable chairs – Cllr. Martin and the Clerk will research new stacking systems available and report back at the February P.C. Meeting.
- (f) Table Trolleys – Improvements have been made to the table trolleys so that tables can't slip off the back under the stage – the Caretaker will be asked to monitor the situation to ensure the problem is resolved.

16/16 Grass Cutting Contracts

- (a) Millennium Field – the wording of the draft grass cutting contract for the Millennium Field (circulated prior to the meeting) was approved.
- (b) Sheet Recreation Ground, the Village Green and Old Mill Lane – the wording of the draft grass cutting contracts for the Recreation Ground, the Village Green and Old Mill Lane (circulated prior to the meeting) was amended to read “as and when required”.

It was agreed that the contracts should be advertised in the Petersfield Post and tenders invited by the end of February. Tenders received will be considered at the March P.C. Meeting (in closed session).

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- 16/17 Village Pubs as Community Assets – EHDC have requested further information with regard to registering the Queens Head as a Community Asset – Cllr. Dark agreed to follow this up and will send the information to the Clerk.
- 16/18 County Councillor Report – The County Councillor’s report for January is appended to the Minutes. In addition Cllr. Clarke reported that it looks as though Sheet P.C. has been included in the Lengthsman Scheme for the next financial year – April 2016.
- 16/19 Date of next Meeting – The next meeting of Sheet Parish Council will be held on **Tuesday, 9th February 2016 at 7.30 p.m.**