

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of a Meeting of Sheet Parish Council held on Tuesday, 14th February 2017 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: Jenny Hollington, Clerk

There was 1 member of the public present during the meeting.

17/27 Apologies – Apologies had been received from Cllrs. Ron Dark and Gail Martin

17/28 Minutes – The Minutes of the meeting held on 10th and 24th January 2017 were approved and signed.

17/29 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda. None were declared.

17/30 Public Comment –

- It was queried whether the boundary of the BMX track has been extended, as the track now appears to be expanding down the gully. Cllr. Forrest explained that the Parish Council are in the process of re-marking the boundary. Quotes for the work have been sought and work will now be expedited. The boundary will be agreed with the BMX User Group.
- The issue of speed of traffic on the London Road was raised and it was queried whether anything can be done to address this? It was agreed that Cllr. Martin should be asked to contact Ian Janes and request that speed reduction to 40 mph be considered through Sheet.
- Large vehicles are still turning into Village Street from the London Road despite the new signage. Contractors from the Farnham Road development will be advised not to use Village Street.

17/31 Planning –

SDNP/17/00300 /TPO	Alder – pollard – leaving stems at 3m height	Rotherside, Farnham Road, Sheet GU32 2AP	No Objection
SDNP/17/00301 /TPO	Various Alders – Reduction in height, crown raise canopy and pollard	Land North East of Sheet School, School Lane, Sheet	No Objection

17/32 Finance

- (a) The January bank reconciliation had been circulated prior to the meeting and was approved. The current account balance is £75,281, the deposit account £10,000 and building society deposit £30,000.
- (b) Actual to budget figures to end of third quarter were compared– it was noted that maintenance figures for the Village Hall were higher than anticipated – the Clerk was asked to check whether some of figures should have been entered under capital expenditure, rather than property maintenance.
- (c) The grant application for £500 towards printing costs of the Sheet News was unanimously approved - the Sheet News is a very welcome and useful source of information and delivered to all residents of Sheet.

(d) Cheques – The following cheques were approved for February payment

Chq No.	Amount	Payee	Service
300630	£86.62	SSE SWALEC	Electricity - V. Hall
300631	£128.18	Contract Natural Gas	Gas - V. Hall
300632	£330.80	S. Waterchoice	Allotments - water rates
300633	£45.19	S. Waterchoice	V. Hall - water rates
300634	£73.67	S. Water	V. Hall - waste water
300635	£18.00	Hants Assoc. Local Councils	Training - Transparency Code
300636	£302.40	Petersfield Town Council	Bin Contract - Dec/Jan
300637	£780.00	Sheet Music	Caretaking/cleaning - V. Hall
300638	£8.26	Mythic Beasts	New website hosting fee
300639	£61.88	HCC (County Supplies)	Cleaning gear - V. Hall
300640	£50.48	HMRC	Tax/N.I. - Clerk
300641	£741.83	J. Hollington	Feb wages + expenses (advert, stamps, stationery)
300642	£78.00	Signs Express	No Parking - Sheet Common gate
300643	£225.48	Tampen & Tampen	Dishwasher service/supplies
300644	£360.00	N. Rook Blackstone	Clearing 5 plots
300645	£500.00	SVCT	Grant - Newsletter donation
300646	£295.00	C. Smith	Repair of lights - Sheet Recreation Ground
Total :	£4,085.79		

In the absence of the Chair and the Vice-Chair, there was only 1 bank signatory present at the meeting. It was agreed that Cllr. Biddlecombe should be added as a signatory on the Unity Trust current account to avoid reoccurrence of this situation.

17/33 Audit 2016/17

- (a) E-mail correspondence from Ken Abraham's partner explaining that Ken is unable to return to his audit work due to continuing ill health has been received. Details of the service offered by Tim Light, Internal Auditor for several other local parish and town councils, had been circulated to Councillors before the meeting and it was agreed that he should be appointed as Internal Auditor for 2016/17.
- (b) The up-dated Statement of Internal Control for 2016-17 had been circulated to Councillors prior to the meeting and was approved.
- (c) A copy of the Financial Regulations for Sheet Parish Council had been circulated to Councillors prior to the meeting - no amendments had been necessary throughout the year and the regulations were approved.
- (d) A copy of the Parish Council's Standing Orders had been circulated to Councillors prior to the meeting. Again, no amendments had been necessary throughout the year, and the Standing Orders were approved.

17/34 Risk Register 2017 – A copy of the up-dated Risk Register had been circulated to Councillors prior to the meeting. It was agreed that the words “annual inspection” should be deleted with reference to the BMX track and play equipment at the Recreation Ground, as quarterly inspections carried out by Elite Play Inspections are appropriate for insurance purposes.

17/35 Contacting the Clerk - The pros and cons of two options for contacting the Clerk were discussed – either the purchase of a mobile phone dedicated to Sheet Parish Council which could be switched off as required, or a telecom/internet package whereby a new number is purchased for a small amount each

month and calls to that number are directed to whichever phone is nominated. An option for calls to only be received during office hours means that during non-working hours, calls are recorded and a message sent via e-mail to the lap top. It was agreed that the Clerk should consider these alternatives and decide which she would feel most comfortable with in time for the March meeting.

- 17/36 Parish Council Website – The new website is now up and running at www.sheetparishcouncil.gov.uk. Links to the village website and community groups will be established.
- 17/37 Roads and Traffic – Cllrs. Bird and Clear attended the Road Safety Meeting at the School. They reported that the outcome of the meeting was disappointing in that there is no funding available for changes to infrastructure, meaning that only road safety advice for the children is available. Cllr. Bird was asked to check with Mr. Burton whether pedestrian access to the back of the School would be available once the new houses are built as this would help keep children safe from traffic on School Lane.
- 17/38 Flooding – Details of various storage boxes that could be used as a flood pod for storage of synthetic sand bags had been circulated prior to the meeting. It was agreed to order a secure steel storage unit from Asgard (4.7 x 6 x 3.5) at £555.00 with additional shelving and flooring options, to be installed in the Mill Lane car park as soon as possible – the Clerk will ask DNE Services to liaise with Cllr. Clear with regard to position.
- 17/39 Sheet Allotments – Response to the advertisement in the Petersfield Post had been disappointing and had not led to anyone taking on a plot. A re-run of the advert will be considered once the warmer weather arrives.
- 17/40 Sheet Recreation Ground – The path lights have now been repaired. Cllr. Bird was asked to organise fitting of wire cages to protect the lights from being broken again.
- 17/41 Sheet Common –
- (a) BMX Track Boundary – A verbal quote in the sum of £1000.00 has been obtained for installation of 20 wooden posts around the BMX track. This was thought to be a very competitive quote and Cllr. Forrest was asked to chase up a written quote and to expedite the work.
 - (b) Gate signage – A new “No Parking” sign for the entrance gate has been purchased. This means that parking will be more restricted. It was agreed that the Lengthsman should be asked to cut back the hedges alongside the entrance to create more space, and to use up any hours remaining under the Lengthsman scheme.
 - (c) Trees – Cllr. Biddlecombe reported that he had met with a South Downs Ranger and a representative of the Forestry Commission at the Common. Their recommendations are that the Silver Birch should be thinned out by 25% and a view provided across the Common to the Downs. Consideration could also be given to the introduction of native species – e.g. sweet Chestnut. Cllr. Biddlecombe will follow up via the Forestry Commission the requirement for a tree felling licence to enable a working party to address reduction of the Silver Birch.
- 17/42 Sheet Village Hall –
- (a) Details of an on-line booking system had been circulated to Councillors prior to the meeting – the system has been designed to reduce the amount of admin time spent on hall hire and appears to be user friendly and fairly inexpensive (£300 set up cost, and on-going cost of approx. £15 per month). The Clerk was asked to organise a demonstration session for the Management Committee to attend, to see if this would be a potentially useful option for Sheet Village Hall.
 - (b) New Stage Lighting – As already reported, no structural survey is required and the quote for electrical works, to enable the new lights, in the sum of £235.00 was approved at the last meeting. Cllr. Glancy explained that he had found it difficult to obtain alternative quotes for the specialist work to provide the new lights – this being the case, the quote obtained was approved, in the sum of £4836.

(c) Quotes for repair of back wall – The quotes received for the repair of the back wall were compared and discussed. It was agreed to accept the quote from Blackman Builders Ltd. in the sum of £4480 + VAT.

17/43 County Councillor's Report – The County Councillor's report hi-lighted the recently published new educational funding formula which means that larger schools gain funding whilst smaller ones have lost. This means that Sheet School is to lose £11k of funding whilst Herne Junior and Petersfield School gain over £100k. Councillors were shocked at what this would mean for Sheet School and similar small village schools.

The County Councillor's report was noted and is appended to the minutes.

17/44 District Councillor's Report – No report received.

17/45 Correspondence –

- EHDC Consultation on revised Gypsy and Traveller Accommodation Assessment – no response thought necessary.

17/46 Forthcoming Meetings:

- The HALC Annual Conference is to be held on 22nd March in Southampton – cost is £75 but a very useful and informative day if any Councillors are able to attend.
- The EHAP&TC Meeting is to be held on 8th March at Greatham V. Hall – Simon Jenkins, Head of Planning at EHDC, will be attending to respond to issues raised at the last meeting. Cllrs. Glancy and Clarke agreed to attend this meeting.

17/47 Date of Next Meeting – Tuesday, 14th March – 7.30 p.m. at Sheet Village Hall

The meeting closed at 9.15 p.m.