

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of a Meeting of Sheet Parish Council held on Tuesday, 14th July 2015 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: District Councillor – Nicky Noble
County Sewerage Engineer – Dr. Stephen Dart
Clerk - Jenny Hollington

There were 8 members of the public in attendance throughout the meeting.

15/141 Apologies – Apologies had been received from Cllrs. Gail Martin and Vaughan Clarke

15/142 Minutes – The Minutes of the Meeting held on 9th June were approved and signed.

15/143 Declarations of Interests - Councillors were reminded of their responsibility to declare any pecuniary interest which they may have in any item on the Agenda, as they go through the meeting.

15/144 Public Comment –

- A complaint was made about the condition of the road surface in Mill Lane. It was pointed out that members of the public are able to notify HCC about potholes via the HCC website, and this doesn't need to go through the Parish Council.

15/145 Up-date from Southern Water – Dr. Dart, County Sewerage Engineer, was in attendance at the meeting and gave the following up-date:

- Jetting in Church Field – the work to jet the sewers across Church Field will start on Monday, 20th July.
- Installation of flap valves at the Cottages – this work has been delayed because the initial modelling scheme was not appropriate and had to be re-designed. A storage tank is required in addition to the flap valves to ensure that the flows are sufficiently supported. An area has now been found for this to be installed in front of the trees at the pumping station and it is intended that work on this will now also start week commencing 20th July.

Dr. Dart undertook to contact the Clerk if there are further developments over the summer.

15/146 Finance –

(a) The quarterly budget figures were circulated and discussed. The Chairman confirmed that the figures are more or less as expected:

- The Village Hall is currently on budget;
- Sheet Allotments and Sheet Common – current underspend on budget, but known costs to come;
- Millennium Field - management cost for this to come at the end of the financial year;
- Recreation Ground/Old Billiard Room – on budget
- Income/Expenditure – as expected.

- (b) The proposed purchase of a marquee for village events was discussed. The District Councillor confirmed she would consider match funding this item from her grant funding pot. The Clerk was asked to complete the on-line application form.
- (c) The bank reconciliation for June had been circulated prior to the meeting and was approved.
- (d) The following cheques were approved:

Chq No.	Amount	Payee	Service
300342	£1,259.98	Meika Ltd.	Storage shed for rec
300343	£44.71	E-on	Electricity - Village Hall
300344	£31.20	R. Forrest	Padlock/keys - Storage shed/OML
300345	£24.00	Petersfield Town Council	New Cllr. Training
300346	£72.00	S.D. Playgrounds Ltd.	Quarterly play inspections -
300347	£780.00	Sheet Music Ltd	Caretaking - V. Hall
300348	£1,272.55	ERS	Sheet Referendum - level crossing
300349	£1,915.95	Landscape Group	Litter/dog bin collection x 3 quarterly bills
300350	£65.48	HMRC	Tax/N.I - Clerk
300351	£610.52	J. Hollington	July Salary - Clerk
300352	£32.90	R. Forrest	Padlock - Allotments
Total :	£6,109.29		

It was noted that cheque 300349 (£1915.95 Landscape Group) was payment for 3 quarters, as invoices had gone astray.

- (e) A letter from the Pensions Regulator was discussed – Sheet P.C. has been allocated a staging date of 1st July 2017 and are required to nominate a contact to receive relevant information. The Clerk/Chairman will progress this.
- (f) As there is no Parish Council Meeting in August, it was agreed to delegate authority for routine cheque payments to the cheque signatories. The Clerk was asked to compile and circulate a list of cheques to be signed to all members of the Parish Council as normal in the middle of the month. The August cheques will be formally approved and minuted at the September meeting.

15/147 Planning – Current planning applications were discussed –

SDNP/15/02587/HOUS	Detached triple garage with room in roof space, dormer window to side and external staircase following demolition of existing garage and greenhouse	Sheet Common House, Midhurst Road, GU31 5AT.	No Objection subject to natural screening remaining
--------------------	--	--	--

15/148 Developer’s Contributions for Sunnymede – Formal invoices have now been sent to Star Wood Developments and its Director. If no response is received EHDC will seek redress through the courts. The Clerk will continue to monitor the situation.

15/149 Network Rail – Sheet Crossing – The results of the Sheet Referendum has been displayed on both parish noticeboards and the website, and reported in the Petersfield Post and the Herald. From an overall turnout of 73.9% (525 votes), 32.2% voted for a closure to vehicles and the installation of a pedestrian crossing, and 67.8% voted for the road to stay open with full barriers installed. The Chairman confirmed that the Parish Council will take this result as its stance in future consultation.

15/150 Allotments

- (a) Devolved Management – Appropriate paperwork to form the new management company (Sheet Allotments Ltd.) has been completed and sent off, but appears to be stuck in the system. Mr. Mogg will be asked to chase the situation as a matter of urgency.
- (b) Padlock and Fencing - A new padlock to replace the one that went missing has been purchased and will be welded to the gate as soon as possible. With regard to repairs to perimeter fencing, it was agreed that allotment holders should be asked to mark any known gaps, and consideration will then be given to blocking up the holes.
- (c) Scalpings - Cllr. Forrest will progress the previously approved purchase of scalpings via Coomers who are able to deliver in a smaller truck.

15/151 Invasive Plants

Himalayan Balsam – The SDNPA Rangers and Cllr. Biddlecombe have cut down the Balsam on Sheet Common and Cllr. Clear has cleared the Millennium Field. SDNPA have said they will clear the Balsam at the Ashford Stream.

Japanese Knotweed – HCC are aware of the knotweed growing in the wall at the Old Mill and it is part of their programme of removal.

Ragwort – This is a notifiable plant and a visible issue in the parish - Cllr. Clear will continue to pull and burn it. The Clerk was asked to contact Mr. Petche at Lords Farm Allotments as it is a noticeable problem there.

15/152 Seating – A working party consisting of Cllrs. Dark, Bird and Forrest will repair the broken seats at the Common, Mill Lane and the Recreation Ground over the summer months. An invoice will be submitted for the cost of replacing the wooden slats.

15/153 Sheet Common –

Clearance of brambles and bracken - Cllr. Clear has cleared the brambles. The appropriate chemical for clearing the bracken is only available in quantities of 20 litres at £250. It was agreed that rather than pay £250, Cllr. Clear should cut the bracken twice a year at a cost of £45 per cut (around the green and as far as possible down the tracks).

Barbecue Area – Sheet Common is being used/damaged by people having informal barbecues and at the last meeting Cllr. Biddlecombe had been asked to look into the cost of providing a barbecue which could be cemented into place. Enquiries at QECP and the Forge in Petersfield had drawn a blank but the Forge at Steep Marsh have been able to give a design and estimate of £500 + VAT. It was agreed that this proposal should be approved subject to concerns over safety/liability being satisfied via insurance advice.

Footpath 28 – this footpath is becoming badly eroded where it joins Footpath 25. Cllr. Biddlecombe met with Elliott Rowe, Hampshire Rights of Way Officer, to discuss the issues. Mr. Rowe has suggested that it would be appropriate for Sheet Parish Council to apply for Small Grant Scheme Funding for 50% costs, with South Downs National Park volunteer hours being used as the match funding. The Clerk was asked to look at deadline dates for applications and liaise with Cllr. Biddlecombe.

Footpath 25 - It was noted that a tree has come down across one of the gardens backing onto the path – it was agreed that enquiries should be made to find out who owns the tree. Cllr. Forrest will liaise with the owners of the property concerned.

15/154 Millennium Field – There has been no up-date with regard to installation of a Memorial Bench for Robin Smith. The mesh fencing has now been fitted at the gate by Cllr. Clear.

15/155 Village Green – Monitoring of the litter situation continues but there have been no complaints so far. The Clerk was asked to liaise with the Landscape Group to find out if there will be a reduction in the weekly charge now there is only one litter bin on the Green.

15/156 Village Hall

- (a) Broadband – The required direct debit of £40 for the 3 year period was approved. The Clerk was asked to action.
- (b) Maintenance of the front fence – Cllrs. Dark and Forrest will action this in the next few weeks.

15/157 Sheet Recreation Ground –

Storage Shed – The shed has been ordered and work on the footings will start on 15th July.

Surfacing for table tennis table – Cllr. Bird has looked into the cost of wet pour and received a quote of £2000 from the company that installed the play equipment. It was agreed that rather than pay this price, Cllr. Bird should order rubber matting from Hand Made Places (supplier of the play equipment) and a working party comprising Cllrs. Bird, Forrest and Dark will install this over the summer.

15/158 Roads and Traffic –

Village Street Signage - Cllrs. Martin, Bird and Glancy met with Mr. Janes from Hampshire Highways in on 16th June to discuss signage to deter large vehicles following sat naves through the village. Mr. Janes acknowledges that current signage is inadequate and will e-mail proposals in the next couple of weeks.

Pulens Lane – Cllr. Biddlecombe had been approached by residents concerned about speeding in Pulens Lane. It was agreed that in the first instance Cllr. Biddlecombe should highlight the issue via the HCC website and that the issue should also be discussed further with Cllr. Clarke (as County Councillor).

15/159 Church Field – No further up-date has been received from Mr. Wake.

15/160 Pubs as Community Assets – It was confirmed that both village pubs should be registered.

15/161 County Councillor's Report – The County Councillor's report for July is attached. Work on the footpath from the level crossing to the pedestrian entrance to Rams Hill is due to start at the beginning of September.

15/162 Training Session – Roles and Responsibilities – Matters arising from the training session attended by Cllrs. Biddlecombe and Clear were discussed, in particular :

- Requirement for Clerk to be registered for Pension auto Enrolment – this is in hand
- CiLCA – the Clerk confirmed that she has this qualification
- FoI – Councillors were reminded that e-mails and correspondence can be subject to FoI
- Policies and Procedures – to be published to the website
- Minutes – currently issued to the website and kept in a Minute book in the Clerk's office
- @gov.uk e-mail address – it was agreed to look into this further. The Clerk will contact Steven Lugg and this item will be discussed again at the September meeting
- Liability Insurance – this is appropriately covered by Aon
- Council owned assets – all assets are appropriately maintained
- Grievance and Complaints Policy – not currently in place - the Chairman undertook to progress this
- Standing Orders – to be published to the website
- Grants criteria and how to obtain funding – understood by Councillors
- Incurred costs and expenses – these are covered where a receipt is obtained.

Both Councillors felt that the training session had been informative and interesting.

Date of Next Meeting – A planning application with a consultation deadline of 3rd August has been received - it was therefore agreed that an extra P.C. meeting should be held to discuss the application on **Tuesday, 28th July at 7.30 p.m.** The next full meeting of Sheet Parish Council is **Tuesday, 9th September at 7.30 p.m.**

The meeting closed at 9.26 p.m.