

DRAFT

SHEET PARISH COUNCIL

CHAIRPERSON: Chris Wilton

CLERK: Jenny Hollington

**Minutes of the Annual General Meeting held on 16th May 2023
at Sheet Village Hall at 7.00 p.m.**

Present. Cllrs. Chris Wilton (in the Chair) Brian Bird Robin Forrest
Gail Martin Dave McKinney

In Attendance: District Councillor, Nick Drew (for the first part of the meeting)
Clerk, Jenny Hollington

There were 4 members of the public present throughout the meeting.

23/73 Apologies – Apologies and his resignation have been received from the out-going Chairman, Ron Dark, due to continuing health issues. Apologies had also been received from Cllr. Alan Biddlecombe.

23/74 Election of Chair – In the absence of Ron Dark, Cllr. Gail Martin (Vice-Chair) opened the meeting. Cllr. Chris Wilton was nominated as Chair by Cllr. Martin, and seconded by Cllr. McKinney and unanimously agreed. Cllr. Wilton’s acceptance of the Office of Chairman was signed and witnessed.

Cllr. Wilton emphasised how much Ron Dark will be missed by all at Sheet Parish Council – Ron has been a Councillor since the inception of Sheet P.C. in 2012 and, of course, an exceptional Chairman since 2014. He and Jeannie are wished well.

23/75 Sheet PC Election Result –The election for 2023 had been uncontested, with 7 Councillors standing for re-election for 8 vacancies.

23/76 Councillors’ Acceptance of Office – Councillors present signed the Acceptance of Office witnessed by the Clerk. Cllr. Biddlecombe’s Acceptance of Office will be signed and witnessed on his return from holiday. Councillors present also completed their Register of Interest forms for return to EHDC.

23/77 Election of Vice-Chair – Cllr. Gail Martin was nominated as Vice Chair by the Chairman who welcomed her continued support. This was seconded by Cllr. McKinney and unanimously agreed.

23/78 Vacant Positions – With the recent resignation of Ron Dark and the vacancy at election, there are two vacant positions at Sheet Parish Council – the Clerk will advertise these vacancies via noticeboards and the website from 17th May 2023 with the intention of co-opting at the June meeting. Anyone interested in becoming a Parish Councillor is urged to contact Jenny as soon as possible on clerk.sheet@parish.hants.gov.uk.

23/79 Parish Councillor Roles and Responsibilities:

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|------------------|---------------------------------------------------------------------------------------------------------|
| Chris Wilton | Chairman and Finance |
| Gail Martin | Vice Chair, Village Hall, Roads & Traffic |
| Alan Biddlecombe | Finance, Open Spaces, the BMX track, Village Hall |
| Brian Bird | Recreation Ground, Lengthsman, Village Hall |
| Robin Forrest | Recreation Ground (play equipment), Allotments, Village Green (Horse Chestnut), Grass Cutting contract. |
| Dave McKinney | Planning, Projects (eg OBR, PPS), PSG representative |

23/80 Minutes – Subject to an amendment to insert the word “Millennium” before “Field” under Public Comment (23/58), the Minutes of the meeting held on 11th April were approved and signed.

23/81 Matters Arising from the Minutes:

- (a) Temporary Planning Permission – The Queen’s Head – The Clerk was asked to check with the Planning Department at EHDC whether a further planning application is required to enable retention of the outside structure at the Pub.
- (b) Love Lane Lighting – Cllr. McKinney will liaise with residents about whether further lighting is required, bearing in mind the HCC dark skies policy.
- (c) Overhanging Hedges – Councillors were asked to let the Clerk know if they become aware of any hedges in the parish which are causing problems for pedestrians.
- (d) SDNPA -Parish Priority Statement – Sheet Parish Council is keen to progress plans for a Parish Priority Statement, especially in view of the October deadline for submission to SDNPA. Cllrs. Forrest and Wilton offered to assist Cllr. McKinney in the production of the PPS and, in addition, two or three residents with skills in key areas will be invited to join the group– this item will be discussed in more detail at the June P.C. Meeting. E-mail correspondence about plans for development at Lords Farm (received just prior to the meeting) will be discussed further at the June P.C. Meeting.

23/82 Declarations of Interests – Councillors were reminded of their responsibility to declare any pecuniary interest on any item on the agenda – none received.

23/83 Public Comment –

- The Council were reminded of the work carried out by the Working Group who prepared the Parish Plan - this had included a village questionnaire and the information may be useful to the group working on the Parish Priority Statement – Cllr. McKinney will contact the group to request a copy.
- The Council were reminded that 18 houses are proposed for land behind Pulens Lane when considering development within the parish for the PPS.
- An organiser of the Village Street Party to celebrate the King’s Coronation said the event had been a great success. Costs had been covered by grants received from HCC and Sheet Parish Council, but approximately £900 had been raised by a raffle which it is intended to donate to Cancer Research and the Rosemary Foundation. A community get-together of residents from Love Lane, Merrifield and Churchfield Roads to celebrate the King’s Coronation had also been well attended.

23/84 District Councillor’s Report – Cllr. Drew thanked everyone who had supported him at the recent election and noted that there had been no overall majority at EHDC

Further concerns which had been raised by residents while on his campaign trail:

- Potholes – Cllr. Drew urged Sheet Parish Council to keep pushing on this issue as well as the condition of the roads (especially Mill Lane)
- Speeding in Pulens Lane – Cllr. Drew hasn’t heard anything further about the free automatic speedwatch equipment EHDC has offered to parishes and suggested Sheet P.C. chase this.
- Motorcycle noise on the Midhurst Road – He felt that a noise camera would be a worthwhile investment - both District and County Council funding would be available towards it, if appropriate.
- Bottle Banks – These are now being cleared more regularly.
- Shear Hill – There is a lot of concern from residents about plans for development – Cllr. Drew will keep a close eye on this situation.

In respect of the presentation by Network Rail at the Annual Parish Assembly, Cllr. Drew confirmed that EHDC hasn’t received a planning application for the proposed industrial container which the N.R. representatives believed had been submitted.

Cllr. Drew apologised but had to leave to attend another meeting.

23/85 Feedback from the Annual Parish Assembly – The Annual Parish Assembly held on Thursday 27th April had been very well attended by approximately 25 residents. The presentation by Network Rail about improvements planned for Sheet level crossing during the summer holiday had not been terribly clear but at least Sheet Parish Council now have a contact person. Concerns remain about the impact on the landscape of the proposed new industrial container – however, it appears that planning permission is not required.

23/86 Audit 2023

- (a) Councillors confirmed that there are no conflicts of interest with the new External Auditor, BDO - the appropriate form was signed by both Chairman and Clerk.
- (b) Internal Auditor's Approval of the Annual Accounts 22-23 – The annual accounts have been checked and signed off by the Internal Auditor (Paul Reynolds) from Fair Account.
- (c) Governance Statement 22-23 (Section 1 of the AGAR) – The Governance Statement had been circulated prior to the meeting – this was noted, approved, and signed by the Chairman and Clerk
- (d) Accounting Statements 22-23 (Section 2 of the AGAR) – The Accounting Statements had been circulated prior to the meeting and were approved and signed by the Chairman and Clerk.
- (e) Electors' Rights – The notice of Electors' Rights relating to the annual accounts will be advertised by the Clerk from 12th June – 21st July.

23/87 Finance –

- (a) Actual to Budget and End of Year Figures 2022-2023 – An end of year bank reconciliation and a summary of actual to budget figures for 2022-23 had been circulated prior to the meeting and were noted. Figures are broadly on target with the notable exception of utility bills at the Village Hall. Capital expenditure was less than budgeted, and the Council has therefore ended the financial year with a surplus instead of the budgeted deficit.
- (b) Alternative deposit arrangements – The Clerk has initiated the opening of a 1-year bond with Cambridge and Counties Bank (3.75%) – the process of transferring the money from the Cambridge Building Society to the new bond will be progressed in the coming weeks.
- (c) CIL Monies – The receipt of £1148.70 CIL funding was noted - it was agreed that this should be used towards the cost of the on-going CFI roads projects for London Road/Village Street if required (final figures awaited, following receipt of SDNPA central CIL allocation towards the projects). If not required for the CFI schemes the £1148.70 will be allocated towards the two new speed indicators.
- (d) Bank Reconciliation – The March and April bank reconciliation and copy bank statements had been circulated prior to the meeting and were approved and signed.
- (e) Cheque payments for May were approved as follows:

| Chq No. | Amount | Payee | Service |
|---------|---------|--------------------------|------------------------------------------------|
| 301456 | £180.00 | DNE Services | Tap and hand dryer repair - Sheet V. Hall |
| 301457 | £660.00 | Michael Smith | Grass Cutting Contract |
| 301458 | £192.00 | Pewcorner Woodworks | Oak posts for Recreation Ground gate |
| 301459 | £300.00 | MJS Fencing Ltd | Installation of the Oak post and gate (Rec) |
| 301460 | £85.00 | Fair Account | Internal Audit 22-23 |
| 301461 | £69.45 | Business Stream | Water rates - V. Hall |
| 301462 | £90.11 | Chris Wilton | Refund - Safety Tread - wobbly bridge (Rec) |
| 301463 | £900.00 | Arbtech Consulting Ltd | Bat Emergence Survey - OBR |
| 301464 | £70.00 | EHDC | Premises Licence - V. Hall |
| 301455 | £199.80 | Petersfield Town Council | Bin contract - March |
| 301456 | £666.14 | Sheet Music | Caretaking and Cleaning – Village Hall - April |
| 301467 | £132.00 | HMRC | Clerk's Tax - May |
| 301468 | £818.08 | Jenny Hollington | Clerk - May + expenses |

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|--------------|------------------|---------------|-------------------------------------------|
| 301469 | £24.00 | See Signs Ltd | Signage for Millennium Field (ref horses) |
| 301470 | £31.35 | J. Gurney | Refund for AGM refreshments |
| Total | £4,417.93 | | |

23/88 Grass Cutting Contract – Grass cutting across the Parish is carried out by Michael Smith Ltd who does an excellent job. In view of this, and increasing costs, a 10% increase for 23-24 was approved from June 2023.

23/89 Planning - Current planning applications were discussed:

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------|
| SDNP/23/01521 /HOUS | Replacement kitchen roof, cladding and new windows and roof lights. Replacement bay window and replacement shed. Removal of existing balcony and associated French doors | 9 Broadlands Cottages, School Lane, Sheet GU32 2AZ | No Objection |
| SDNP/23/01723 /HOUS | Two-storey front extension including new open porch, first floor extension to rear and single storey extension to rear, PV array, new carport and internal alterations | 52 Pulens Lane, Sheet GU31 4DD. | No Objection |

23/90 .Gov E-mail Addresses – The Clerk is following up on the free option currently available via the domain hosting company (Mythic Beasts).

23/91 Mill Lane Sewage – Cllr. Martin met with Dr. Stephen Dart from S. Water – he is very aware of the issues of the pumping station and promises results. A recent leak resulted in the closure of Mill Lane, and considerable damage was done to the verges – Cllr. Martin will write to S. Water about this. Further up Mill Lane at Sheet Mill House, S. Water are still trying to locate the source of the leak into the gardens. A contractor from HCC has inspected the seeping manhole cover outside Laundry Cottage and promised to clear it.

23/92 Roads and Traffic

- Petersfield Strategy Group (PSG) – Cllrs. Martin and McKinney have been invited to 2 workshops in June to view and discuss current plans in respect of Pulens Lane. There is also to be a community consultation event organised by the Group.
- Speed Indicator Devices (SIDs) – Cllr. Biddlecombe is still to meet with the Steep volunteer who looks after their SID to learn more about its use and value of information – Sheet P.C. will wait for his feedback before going ahead with an order.
- Blocked Drains – Love Lane and Long Road – The local roads Engineer has confirmed that these issues are in the works list but cannot confirm when the work will be carried out.

23/93 County Councillor’s Report – No report had been received due to the recent election process.

23/94 Sheet Assets

The Old Billiard Room – The bat emergence survey is due to be carried out on 31st May and the report will follow shortly after that.

Sheet Common –

- BMX Track** – The advice received from the HALC legal team in respect of liability in the case of serious accident was felt to be very useful and reassuring. Jonathan Ashton, Senior Legal Adviser, has explained that it is very unlikely for individual Councillors to be held responsible for

an incident at the track and confirmed that Sheet Parish Council has the risk largely covered with current arrangements. The possibility of a more formal agreement to transfer responsibility/liability to the BMX User Group could still be considered but problems would centre around the resources and capabilities of the User Group. It was suggested that initially the P.C. could focus on formalising current internal arrangements with the Group – Cllr. Forrest, in conjunction with Cllr Biddlecombe, will organise a meeting with the User Group - in the meantime regular fortnightly visual checks of the Track will continue.

Millennium Field – Signage in respect of “No Horse Riding” has been purchased and Cllr. Brid will install these at the entrances as soon as possible.

Sheet Recreation Ground –

- **Wobbly bridge** – The Chairman has ordered the safety tread strips and will install them asap.
- **Entrance Gate** – The new Oak post has been installed, ensuring that the entrance is now secure.
- **Scout Hut Path** – Quotes for the proposed new path are being chased by Cllr. Bird.

The clean-up of the play area by the children from Steppingstones Playgroup as part of their celebration of the King’s Coronation and the Big Help Out had been a great success, with many of the children and their families joining in to spruce up the area – Sheet Parish Council were very impressed and pleased with their hard work!

Sheet Village Green –

- **Plaque** - The £50 (approx.) cost of a small brass plaque was approved – Cllr. Bird will circulate wording to be inscribed.
- **Horse Chestnut Tree** – The previous survey carried out by Michael Hunny recommended a further survey in 2-years’ time. Cllr. Forrest is therefore now seeking quotes for the work – these will be considered at the June P.C. Meeting.
- **BT Phone Box** – The Clerk has yet to contact B.T. about the condition of the phone box.

Sheet Allotments – No feedback has been received from Adhurst Allotments and/or PTC about their security measures and/or data retention – the Clerk will chase this information and feedback at the June meeting.

Sheet Village Hall - The improvements to the side passage had been deferred until after the Coronation event but will be started in the coming weeks. Cllr. Martin will replace the planting in the pots before the next meeting.

23/95 Correspondence

- A thank you letter from the Glancy family in respect of the circular bench on the Village Green in memory of much-loved resident and Councillor, Will Glancy, had been circulated.
- New Councillor Training - Petersfield Town Council – Unfortunately the date of their training session falls before Sheet P.C. will be able to co-opt their 2 new Councillors.
- SDNPA Parish Representative – Nomination Form – Cllr. McKinney had considered the role but decided it is not for him.

23/96 Date of Next P.C. meeting – The next meeting will be held on Tuesday, 13th June at 7.00 p.m. at Sheet Village Hall.

The meeting closed at 8.36 p.m.