

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

**Minutes of a Meeting of Sheet Parish Council on 14th March 2023
at Sheet Village Hall at 7.00 p.m.**

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

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

There were 5 members of the public present throughout the meeting.

23/35 Apologies – Apologies had been received from Cllr. Ron Dark

23/36 Minutes – The Minutes of the Parish Council meeting held on 14th February 2023 were approved and signed.

23/37 Matters Arising from the Minutes

- Lengthsman Scheme - The Clerk was authorised to sign the contract between Steep P.C. as the Lead Council and Sheet P.C. as an Associate Council for the financial year 23-24. A list of work for the Lengthsman has been drawn up by Cllr. Clear and will be sent to Steep P.C.

23/38 Declarations of Interests – Councillors were reminded of their responsibility to declare any pecuniary interest on any item on the agenda – Cllr. Biddlecombe declared an interest in Agenda Item 23/42 (a) as he is a member of the Hampshire Monday Group volunteers. Cllr. Biddlecombe left the room while the grant application was considered.

23/39 Public Comment –

- St Mary Magdalen Churchwarden advised that there will be a further 5-day road closure of the Farnham Road to enable continued repair work on the Church spire. He has tried to ensure a more appropriate diversion is in place than previously. The Clerk was asked to check that this road closure does not clash with the closure of the level crossing in Sheet and if this is the case to liaise with the County Councillor to ensure a joined-up approach to road closure.
- The Churchwarden also advised that a new Vicar has been appointed for the parish and will take up the position in June. Sheet Parish Councillors look forward to meeting him in due course.
- A tenant of a field in Mill Lane highlighted the problems caused by the recent sewage leak from the adjacent pumping station, and her concern over the safety of her horses. She has engaged with S. Water, but it is clear the very old infrastructure is no longer able to cope with current pressures. County Councillor, Russell Oppenheimer, undertook to address this issue when he meets with S. Water representatives later this month and will do all he can to encourage them to bring forward works planned for 2025.

23/40 District Councillor’s Report:

- Grant Funding for Coronation events – Cllr. Drew advised that he is unable to offer financial support towards Coronation events because of the timing of elections so close to the Coronation. However, there may be other sources of funding and anyone planning a community event should get in touch with EHDC Officers to find out about available sources of revenue.

- Bin Collections – Cllr. Drew is liaising with residents of School Lane and the Leader of EHDC about the on-going lack of bin collections – funding for a smaller vehicle to access the narrow lane is required.
- EHDC has announced a Spring-Cleaning Programme – As well as additional litter picking of problem areas around the district, they are offering funding towards litter picking equipment for parishes wishing to join in with the national Keep Britain Tidy Campaign.
- Speed Indicator Devices – EHDC has announced that they will fund a number of speed devices across the district and Cllr. Drew confirmed that he has expressed interest on behalf of Sheet P.C.
- Cllr. Drew confirmed that EHDC have approved an increase of 2% in Council Tax for 23-24

23//41 County Councillor’s Report - Cllr. Oppenheimer’s report had been circulated prior to the meeting and the following items noted:

- A Council Tax increase of 5% has been approved by HCC which will generate £37m of extra income towards delivery of crucial services.
- Work is underway at HCC to expand the CFI scheme to give local councils more opportunity to introduce traffic calming features and 20 mph speed limits where appropriate.
- School Choices – Of those who applied for a Year 7 place for September 2023, 90% have been offered a place at their first preference school.
- The tree planting scheme continues apace – if you would like to recommend an available patch of land, please e-mail treeplanting@hants.gov.uk

In addition, Cllr. Oppenheimer confirmed that he would be meeting with representatives of S. Water on 13th April to discuss the sewage issues in Mill Lane.

In response to a query about the article on the Pulens Lane traffic calming project which had appeared in the Petersfield Post, Cllr. Oppenheimer confirmed that the project is back on track and being progressed as a priority.

Cllr. Oppenheimer’s full report will be appended to the Minutes and made available via the website – www.sheetparishcouncil.gov.uk

23/42 Finance –

- (a) Grant Request – Hampshire Monday Group – Cllr. Biddlecombe left the room for this item. Following discussion, the grant request for £939.82 towards the cost of new equipment and first aid training for the volunteers was approved. The Group have recently installed a new fence at the Millennium Field and undertaken several days of clearance work at Sheet Common – their work is much appreciated by Sheet Parish Council.
- (b) Grant Request – SVCT – Following discussion, the grant request for £850 to pay for table and chair hire, and to cover the cost of insurance, for a Street Party to celebrate the King’s Coronation, was approved.
- (c) Deposit Interest Rates – Cllr. Wilton has been advised of an interest rate of 3.75% being offered for not-for-profit organisations by Virgin Bank and will investigate whether this would be appropriate for a parish council – he will report back in April.
- (d) Internet Banking – The Internal Auditor has recommended that .gov.uk e-mail addresses should be set up for Councillors approving on-line bank payments. Quotes will be sought for this service, for further discussion at the April Meeting.
- (e) Bank Reconciliation - The bank reconciliation for February 2023 was approved and signed.
- (f) Cheque and Direct Debit Payments for March were approved as follows:

Chq No.	Amount	Payee	Service
301434	£646.00	A.W. Clear	Planting - Village Green and V. Hall
301435	£302.02	R. Forrest	Refund - Gate (Rec) and Postbox (V. Hall)
301436	£125.00	Fair Account	Mini Internal Audit

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301437	£76.32	Elite Playground Inspections	Quarterly inspection - play equipment and BMX track
301438	£1,800.00	Pewcorner Woodworks	New Noticeboard – Love Lane
301439	£60.00	J. De Klerk	Deposit Refund - Allotment
301440	£1,217.34	Castle Water	Sheet Allotments Jan-June 23
301441	£520.00	Sheet Music	Venue Management - V. Hall
301442	£90.40	HMRC	Tax - Clerk (March)
301443	£726.43	Jenny Hollington	Clerk - March
301444	£319.68	PTC	Bin Contract - Jan & Feb
301445	£939.82	Hampshire Monday Group	Grant towards tools and training
301446	£850.00	SVCT	Grant towards table and chair hire, and insurance for the Village Coronation event
D/debit	£41.70	Virgin Business	Upgraded wi-fi contract
D/debit	£85.28	Octopus Energy	Electricity contract - Sheet V. Hall
Total	£7,799.99		

- 23/43 Tanners Reach - Additional Lighting – The request for additional lighting at the entrance to the new development was considered but it was decided not to pursue this matter further as there is insufficient evidence of injuries and concerns about the impact on residents of the cottages opposite.
- 23/44 The Old Billiard Room – Cllr. McKinney confirmed that the planning application paperwork is ready to go, apart from the bat emergence survey report which will be ready by the end of June.
- 23/45 Church Field – There has been no further feedback from the landowner – this item will now be removed from the agenda until there is further engagement.
- 23/46 Mill Lane Sewage – Residents affected by sewage leaking into their gardens have been encouraged by the involvement of Stephen Dart from S. Water who has been able to provide a map of the sewage network and has a plan to isolate a stretch of drain to enable concentrated monitoring.
- 23/47 New Noticeboard – The new noticeboard is ready to be installed which Cllrs. Bird and Forrest will progress.
- 23/48 Roads and Traffic
- Proposal for Village Gates on Pulens Lane – Ian Janes has advised Sheet Parish Council to wait until final traffic calming plans for Pulens Lane are made available by Hampshire Highways, before considering installing village gates at the junction with London Road. It was agreed, however, to ask the Petersfield Strategy Group if village gates at the London Road junction could be considered as part of the overall scheme, if considered appropriate, and if it would not incur a delay in providing the plans.
 - Speed Indicator Devices (SIDs) – Two quotes for SIDs have been received from Elan City and Westcotec. However, it was agreed to wait until there is clarity about provision of equipment from EHDC before progressing this further.
 - Petersfield Strategy Group – Cllr. McKinney had circulated the group’s proposals for traffic calming measures in Pulens Lane, from the London Road to the Durford crossing, prior to the meeting. The group are due to meet again on 28th April and it is hoped that detailed plans will be made available from Hampshire Highways very soon. Cllr. McKinney is a member of the group in his role as a District Councillor – he will ascertain if he can remain a member in his role as a Sheet Parish Councillor.
 - Flooding Issues – Love Lane and Long Road – The drains on both roads remain blocked. Councillors will check if the blockage is being caused by leaves. If this is the case, Cllr. Drew will be asked to chase at EHDC.

23/49 Sheet Assets

Sheet Common –

- **BMX Track** – Cllr. Biddlecombe confirmed that he would up-date the risk register for the BMX Track. However, he said he was not prepared to be responsible for the fortnightly checks in case of a serious incident for which he would be held personally liable. The Clerk was asked to liaise with the Forestry Commission about the track behind the Jolly Drover in Liss to see how they manage risk at their site.
- **Request To Carry out Metal Detecting** – The request from a village resident to be able to carry out metal detecting on the Common was discussed. Rather than risk many more such requests, it was agreed to appoint Mr. Robertson to be an official Metal Detectorist for the parish. The Clerk was asked to write to Mr. Robertson to advise him of the Council’s decision and confirm details of the agreement.

Millennium Field –

- **Fencing** – Cllr. Clear confirmed that the Hampshire Monday Group had done a superb job of installing the new fencing. It is hoped that the rest of the old fencing can also be renewed in stages.
- **Stepping Stones’ Pre School – Family Fun Run** – The use of the Millennium Field for the Pre-School’s fundraising event on 17th June was approved. Stepping Stones’ staff are looking into options for parking facilities.

Sheet Recreation Ground –

- **Quarterly Play Inspection Report** – Details of the report were noted. The wobble bridge has been identified as being slippery in wet weather. Cllr. Wilton undertook to investigate a safety surface to improve this. Cllr. Forrest continues his fortnightly visual checks and will ensure written records are kept.
- **Improved access to the Half Moon** – The Landlord of the Half Moon has given permission for the access to be improved - Cllr. Bird will progress this.
- **Entrance Gate** – The new gate is ready to be installed – Cllrs. Forrest and Bird will carry out the installation as soon as possible.

Sheet Allotments –

- **FoI Request** – Details of the FoI request were noted. The Clerk will respond to the request by 23rd March.
- **Allotment Data Retention** – The Clerk was asked to liaise with PTC to ascertain their data retention policy in respect of the allotments.
- **Allotment Security** – The recent break in at the allotments was noted – there was considerable damage to sheds and property, but it appears that not much had been stolen. The Clerk was asked to liaise with representatives of Adhurst Allotments (who have also been broken into recently) to find out what additional security measures they have taken.

Sheet Village Hall –

- **Post Box** – The new post box has been installed at the entrance to the hall – the Clerk will ensure Royal Mail are aware.
- **Review of the Fire Regulations** – ALE have carried out the review - the Clerk is awaiting their report.

23/50 Audit 22-23 – Annual Review of Documents – All the documents had been circulated prior to the meeting and were discussed:

- (a) Financial Regulations - The Financial Regulations were approved, although it was noted that they will need to be updated as soon as a procedure for internet banking is approved. The Investment Strategy will be reviewed at the April Meeting.
- (b) Standing Orders – These were approved although it was noted that new NALC Model Standing Orders 2022 are available. It was agreed that Cllr. Wilton and the Clerk would review Sheet Parish Council’s current Standing Orders against the new Model in the next few months.
- (c) The Risk Register – Amended actions were noted as follows:
 - Banking Arrangements – Consideration of a process for on-line banking is underway.
 - The Old Billiard Room - Property maintenance is to be carried out to the exterior of the building in the Spring.
 - BMX Track – The Risk Register for the track is in the process of being reviewed and updated.
- (d) The Statement of Internal Control (SIC) – The SIC 22-23 is unchanged and was approved.
- (e) Asset Register – The addition of the new memorial bench (£2183), associated ground works (£900) on the Village Green, and the new noticeboard for Love Lane (£1800) were noted.

23/51 Correspondence

- SDNPA – Local Plan Review – Cllrs. Martin and McKinney will attend the SDNPA Parish Workshop on Tuesday, 21st March and feedback relevant info at the April P.C. Meeting. The deadline for completion of the Settlement Facilities Assessment and Open Space Assessment of 6th April was noted – the Clerk to action.
- HCC – The new arrangements for on-street parking and traffic management from April 2023 were noted. Responsibility is being returned to HCC from EHDC.
- HCC – Details of the public consultation on the new draft guidance on Planning Obligations and Infrastructure were noted. HCC negotiates and secures financial contributions and other planning obligations from developers towards new improved infrastructure such as schools, transport, household waste, etc and wish to ensure this is being done in a consistent and transparent way. Comments are welcome until 31st March at spatial.planning@hants.gov.uk.
- EHDC – Keep Britain Tidy Campaign – Details of support offered for parish councils wishing to join in with the campaign was noted.
- EHDC – Get East Hants Green – Details of the meeting on 15th March were noted.
- Speed Awareness Wheelie Bin Stickers - It was decided not to pursue the proposal to purchase stickers for residents of Pulens Lane and London Road.

23/52 The Annual Parish Assembly – Subject to the conditions of purdah, it was agreed that the Annual Parish Assembly would be held on Thursday, 27th April. Network Rail representatives are keen to engage with the Parish Council and residents about work due to be undertaken at Sheet Level Crossing in the summer and it was therefore agreed that they would be invited to attend the event and give a short presentation.

23/53 The Annual General Meeting – It was agreed that the AGM should be pushed back by 1-week to Tuesday, 16th May, because of the narrow timeline for an agenda to be issued following the local council elections on 4th May, with the bank holiday for the King’s Coronation on 8th May.

23/54 Date of next meeting – The next meeting of Sheet Parish Council will take place on Tuesday, 11th April 2023 at 7.00 p.m.