

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

DRAFT

Minutes of the Meeting of Sheet Parish Council held on Tuesday, 12th March 2019 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: EHDC Councillor, Nick Drew
County Councillor, Russell Oppenheimer
Clerk, Jenny Hollington

There was 1 member of the public in attendance at the meeting

- 19/40 Apologies – No apologies received.
- 19/41 Minutes – The Minutes of the Parish Council Meeting held on 12th February were approved and signed.
- 19/42 Matters Arising from the Minutes – Cllr. Clear will meet with a representative of the Woodland Trust at the end of March to discuss hedgerows in the Millennium Field and will report back at the April P.C. Meeting.
- 19/43 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda – Cllr. Dark declared an interest in item 19/47 as he is related to the applicant. Cllr. Clarke declared an interest in item 19/46(b) as Editor of Sheet News. Both Councillors left the room for the discussion of the relevant items.
- 19/44 Public Comment –:
- EHDC Councillor, Nick Drew, explained that Nicky Noble, District Councillor for Sheet, is no longer serving at EHDC. He confirmed that if Sheet P.C. or residents have any questions or concerns they should be directed to him. He asked if he could give an EHDC up-date following the County Councillor’s report and this was agreed.
 - The Chairman said that an e-mail has recently been received from Andy Jevons, Traffic Management Engineer at EHDC, confirming the intention to amend the proposed TRO to reflect residents’ comments and concerns. The revised TRO will protect the safety of the children by retaining the locally instigated system of kerb-side parking on the western section of the road and utilise the chicane effect to limit traffic speed. The proposed timed restriction in the lay-by has also been removed from the proposals.
- 19/45 TPO – Land behind Pulens Lane – Amended details of the Tree Protection Order for land behind Pulens Lane had been received from EHDC – the amended plan was discussed and noted.
- 19/46 Finance
- (a) The grant request and funding information for an outside library building at Sheet Primary School was discussed and a contribution of £1000.00 approved (LGA 1972 s.137)
 - (b) The grant request received from the Sheet Village Charitable Trust for £500 towards the publication of Sheet News, a 6-monthly village newsletter, was discussed and approved (LGA 1972 s.142)

- (c) The Internal Auditors Interim Report had been circulated prior to the meeting and the recommendations contained in the report were discussed. It had been noted that Sheet Music who supply caretaking and cleaning services at the Village Hall were no longer VAT registered and recommended that confirmation was sought to ensure conditions of the original contract remain unchanged – this was confirmed. The Internal Auditor also noted that Councillors are using personal e-mail for parish council business. Best practice requirements under Freedom of Information require safeguards to be introduced by Parish Councils. The Chairman confirmed that all correspondence is currently sent via the Clerk at clerk.sheet@parish.hants.gov.uk to ensure complete traceability for disclosure purposes. It was however agreed to make further enquiries re .gov.uk addresses for Councillors via HALC and HCC – the County Councillor said he would find out whether the hants.gov.uk e-mail addresses could be reinstated.

In conclusion, the Internal Auditor had confirmed that all the various transaction elements of the Parish Council are of an adequate standard of control.

- (d) The February bank reconciliation was approved and was signed by the Chairman.
- (e) Cheque payments for March were approved as follows:

Chq No.	Amount	Payee	Service
300931	£125.48	CNG	Gas - V. Hall
300932	£166.99	SSE	Electricity - V. Hall
300933	£90.00	DNE Services	Boiler Service - V. Hall
300934	£312.50	Lightatouch	Interim Internal Audit
300935	£72.00	Elite Playground Inspections	Sheet Common and Recreation Ground
300936	£520.00	Sheet Music	V. Hall caretaking/cleaning
300937	£37.86	HMRC	Clerk - March
300938	£666.31	Jenny Hollington	Clerk - March
300939	£13,206.00	Sawscapes Play Ltd	Supply & installation - new play equip
300940	£1,000.00	Sheet School	Grant Application - new library building
300941	£500.00	Sheet News	Grant Application - publication of newsletter
Total	£16,697.14		

- 19/47 Website – There had only been one expression of interest to the advert for website management. Cllr. Glancy and the Clerk met with the applicant, along with Ray Street, the current Website Manager. Cllr. Glancy confirmed that Tom Morgan appears to be perfectly capable and keen and it was therefore agreed that he should be asked to manage the website as from 1st April at £25.00 per month.

19/48 Roads and Traffic

- (a) Farnham Road/School Lane Pedestrian improvements – This project has proved to be quite complex and EHDC have had to carry out negotiations with both the landowner and the utility company regarding the existing utility pylon. The scheme has now moved to Hampshire County Council for delivery, who are requesting S.106 funds from the National Park Authority. The Park Authority have questioned some of the proposed materials and discussion is taking place to agree what materials will be in the final design. Once this is agreed, the scheme will move to implementation, and there will be a clearer idea of timeframe.
- (b) Speedwatch Scheme – Cllr. Biddlecombe has not yet had an opportunity to gauge interest in this Scheme from Sheet residents.

- (c) Condition of the bank in Mill Lane – Cllrs. Clear and Martin met with Joe Lait, HCC Traffic Engineer and Alison Mills from EHDC – both agreed that the bank is in a worrying condition. Mr. Lait has contacted colleagues in the Geotechnics Team who will visit the site to assess the condition of the bank and advise. Since the visit, Mr. Lait has arranged for the worst of the pot holes to be filled - further work may be carried out but can't be guaranteed.
- 19/49 County Councillor's Report – The County Councillor said that he had been pleased to support Sheet Primary School's outdoor Library building with a grant of £750. He also reported that Hampshire pupils' attainment continues to compare favourably both nationally and with "statistical neighbour" local authorities across all key stages. HCC Leader, Cllr. Roy Perry, has announced that he is standing down which will mean a new cabinet for HCC. Cllr. Oppenheimer's full report will be made available via the Parish Council website and is appended to these minutes.
- 19/50 EHDC Up-date – District Councillor, Nick Drew, up-dated Sheet Parish Council on EHDC news. He confirmed that there had been 0% increase in EHDC council tax rates and said EHDC currently provides £1m business rates relief for the struggling retail sector. He also highlighted details of the Welfare Fund, which provides money to increase support for charities, and the Regeneration Fund supporting regeneration projects. EHDC offer training sessions for Parish Councillors in subjects such as Tree Protection, Flooding and he would be pleased to try to organise training if Sheet P.C. felt this would be useful.
- 19/51 Play Inspection Reports – The quarterly inspection reports for the BMX Track and the play equipment at Sheet Recreation Ground were noted. Cllr. Forrest will speak to the BMX User Group and ask them to remove the sunken water tank and old chestnut fencing which have been highlighted in the reports. The surfacing at the Recreation Ground will be reviewed once the new play equipment has been installed.
- 19/52 Recreation Ground
- (a) Scout Hut Lease – The signed document has not yet been received from Scout Headquarters.
 - (b) New Play Equipment – The new play equipment is currently being installed. There have been a few minor issues, but these have been satisfactorily resolved. Cllr. Clear is liaising with the installation team daily.
 - (c) Entrance – The post on the latch side of the gate has rotted through and needs to be replaced as soon as possible. Cllr. Biddlecombe will contact James Rapley and ask him to carry out the work.
 - (d) Cladding for the shed – This was due to be installed this month. Cllr. Bird will chase this.
- 19/53 Village Green – Cllr. Glancy is continuing to liaise with various contractors about providing an electricity supply to the Village Green for community events and will report further at the April meeting.
- 19/54 Sheet Common – A very successful Volunteer Morning has taken place and 5 or 6 Silver Birch, Sycamore and Holly trees have been removed to open the vista towards the Downs. Sheet Parish Council is very grateful to the volunteers - Hal and Frank Spooner, Mike Ellis and Graham Keep, as well as Cllr. Biddlecombe. Cllr. Biddlecombe said that there is still a large amount of bramble which needs to be cleared before the bird nesting season and it was agreed that a sum of £210 be allocated towards getting this work carried out as soon as possible.
- 19/55 Lengthsman Scheme – Frank Spooner and Bill Robinson have been appointed to the role of Lengthsman from 1st April. Cllr. Clear will continue in the role of Link Councillor for Sheet and will liaise with them about work required.
- 19/56 Sheet Allotments – The Clerk confirmed that all plots are now taken and currently there is a waiting list of 3 people.
- 19/57 Sheet Village Hall –

- (a) Maintenance – The quotes for the refurbishment of the disabled w.c. have not yet been received, meaning that the work will probably not take place at Easter as hoped. DNE Services will be asked to contact Cllr. Glancy to discuss creating a hatch to the roof space which will enable access to assess the condition of the structure around the bay window. Once the scope of the work is known, 3 quotes will be sought.
- (b) Half Term Hire of Hall for Lion & Unicorn Play – The Lion & Unicorn Players had a successful run in Sheet Village Hall and feedback was positive from those that saw the show. However, it was agreed that whilst it is good to have fresh productions in the Village there needs to be a balance between the Lion & Unicorn Players and regular hirers. It was suggested that in future it should be a requirement that the production manager should be on site for the duration of each show and that respect should be shown to regular hirers, the venue and the caretaker.

19/58 Flood Group Meeting – Cllr. Martin confirmed that a draft Flood Management document has been produced for Sheet and been sent to Rebecca Mundy at EHDC who will check it through to ensure all the information is up to date/correct. The document will then be circulated to Sheet P.C. for comment/approval.

19/59 Elections 2019 – Information on the process for elections 2019 is available via the Sheet Parish Council website and nominations must be received at EHDC by 4.00 p.m. on Wednesday, 3rd April. The Clerk has been advised that because of ward boundary changes, new electoral role numbers will be available from 22nd March - Candidates should therefore wait until then until entering their electoral role number on the forms.

19/60 Annual Parish Assembly 2019 – The Annual Parish Assembly will be held on Thursday, 23rd May (speaker to be confirmed).

19/61 Date of Next Parish Council Meeting – Tuesday, 9th April 2019 at 7.30 p.m.

The meeting closed at 9.20 p.m.

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SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of an Extraordinary Meeting of Sheet Parish Council held on Monday, 25th March 2019 at 4.00 p.m. at Sheet Village Hall

Present: Cllrs. Ron Dark (in the Chair) Robin Forrest Alan Biddlecombe
Gail Martin

In Attendance: Clerk, Jenny Hollington

There were no members of the public in attendance.

- 19/62 Apologies – Apologies had been received from Cllrs. Brian Bird, Vaughan Clarke, Tony Clear and Will Glancy
- 19/63 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda – none declared.
- 19/64 Public Comment – Cllr. Forrest reported that he had been contacted by a parish resident concerned about the condition of a large Oak Tree on the Common which overhangs their property. Cllrs. Biddlecombe and Forrest will visit the site together and, if appropriate, seek advice and quotes from Tree Surgeons to be discussed at the next Parish Council Meeting.
- 19/65 Finance - Cheque payments were approved as follows:

Chq No.	Amount	Payee	Service
300943	£8,436.00	Broxap	New Play Equipment at Sheet Rec
300944	£12,966.00	Sawscapes Play Ltd	Amended invoice for installation of new play equipment and safety surfacing (rewritten chq)
Total	£21,402.00		

19/66 Audit 2018-19

- (a) Statement of Internal Control 18-19 – The Statement of Internal Control had been circulated prior to the meeting. There have been no changes to internal controls through the year and the review concluded that these are still effective. The document was therefore approved and signed.
- (b) Financial Regulations – The Financial Regulations had been circulated to all Councillors prior to the meeting, for review. There have been no changes through the year and the Financial Regulations were therefore approved.
- (c) Standing Orders – Standing Orders had been circulated to Councillors prior to the meeting for review. There have been no amendments or changes made to the Standing Orders through the year, and they were therefore approved.

19/67 Risk Register 2018-19 – The Risk Register had been circulated to Councillors before the meeting. It was agreed that Item 6 (Information Protection) should be up-dated to state that the Parish Council are awaiting feedback from HALC re. setting up P.C. specific e-mail for all Councillors. The newly installed play equipment has been added to the insurance schedule.

19/68 Date of Next Parish Council Meeting – Tuesday, 9th April 2019 at 7.30 p.m.

The meeting closed at 4.50 p.m.

**COUNTY COUNCILLOR REPORT
TO
SHEET PARISH COUNCIL**

12 MARCH 2019

1. Sheet Primary School

As you will be aware, the Headteacher of Sheet Primary Julie Robinson has obtained planning permission for an outdoor library and learning space which will help to ease some the pressures on space at the school. In February 2019 I was pleased to be able to support this project at Sheet Primary School with a County Councillor grant of £750.

I shall look forward to visiting the new outdoor space when it is ready.

2. Waste Prevention Community Fund opens for second year

Parish Councils are eligible to apply for grants of up to £5,000 from this fund, which opened for its second year of applications on 1 March. The purpose of the fund is to reduce the amount of waste being placed in refuse collection and household waste centres. I thought it might be helpful to list some of the successful schemes from the first year of the fund:

- Expanding the reach of family events to share, hire or rent baby products and toys.
- Composting courses with a focus on the health benefits of gardening.
- Launching beeswax wrap ‘satchels’ as an alternative to plastic sandwich bags.
- Running community upcycling classes.
- Setting up a monthly “repair café”.
- A local campaign to raise awareness of reusable alternatives to single use plastics.
- Providing a community fridge to redistribute surplus food from local homes.

3. Report on Hampshire Pupils attainment shows strength of our schools

On 11 March 2019 the Hampshire Cabinet received a report from the Director of Childrens Services about the attainment of children and young people in Hampshire Schools in 2018.

The report makes interesting reading. Pupils' attainment continues to compare favourably with that nationally and with our group of "statistical neighbour" local authorities across all key stages.

Given that standards are well above those nationally, it is helpful to compare our performance with a group of demographically similar local authorities, our so-called "statistical neighbours". The group comprises the 10 authorities statistically most like Hampshire, with 5 being more advantageous and 5 less so. The group currently consists of Leicestershire, Gloucestershire, South Gloucestershire, North Somerset, West Berkshire, West Sussex, Warwickshire, Worcestershire, Cambridgeshire and Central Bedfordshire.

The group is set up so that Hampshire's performance should be in line with the group average, with the county being ranked in the middle of the group (i.e. 6th place). Performance above this represents a strength and performance below an area for development. The report shows that Hampshire is actually second in the rankings in this group, as the table below demonstrates:

Good Level of Development (GLD)	2018	2017	2016
National Average	71.5%	70.7%	69.3%
Statistical Neighbour Group average	71.9%	71.2%	69.6%
Hampshire	76.7%	75.7%	75.2%
Rank in Statistical Neighbour Group	2nd	2nd	2nd

4. Leader of Hampshire County Council announces departure

The Leader of Hampshire County Council, Cllr Roy Perry, announced on 14 February that he will stand down as Leader at the County's AGM in May. A leadership election process is now underway within the Conservative Group.

The new leader will face ongoing challenges from the overall financial environment. The extra demand pressures and inflation continue to put pressure on budgets. The new leader will need to press the case for fair funding with central Government. The 2019 Comprehensive Spending Review and the forthcoming Green Paper on Adult Social Care are crucial to establishing a sustainable platform for Hampshire County Council for the coming years.

I will advise Parish Councils once the new leader has been elected. It is likely that there will be changes to the Cabinet too.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers