

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of the Annual General Meeting of Sheet Parish Council held on Tuesday, 14th May 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

In Attendance: District Councillor, Nick Drew
Clerk, Jenny Hollington

There were 8 members of the public in attendance at the meeting

19/88 Election of Chairman – Cllr. Ron Dark was nominated as Chair by Cllr. Tony Clear, this was seconded by Cllr. Gail Martin and unanimously agreed. The declaration to accept the Office of Chairman was signed and witnessed.

19/89 Acceptance of Office – The Chairman thanked members of the Parish Council for standing for Office once again but was sorry to report that, since the election, Cllr. Will Glancy has been taken seriously ill. As it may be sometime before Cllr. Glancy is fit enough to take up his position on the Council again, it was unanimously agreed that he should be given 6-months leave and his declaration to accept Office deferred until November. The remaining members of the Council signed their declaration to accept Office and these were witnessed, and members' interests' forms were collected.

19/90 Election of Vice-Chair – The Chairman nominated Cllr. Gail Martin as Vice-Chair, and this was seconded by Cllr. Clear and unanimously agreed.

19/91 Areas of Responsibilities – It was agreed that areas of responsibility would remain the same as previously:

Ron Dark	Chairman and Finance
Gail Martin	Vice-Chair, Village Hall, Roads
Alan Biddlecombe	Finance, SDNPA liaison and Open Spaces
Brian Bird	Recreation Ground
Tony Clear	Open Spaces
Robin Forrest	Recreation Ground, Allotments, Sheet Common
Will Glancy	Village Hall, Old Billiard Room

19/92 Co-Option Process – As Vaughan Clarke had decided not to stand for re-election this year, there is a vacancy for a Parish Councillor on Sheet Parish Council. The vacancy will be advertised via the website and noticeboards and anyone interested should contact the Clerk. It was agreed that the vacancy should be filled by co-option as soon as possible.

19/93 Apologies – Apologies had been received from County Councillor, Russell Oppenheimer

19/94 Minutes – The Minutes of the Parish Council Meeting held on 9th April were approved and signed.

19/95 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda – none declared

19/96 Public Comment –:

- Vaughan Clarke thanked members of the Parish Council for the gift presented to him following his talk at the Annual Parish Assembly – he said it was much appreciated. Vaughan also extended an invitation to the Parish Council from the owner of part of Adhurst St. Mary, to visit the newly renovated part of the house – the Clerk was asked to liaise with all concerned to arrange a date for the visit.
- E-mail correspondence had been received from the Guides about proposed activities on Sheet Common – the Clerk was asked to respond indicating that bonfires are not permitted on the Common, the barbeque or a fire pit should be used.
- A concern was raised about the new signage at Tanner’s Reach as it is not in keeping with the village – the Clerk was asked to check whether this had been approved by either EHDC or HCC before contacting the residents’ association.

19/97 Annual Parish Assembly – The Annual Parish Assembly had been extremely well attended, with over 70 residents coming along to hear some “Odd Stories About Sheet” from Vaughan Clarke. Various issues had been raised during the Public Forum, including:

- A request that the Parish Council contact mapping services to ask that Village Street be removed from their systems because of width restrictions
- A request for help with a campaign to ensure parents turn off their car engines whilst waiting for children to come out of School
- Notification of damaged road signage on the London Road at the Midhurst junction
- A request for the newly painted double yellow lines in School Lane to be regularly enforced

These issues will be followed up by the Parish Council and feedback provided in due course.

19/98 Audit 18-19

- (a) The Internal Auditor’s final report for the financial year 18-19 had been circulated prior to the meeting and was discussed. The Internal Auditor’s role is to evaluate the effectiveness of the Parish Council’s risk management and control and governance processes - the Chairman was pleased to report that the various elements of Sheet Parish Council had been found to be of an adequate standard.
- (b) The Annual Governance Statement 18-19 was approved and signed
- (c) The Annual Return 18-19, which had been checked by the Internal Auditors, was approved and signed.

These documents will be made available via the website as soon as possible.

19/99 Finance

- (a) S.106 monies – Current S.106 figures available for Sheet had been received from SDNPA and were circulated. The sum of £4639 for community facilities has been earmarked for the refurbishment of the disabled w.c. at the Village Hall over the summer. There is no current project earmarked for the £558 for environmental improvements and it is hoped the £5557.00 in the transport pot can be used towards proposed restricted access improvements in Village Street access or new road signage.
- (b) CIL monies – The sum of £2430 was received during the 18-19 financial year and it was agreed that this should be used towards the cost of the new play equipment and safety surfacing at the Recreation Ground.
- (c) The April bank reconciliation has not yet been completed – this was deferred to be approved at the June meeting.
- (d) Cheques for May payment were approved as follows:

Chq No.	Amount	Payee	Service
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Sheet Parish Council – Minutes of Parish Council Meeting – 14.5.19

300958	£83.65	Contract Natural Gas	Gas - V. Hall
300959	£168.00	Petersfield Town Council	Bin Contract - April
300960	£70.00	EHDC	Premises Licence
300961	£140.00	J. Rapley	Replacement gatepost - Sheet Rec
300962	£375.10	DNE Services	Access hatch to eaves space - V. Hall
300963	£180.00	N. Rook Blackstone	Grass cutting - Sheet allotments
300964	£62.50	Lightatouch	End of year internal audit
300965	£98.00	R. Forrest	New padlock - pedestrian gate - allotments
300966	£650.00	Sheet Music	Caretaking - V. Hall
300967	£84.74	HMRC	Clerk - Tax and N.I.
300968	£807.19	J. Hollington	Clerk - May + AGM expenses
Total	£2,719.18		

19/100 Planning – A current application was discussed:

SDNP/19/019 62/HOUS	Extension over existing garage	1 Merryfield Road GU31 4BS	No Objection
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19/101 Roads and Traffic

- (a) Village Street – A meeting had been arranged with Ian Janes from Hampshire Highways to discuss the on-going problem of large vehicles becoming stuck in Village Street and this had been extremely useful. Mr. Janes said that Village Street is one of the worst examples of this type of problem he has come across, because the street is very wide at both ends but extremely narrow in the middle and drivers of large vehicles don't realise how narrow the lane is, until they have turned into it and become stuck. Various solutions were discussed, including white lining which would visually narrow the road along with changes to road surfacing/colouring (this would be the most straightforward and cheapest option available). Alternatively, kerbing could be installed to physically narrow the road and/or build outs at either end of the street which could be filled with shrubs or flowers. In addition, village gates could be used to give an increased sense of village and deter large vehicles. Unfortunately, none of the above changes can be funded by HCC but Sheet P.C. were encouraged to apply via the Community Funded Initiative Scheme whereby HCC would produce detailed plans and costings for the project, but funding for the works is sourced from other bodies. As part of this scheme engagement and support of parish residents is essential. Cllr. Drew confirmed he would be willing to support this project, and said he felt sure that the County Councillor, Russell Oppenheimer, would be supportive too.

Following discussion, it was agreed to apply for detailed plans via the Community Funded Initiative and as part of the scheme, Ian Janes will also be asked to look at signage as the sign at the A272 end of the lane faces the Common rather than the road and at the top end it is in the wrong place. As a first step, sketch plans will be requested to enable the Parish Council to engage with the public re. these proposals. Cllr. Martin will also follow up on the best way to contact sat nav companies to ensure that Village Street is taken out of their systems because of width restrictions.

- (b) Condition of the bank in Mill Lane – A meeting had been arranged with Andrew Wood, Senior Highway Engineer, at Sheet Allotments to discuss the best way to shore up the eroding bank in Mill Lane. Subsequent correspondence indicates that the Geotechnics Team want to take samples from 5 sites at the allotments – this will involve some disruption at the site as two samples appear to be located on plots and/or narrow tracks. Cllr. Forrest will follow this up with Andrew Woods to ensure that the work is carried out with the least disruption possible and at no cost to the Parish Council.

19/102 County Councillor's Report – The County Councillor had sent apologies – he had nothing further to report following the Annual Parish Assembly the previous week.

19/103 District Councillor's Report – District Councillor, Nick Drew, was congratulated on his election success. He reported that there is now a healthy mix of representation at EHDC following the election - 10 seats are Labour, Liberal or Independent. Cllr. Drew's ward includes Steep, Steep Marsh and Froxfield and Privett and he confirmed that he intended to share his grant pot of £4500 equally on projects within these villages. More information on roles and responsibilities will be available after the first EHDC meeting on 16th May.

19/104 Village Green – Prior to his illness, Cllr. Glancy has received a quote for installation of an electricity supply to the Village Green for community events from a specialist company in the sum of £6,000. It was felt that this was rather high (although acknowledged that it may be difficult to find other companies that can do this type of work for alternative quotes). The Clerk was asked to find out whether SDNPA would be prepared to match fund the cost if Sheet P.C. was to go ahead, but it appears that they have been inundated with applications for this round of funding and this application would not be high priority. It was agreed that a decision on the electric installation should be deferred until Cllr. Glancy returns to the Parish Council in November.

19/105 Recreation Ground

- (a) Cladding the shed – Cllr. Bird has chased the builder concerned and has been assured the work will be carried out – he is waiting for an appropriate gap in his schedule to enable him to start the work.
- (b) Scout Hut Lease – The signed document has not yet been received from Scout Headquarters.

19/106 Millennium Field – Following the meeting with the Woodland Trust representative, Cllr. Clear had drawn up a sketch plan of new planting for consideration. A member of the public asked whether there would be scope for planting a community orchard in the middle of the main field – Cllr. Clear confirmed that this would require more management but that it would be possible. It was pointed out that the W.I. would also like to donate some trees to the village and may be interested in this scheme, and that it would be lovely to get the village nursery, pre school and School involved in the scheme. It was agreed to engage with the Woodland Trust to increase the planting around the edges of the Millennium Field and to look in more detail into the idea of a community orchard.

19/107 Lengthsman Scheme – Cllr. Clear reported that the two new Lengthsmen have been doing well. He was asked to check when they would be able to clear footpath 28 on Sheet Common as this is now very overgrown.

19/108 Sheet Allotments – Cllr. Forrest reported that following a recent incident at the Allotments where numerous sheds had been broken into (but luckily nothing of much value stolen), a padlock has been installed to the pedestrian gate at the entrance.

Plot inspections have also taken place recently, and 8 letters sent to plot holders who are not adequately maintaining their plots. A meeting has been held with a plot holder whose plot is terribly overcrowded to discuss and resolve issues. Overall though, the site is looking very good and plot holders are mostly very enthusiastic and keen.

19/109 Sheet Common –

- (a) New gate – Two quotes for a new gate at Sheet Common had been received and, in addition, the BMX User Group have offered to install the gate and post free of charge, if Sheet P.C. buy materials. Following discussion, it was agreed to ask the BMX User Group to install the gate – Cllr. Forrest will follow this up.
- (b) Cllr. Biddlecombe will arrange to meet the Woodland Trust representative to discuss planting at the Common

19/110 Sheet Village Hall –

- (a) Refurbishment of the Disabled W.C. – Two quotes have been received and a third is currently being organised – as it is hoped that the work will be carried out during the summer holidays, it was agreed to delegate the decision to a working party consisting of Cllrs. Martin, Bird and Dark, so that the work could be booked in.
- (b) Bay Window – The hatch space has been created in the upstairs meeting room to enable access to the eaves – the Clerk was asked to arrange for DNE Services to have a look at the problem and report back.
- (c) Lobby Lighting – DNE Services have replaced the light bulbs and the problem of poor lighting has been resolved!
- (d) Summer Planting Scheme – A total budget of £140 was approved for summer bedding plants for the pots, and borders at the Village Hall and around the Village sign on the Green.

19/111 Correspondence

- Code of Conduct Training – The Clerk is arranging this training on behalf of Steep P.C. and members of Sheet P.C. will be welcome to join them – she will advise of date and time in due course.

19/112 Date of Next Parish Council Meeting – The next meeting of the Parish Council Meeting will be on Tuesday, 11th June 2019 at 7.30 p.m.

The meeting closed at 8.55 p.m.