

DRAFT

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of an on-line Teams Meeting of Sheet Parish Council held on Tuesday, 12th May 2020 at 7.30 p.m. at Sheet Village Hall

Present: Cllrs. Ron Dark (in the Chair) Alan Biddlecombe Brian Bird
Robin Forest Will Glancy Gail Martin
Chris Wilton

Also Present: District Councillor, Nick Drew
Clerk, Jenny Hollington

There was 1 member of the public present

- 20/62 Apologies – Apologies had been received from Cllr. Tony Clear.
- 20/63 Minutes – The Minutes of the Parish Council Meeting held on 10th March 2020 were approved.
- 20/64 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda – none declared
- 20/65 Public Comment – Members of the public had been invited to send in public comment in advance of the meeting. However, no public comment had been received.
- 20/66 Parish Council Meetings – The coronavirus lockdown meant that the scheduled April Parish Council Meeting had been cancelled. Coronavirus regulations in force from 4th April 2020 have now disappplied the requirement to hold an annual meeting of the Council and authorised virtual meetings. In practical terms this means that the appointments of Chair and Vice-Chair will continue until the next annual meeting or any previous date that the Council may opt for. It also means that council meetings will be held remotely using commonly available applications for the foreseeable future. These meetings will be advertised as normal on the website and noticeboards, and details of how to access them have, and will be, given with the agenda. As a matter of practicality, the Clerk has asked that any public comment should be submitted before the meeting if possible.

The Annual Parish Assembly planned for 28th May has been cancelled as this meeting requires face to face representation with the public.

- 20/67 Sheet Support Group – In the days prior to formal lockdown, it became clear that more vulnerable members of our community would require support. The Parish Clerk had received enquiries from prospective volunteers and after consultation with Councillors, a circular was hand delivered to every household in the Village, asking for volunteers and offering support for those needing assistance in any way. We are proud to say that over 60 parishioners volunteered to help and have been assisting those in need ever since. This initiative has been fully back by the Parish Council who have not however controlled or administered the process. This has been done by Jenny Hollington, Jean Morgan (the Age Concern Village Agent) and of course, the volunteers. We thank them all for their efforts and are glad to say their path breaking initiative has been followed by other authorities in the area.

- 20/68 Planning

SDNP/20/0 1639/HOUS	Single storey rear extension, extensions to the front on both floors and detached double garage to front	50 Pulens Lane, Sheet GU31 4DD	No Objection
------------------------	---	-----------------------------------	--------------

20/69 Audit 19-20

- (a) **End of year results and commentary** – Figures showing end of year results had been circulated prior to the meeting and were discussed. The year end position shows a £19K surplus instead of the deficit budgeted. The Chairman explained that this was because the budgeted £10K for play equipment had fallen into the previous financial year, and speed technology equipment had been provided by EHDC (budgeted £3K). In addition, the provision for election costs had not been required. However, it is anticipated that for 20-21 Village Hall income will be down by at least half the budgeted level because of the impact of coronavirus, and this will be financed from reserves.
- (b) **Internal Auditor’s Report** – The Internal Auditor is required to evaluate the effectiveness of risk management, control and governance processes for the Council and his report had been circulated prior to the meeting. This year, because of coronavirus, the Internal Audit had been finalised via telephone calls, e-mail of back up information and the website. The report concludes that the records and procedures in place for Sheet Parish Council are of an adequate standard of control.
- (c) **Annual Governance Statement 19/20** - The Annual Governance Statement had been circulated prior to the meeting and was approved.
- (d) **Accounting Statements 19/20** – The Accounting Statements had been circulated prior to the meeting along with an explanation of variances between 18/19 and 19/20 and end of year bank reconciliation. The Accounting Statements 19/20 were approved.

All documentation relating to the Audit 19/20 will be made available via the parish council website, along with the notice in respect of public rights to inspect the accounts.

20/70 Finance

- (a) The April bank reconciliation has been circulated prior to the meeting and was approved.
- (b) Because of the cancellation of the April Meeting, approval of April payments had been delegated to the cheque signatories. Cheques for April had been approved as follows:

Chq No.	Amount	Payee	Service
301074	£181.82	Contract Natural Gas	V. Hall - gas
301075	£302.40	PTC	Bins - Feb and March
301076	£475.00	Bill Robinson	Grass Cutting Contract
301077	£13.15	HCC (County Supplies)	Supplies - V. Hall
301078	£800.00	Joe Jackman	Tree on Sheet Common
301079	£35.00	Petersfield Window Cleaning	V. Hall
301080	£70.84	Castle Water	Village Hall
301081	£1,286.57	Castle Water	Allotments
301082	£390.00	Sheet Music	Caretaking & Cleaning - V. Hall
301083	£230.00	Sheet Music	Caretaking & Cleaning - V. Hall
301084	£83.78	HMRC	Tax & N.I. Clerk
301085	£768.05	Jenny Hollington	Clerk + expenses (vol leaflet - peta print)
Total	£4,636.61		

It was agreed that the Chairman and Clerk should review previous statements for water rates at the allotments and liaise with Castle Water to understand why the April bill is so high. In the coming months, a monthly water meter reading will be taken by Cllr. Forrest and sent to the Clerk, to enable a closer eye to be kept on costs.

Cheques for May payment were approved as follows:

Chq No.	Amount	Payee	Service
301086	£70.00	EHDC	Premises Licence - V. Hall
301087	£357.07	HALC	Affiliation fee
301088	£400.00	Bill Robinson	Grass Cutting Contract
301089	£192.00	ALE Fire Systems	Service - Emergency lights - V. Hall
301090	£98.75	Lightatouch	Internal Audit 20-21
301091	£259.27	Contract Natural Gas Ltd	V. Hall
301092	£490.00	Sheet Music	Caretaking and cleaning - Village Hall
301093	£83.78	HMRC	Tax & N.I. Clerk
301094	£733.05	Jenny Hollington	Clerk - May
301095	£75.00	T. Morgan	Website - Jan-March
Total	£2,758.92		

20/71 Roads and Traffic

- (a) Junction of School Lane/Farnham Road – Cllr. Martin reported that the HCC Traffic Team are happy with the traffic count results and willing to move forward with the legal process of banning traffic from turning right into School Lane from the Farnham Road. SDNPA are also content with the current proposals but agreement on brick finish is yet to be made. Cllr. Martin will continue to push for this project to be finalised before the start of the September term.
- (b) Community Funded Initiative for Narrowing Village Street - A plan for narrowing the London Road end of Village Street has been received, but the Parish Council await final costs. No plans have been received for narrowing the Farnham Road end of Village Street, but Cllr. Martin has been assured that this is ticking along behind the scenes and that all parties are communicating on these schemes.

20/72 Mill Lane

- (a) Road Closure – It was noted that Mill Lane is to be closed for 5-days during the week commencing 18th May. This is for essential work to be carried out by Open Reach.
- (b) Blocked Drain – Cllr. Martin reported that another HCC contractor has inspected the drain and is arranging for a team to cut the tree roots out of the drain from the River end. Residents will be informed when the work is to take place. The contractor will emphasise the need for installation of a more efficient drain and grating to HCC
- (c) Receding Riverbank – The Environment Agency are unable to visit the site during lockdown. This will be followed up as soon as possible.

20/73 County Councillor’s Report – The County Councillor’s report had been circulated prior to the meeting – it was noted that HCC hope to re-open waste and recycling centres during the week commencing 11th May, and that HCC are experimenting this year with an earlier cut of verges – it is hoped this will facilitate summer wildflower growth. Cllr. Oppenheimer had also circulated a report on broadband provision within the Hangers. Both reports will be appended to the Minutes and made available via the Parish Council website.

20/74 Cllr. Drew reported on the following items

- Coronavirus – The EHDC website is being regularly up-dated to provide current information for residents <https://www.easthants.gov.uk/>. EHDC staff are working closely with agencies to provide advice and help for residents.
- Food Banks – Local food banks are experiencing very high demand during these unprecedented times – Cllr. Drew has allocated some of his grant to aid the crisis via Froxfield Stores. He reminded the meeting that Froxfield Store and Post Office remains open and encouraged Sheet residents to use it.

- Planning – Cllr. Drew is keeping an eye on planning applications within his area and if there are any concerns, he is able to have direct conversations with planning officers. He has recently also been asked to re-join the Planning Committee.
- Enforcement – EHDC enforcement staff are continuing to work during the lockdown but are currently unable to visit locations. Residents can continue to report concerns via the on-line form <https://www.easthants.gov.uk/planning-enforcement-enquiry-form>
- “Green” Initiatives – Cllr. Drew has been asked to support a grant request from Adhurst Allotments to enable them to plant more trees and a wildflower meadow – he will be following up on this request.
- Fly-Tipping – EHDC are dealing with more incidents than ever since the closure of Waste and Recycling Centres. However, residents should continue to report any incidents and they will be dealt with as soon as possible.

20/75 On-Going Issues

Recreation Ground – A third quote for repair of the shed has not materialised – it was agreed that Cllr. Bird should go ahead with the cheapest of the two quotes already received.

Noticeboards – The noticeboard in Pulens Lane has become quite badly weather damaged during the heavy rain at the beginning of the year– it was agreed that Cllr. Bird should repair the board, and weatherproof both noticeboards at a cost not exceeding £200.

Millennium Field – Attention was drawn to the worsening situation in respect of dog waste. It was agreed to go ahead with the installation of a new dog waste bin within the Millennium Field as per the quote received from PTC in the sum of £259 + VAT. New signage to include details of the £50 fine will be considered for the entrance to the field and EHDC dog litter officers asked to patrol the area if the problem persists. On a more positive note, Cllrs Forrest and Clear have mulched the newly planted whips and trees in the last few weeks.

Sheet Allotments – Plot holders have done as requested and removed synthetic carpets from their plots – consequently, there is now a large pile of waste carpet on the land adjacent to Plot 67 which needs to be removed. A large skip will be required and access to the site via the narrow lane is going to present a problem - options are being considered and quotes will be circulated to Councillors as soon as possible.

It was noted that many plot holders are self-isolating or shielding during the coronavirus outbreak – plot inspections have therefore been suspended temporarily.

Sheet Common – Reports of youngsters smoking cannabis have been followed up with the local Community Police Support Officers who will include the Common in their patrols. The CPSO were also asked to include the bridleway following an incident of youngsters building bike jumps on the path – the jumps have been removed by the Lengthsman.

Sheet Village Hall – The hall has been closed due to coronavirus – however, the Caretaker has used the opportunity to do a deep clean of the building, provide a security presence, and carry out safety checks, etc. As a result, a requirement for a more in-depth risk assessment has been identified. Cllr. Wilton agreed to follow up on this. It was agreed that Cllr. Martin will re-do the pots at the entrance now that garden centres are to re-open.

20/76 Date of Next Parish Council Meeting – The next meeting of Sheet Parish Council will be an on-line Teams Meeting and will be held on Tuesday, 9th June 2020 at 7.30 p.m. Details of how to join the meeting will be available via the agenda.

The Meeting closed at 8.40 p.m.