

SHEET PARISH COUNCIL

CHAIRPERSON: Ron Dark

CLERK: Jenny Hollington

Minutes of the Meeting of Sheet Parish Council held on Tuesday, 13th March 2018 at 7.30 p.m. at Sheet Village Hall

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

In Attendance: Clerk - Jenny Hollington

There were 3 members of the public present during the meeting.

18/35 Apologies – Apologies had been received from County Councillor, Russell Oppenheimer, and District Councillor, Nicky Noble.

18/36 Minutes – Cheque no. 300790 had been omitted from the draft minutes circulated and had been corrected in the final copy- the Minutes of the meeting held on 13th February 2018 were therefore approved and signed.

18/37 Declarations of Interests – The Chairman reminded Councillors of their responsibility to declare any pecuniary interest on any item on the Agenda.

18/38 Public Comment –

- A concern was raised in respect of parking outside the hut used by Winton Players (between the Half Moon/Old Sheet House) - the area has become badly damaged and Winton Players are proposing to resurface the grass area with heavy duty plastic mesh. It was observed that whilst we can suffer the odd car or two, no-one would wish to see a permanent car park established at the entrance to the Village. Cllr. Clarke will speak to Hampshire Highways representatives about this issue.

18/39 Planning –

(a) Current Planning Applications:

SDNP/18/00274 /TCA	Tree Works	Sheet House, Village Street, Sheet GU32 2AQ	No Objection
SDNP/18/00629 /HOUS	Single storey rear extension and new front porch	22 London Road, Sheet GU31 4BE	No Objection

(b) Draft Development Brief for land behind Pulens Lane – Nothing further has been heard from SDNPA about the changes being made to the document and the public consultation, details of which were meant to be available at the end of February. The Clerk was asked to check revised timescales with SDNPA.

18/40 Finance

(a) Stepping Stones - The grant application in the sum of £1500 towards the installation of a portacabin at the Recreation Ground for use by the playgroup while the Scout Hut is renovated, was discussed and approved subject to planning permission.

- (b) Village Fete – A grant application in the sum of £500 towards a village fete/street party was discussed and approved. It was noted that the event is intended to bring all Village groups together.
- (c) Petersfield Open Air Swimming Pool – A grant request in the sum of £250 towards replacement electrics and piping was approved. It was noted that this is a capital project for a facility used by many parishioners.
- (d) The bank reconciliation for February had been circulated prior to the meeting and was approved and signed.
- (e) The following cheques were approved for March payment:

Chq No.	Amount	Payee	Service
300793	£137.08	Contract Natural Gas	V. Hall
300794	£210.00	SSE	V. Hall
300795	£72.00	Elite Play Inspections	BMX Track and Rec
300796	£120.00	Ray Street	Webite management (6 months)
300797	£291.66	Lightatouch	Internal Audit
300798	£624.00	Sheet Music Ltd	V. Hall - caretaking/cleaning
300799	£92.90	HMRC	Tax and N.I. Clerk March
300800	£611.27	J. Hollington	Clerk - March
300801	£501.60	Earth Anchors Ltd	Noticeboard - Allotments
300802	£500.00	Joe Jackman	Trees – Steep Common
300803	£1,500.00	Grant - Stepping Stones	Temporary Portacabin
300804	£500.00	Grant - SCVT	Village Fete/Street Party
300805	£250.00	Grant - Petersfield Pool	Replacement Electrics
Total :	£4,910.51		

18/41 Audit 2017-18

- (a) Internal Audit Report 17-18 – The Internal Auditor’s report had been circulated prior to the meeting - there were no matters of concern raised and the auditors were pleased to conclude that the various transaction elements of the Parish Council are of an adequate level of control.
- (b) Statement of Internal Control 17-18 – The Statement of Internal Control 17-18 had been circulated prior to the meeting. There have been no changes to internal controls through the year and the review concluded that controls are still effective. The statement was therefore approved and signed.
- (c) Financial Regulations – The regulations had been circulated for review prior to the meeting. There have been no changes through the year and the regulations were therefore approved.
- (d) Standing Orders - A proposed amendment to Standing Orders item 1s (Meetings) to include an additional paragraph setting out the procedure for Co-Option of a Parish Councillor to allow sealed votes was discussed and unanimously approved.

18/42 Risk Register 2017-18 – The Risk Register had been up-dated to reflect a need to incorporate new data protection regulations. No other changes were felt necessary and the Risk Register 17-18 was therefore approved.

18/43 Changes to Data Protection Legislation – The Clerk had attended a training course organised by HALC and notes from the session had been circulated. It was agreed that the Chairman and Cllr. Biddlecombe should meet with the Clerk to discuss the requirements in more detail.

18/44 Sheet Recreation Ground –

Scout Hut Lease – The Chairman has circulated draft Heads of Terms prior to the meeting. These will now also be forwarded to the Scout Group for their input before being sent to the Legal Department for the new lease to be finalised.

Outdoor Fitness Groups – A request to use Sheet Recreation Ground for a regular keep-fit class was considered. It was decided to defer a decision on this request until the next meeting, to enable the Clerk to find out how other Parish Councils deal with such requests.

Quarterly Inspection Reports – The quarterly inspection reports had been circulated prior to the meeting. The note about the timber and rubbish accumulating at the BMX track will be followed up by Cllr. Forrest.

- 18/45 S.106 Monies – Use of the S.106 monies held by SDNPA following the sale of houses on land behind School Lane was discussed. At the time of the agreement, Sheet P.C. had been asked to provide evidence of projects falling within each category (Parks/sports and recreation grounds, Equipped Play Space, Community Facilities and Allotments).

Of these proposals, it was agreed to go ahead with the purchase of new benches for Mill Lane (adjacent to River Rother), the Recreation Ground and the Millennium Field and a mobility picnic table for Sheet Common. The proposed new thumper tower for the Recreation Ground, will be delayed until after the refurbishment of the Scout Hut. New flooring at the village hall will be organised for the summer holidays, and it was agreed to go ahead with the purchase of new tables and a stackable seating system – if possible sample chairs for trial will be organised by Cllr. Martin and the Clerk to check comfort and storage space. Under the Allotments category it had been proposed to provide hardstanding for additional parking on one of the disused plots, but it was queried whether this would be necessary (most plot holders like to park adjacent to their plot) - consideration will instead be given to moving the Allotment Association shed to the allotments, thereby freeing up car parking at the Millennium Field.

The Clerk was asked to investigate the process of application for the funds for these purchases before any formal orders are placed.

- 18/46 Roads and Traffic –

Farnham Road – Sarah Hobbs, Senior Community Access Officer, has visited the site with the engineers – a meeting between EHDC, Sheet P.C. and the School is to be arranged asap to progress this work.

Bollard – Cllr. Martin confirmed that the bollard outside the nursery is due to be replaced within the next 4-weeks.

Speed Indicator Device – The Clerk confirmed that Steep P.C. are hoping to purchase a SID and there may be an option for sharing equipment – Cllr. Biddlecombe will continue to liaise with the Clerk on this.

- 18/47 Millennium Field

FOSS deposit – FOSS representatives hope to move the wood as soon as the ground dries – the recent wet weather has prevented them from doing so, so far.

- 18/48 Lengthsman Scheme – Options for use of £1000 funding from Hampshire for 18-19 were discussed. It was agreed that Cllr. Clear would organise a list of jobs and prioritise the work, for further discussion at the April P.C. Meeting. As some of the funding needs to be used on footpaths, it was agreed that the Lengthsman should be asked to install the remaining sign posts.

- 18/49 Sheet Allotments –

Noticeboard - Cllr. Forrest has installed the new noticeboard which looks very smart.

Condition of track – A quote for repairs to the track has been received from DWP Groundworks. The Clerk was asked to obtain two more quotes to comply with Council procedures.

18/50 Sheet Common –

Trees adjacent to 35 London Road – The tree work carried out for safety purposes has been completed.

Bridleway – Cllr. Biddlecombe continues to monitor the condition of the path through the wet weather – currently the situation is fine.

18/51 Sheet Village Hall

Bike Rack – Unfortunately the ground is still too wet for delivery of the log which is to be used as a bike rack – this will be postponed until drier weather.

Upstairs Meeting Room – The work to install a stud wall and door will take place over the Easter Holiday.

18/52 County Councillor Report – Although unable to be present, the County Councillor had sent through a report which was discussed and is appended to the Minutes. Sheet Parish Council were pleased to note the grant of £400 to the Film Club.

18/53 District Councillor Report – No report available.

18/54 Forthcoming Meetings –

- EHAP&TC – Meeting (14.3.18) - cancelled due to the ill health of the speaker
- Meeting re the withdrawal of 54 bus service at Rogate School (19.3.18) - The Chairman will attend

18/55 Annual Parish Assembly – Cllr. Biddlecombe will liaise with SDNPA contacts re. the possibility of a talk on the ecology of Sheet Common for Thursday, 10th May.

18/56 Date of next P.C. Meeting – The next Parish Council Meeting will be held on Tuesday, 10th April 2018 at 7.30 p.m. at Sheet Village Hall.

The meeting closed at 9.15 p.m.