

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held at Memorial Hall, Sparsholt on Tuesday 19th May 2015

Present:

Mrs S Wood (Chairman)
Mrs K Cobbold
Mr J Little
Mr A Osmond
Mr N Reid
Mr S Wooles
District Councillor P Bailey

In Attendance

Mrs J Judge (Clerk)

1. Apologies

Mrs S Annesley, Mr I Hay, Mr R Summerfield, Cllr C Horrill, PCSO K Croutear.

2. Declaration of Interests

Forms for annual completion were circulated to those present and would be circulated to those unable to attend **Clerk.**

3. Election of Chairman

Mrs Wood asked for nominations for the position of Chairman. Mr Wooles nominated Mrs Wood and Mr Little seconded the proposal. Unanimously agreed. Mrs Wood signed the Declaration of Acceptance of Office and took the Chair.

4. Appointment of Vice Chairman and the Finance Sub Committee

Mrs Wood asked for nominations for Vice Chairman. Mr Little proposed Mr Wooles and this was seconded by Mrs Wood. Unanimously agreed.

Mrs Wood, Mr Wooles (Chair) and Mr Little agreed to continue to be members of the Finance subcommittee.

5. Councillor Portfolios

The following were confirmed

Portfolio	Councillor
Highways	Stewart Wooles
Footpaths and Open Spaces	Ian Hay
Memorial Hall Committee	Richard Summerfield
Planning	All
Playground/Sparsholt Shop	Nigel Reid
Security/ Transport	Andrew Osmond
Sparsholt School	Katy Cobbod
Communication	John Little

6. Public Session

There was no public session with no members of the public attending

7. Minutes of Meeting of 16th April 2015

Minutes of the meeting held on 16th April which had previously been circulated were agreed and duly signed as a true record.

8. Minutes of Annual Parish Meeting of 16th April 2015

Minutes of the Annual Parish meeting held on 16th April which had been previously been circulated were agreed by councillors with the wording "some sort of" replaced by "a" at Item 3 and spelling of Mrs Annesley's name corrected at Item 6.

9. Matters Arising from Meeting of 18th March 2015

All actions had been completed

10. County and District Councillor Reports

County Council

Cllr Phil Bailey highlighted school admissions. With a high number of applications for a limited number of spaces not all catchment children had been accommodated. This had been unusual year and data showed fewer in catchment children for 2016 and 2017 albeit numbers were potentially high again in 2018. Clearly such numbers gave an indication only with families moving in and out of the area and some choosing fee paying schools. Sparsholt School was confined by physical size constraints and at maximum capacity. Cllr Bailey was consulting with the Local Education Authority which had responsibility for admissions.

Mr Wooles asked if Cllr Bailey could establish when speed monitoring on Stockbridge Road would take place and whether drainage work was able to commence at the Plough following observations of the great crested newt, a protected species.

City Council

Cllr Caroline Horrill, was unable to attend the meeting, due to previous commitments.

11. Portfolios

Highways

Mr Wooles had provided a report – Annex E

Footpaths

Mr Hay had provided a report – Annex E – councillors noted Ham Green volunteers proposal to purchase a new trimming machine.

Playground

Charlotte Chadwick's inspection report had been circulated.

Mr Reid highlighted, as in email correspondence, that recent painting and fencing work had been invoiced at higher than quotation due to additional material costs and labour. It was agreed that it was appropriate to pay more with the exact amount to be confirmed. **NWR**

With the playground inspection imminent it was agreed to move £500 from the Contingency Fund to Playground reserves. **Clerk**

Sparsholt Memorial Hall

Mr Summerfield had provided a report – Annex E

Sparsholt School

As link between the Parish Council and school Mrs Cobbold would act as liaison on the subject of admissions. A recent visit to Lainston House and links with the community were highlighted. The School was looking to recruit two governors. It was agreed the clerk would contact the Chair of Governors to offer to include a governor recruitment advert in the parish newsletter **Clerk**

Police Liaison

Mr Osmond continued to receive Countryside Watch and other associated emails and would circulate if appropriate.

PCO Kerry Croutear's report – Annex F

Sparsholt Shop

There was nothing specific to report

Communications

Mr Little reported that he had given the clerk initial training on the website.

Further discussion related to the newsletter and website advertising would be moved to the July meeting with information currently being gathered. **SW, Clerk**

12. Finance

(a) Report of the Internal auditor

All councillors had received a copy of the internal auditor's report dated 24 April 2015. This report was noted. With regard to the points made in Mr Murray's letter:

Minutes of Meeting of 5 June 2014 had been correctly dated by the Chairman and the clerk had sent a copy to Mr Murray

Year-end Payroll – the clerk had obtained year end paperwork from payroll agency, Kimball Smith, and a copy had been sent to Mr Murray

Asset Register – this would be forwarded to Mr Murray when final adjustments made (ref item 12b)

Clerk

Risk Assessment – the Financial Risk Assessment had been discussed by the finance committee and would be forwarded to Mr Murray following approval (ref item 12e)

Clerk

Ham Green – the Clerk had contacted Terry Dunn – the volunteers were reviewing their risk assessment and this would be forwarded to Mr Murray on completion.

Clerk

(b) Review of the Asset Register

This had been circulated to all councillors ahead of the meeting. All thanked Janice Whittle for her work in preparing this. The clerk and NWR would confirm playground details and recirculate.

NWR/Clerk

(c) Sparsholt Parish Council Accounts 2014-2015

All councillors had received a copy of the end of year accounts and bank reconciliation. The accounts were discussed and adopted as a true reflection of income and expenditure for 2014-15. It was agreed that the Chairman should sign the bank reconciliation.

(d) Annual Return.

Section 1 All councillors had received a copy of the Annual Return Section 1. This was approved by Council for signature by the Chairman.

Section 2 Statements 1-9 in Section 2 were considered and the answers approved for signature by the Chairman.

The Clerk explained significant variances over the previous year together with changes in fixed assets (deduction PA system, addition of defibrillator and multi tool for Ham Green volunteers). This information had been circulated to all councillors and would accompany the Annual Return to the external auditor.

The Clerk informed the meeting that the Notice of Electors' Rights to Inspect the Accounts had been posted on the notice board.

(e) Review of Governing Documents

A report from the finance group on the Parish Council's governing documents had been previously circulated together with relevant documents. It was agreed to adopt all the recommendations.

The council approved use of HALC Draft Protocol for public and press Reporting Councils Meetings and display of the associated Public Notice.

Clerk

(f) Insurance Renewal

A quotation of £859.18 for renewal of the Parish Council's insurance had been received from Zurich Insurance. Payment of this was agreed.

Clerk

(g) Budget 2015-16 (Annex D)

The budget for 2015-16 had previously been circulated (Annex D). This was noted.

(h) Financial Statement as at 19 May 2015 (Annex C)

The financial statement as at 19 May had previously been circulated. Approval was given for payments PV 73 to 79 (2014/15) and PV01 to PV12 (2015/16).

13. Planning

Current Applications and Recent Decisions by WCC (Annex A)

Annex A had previously been circulated with the following noted

15/00982/TPC Farley Mead
1 no. Cherry to fell (T1), 2 no. Horse Chestnut to fell (T2 and T4), 1 no. Horse Chestnut to remove dead wood and crown reduce selective major limbs to reduce lever arms by approx. 2 m (T3), 2 no. Silver Birch to crown clean (T5 and 6).

The chair had requested that Ian Hay look at the site to see if the removal of trees impacted visual appearance

IH

15/00906/APN Bushmoor Farm
Erection of Agricultural Building

Clerk to send further detail of planning application to enable assessment

Clerk

14. Date of next meeting:

There being no further business the meeting closed at 9.10pm. The next meeting of Sparsholt Parish Council is to be on Thursday 18th June 2015 at 7.30pm in the Mosaic room of the Memorial Hall, Sparsholt.

Signed..... Date.....