

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held at Memorial Hall, Sparsholt on Thursday 21 June 2018

Member:

- Cllr Sue Wood (Chairman) P
 - Cllr Stewart Wooles (Vice Chairman)
 - Cllr Jo Alexander
 - Cllr Sue Annesley
 - Cllr Pete Chadwick
 - Cllr Katy Cobbold
 - Cllr John Little P
 - Cllr Andrew Osmond P
 - Cllr Nigel Reid P
- P = present at the meeting

In attendance Jill Judge Clerk
Three members of the public

- 18/19 – 014 To receive apologies and approve reasons for absence**
Apologies were received and accepted from Cllr Wooles, Cllr Alexander, Cllr Annesley, Cllr Chadwick and Cllr Cobbold.
- 18/19 – 015 Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.**
None declared.
- 18/19 – 016 Minutes of Meeting of 17 May 2018**
 - **To approve and sign the minutes**
The minutes had previously been circulated and were approved and signed by the Chair
 - **To deal with any matters arising not on the agenda**
There were no matters arising
- 18/19 – 017 Public participation**
18/01082/FUL – Erection of an agricultural building for free range egg production and associated feed bins and hard standing areas.
It was noted that this was an application related to the parish of Hursley but the proposed site was adjacent to the parish of Sparsholt and as such could impact residents.
Both the applicants and a member of the Crab Wood Action Group (a Sparsholt parishioner) outlined their respective views and answered councillors' questions.
All were thanked for taking the time to attend and the three members of the public left the meeting.
- 18/19 – 018 Matters arising from meeting held on 18 April 2018 which are not on the agenda**
There were no matters arising which were not on the agenda.
- 18/19 – 019 To receive an update from the Anaerobic Digester Working Group**
The Planning Officer had notified the Chair that the Section 73 application would not be considered at the Planning Committee Meeting on 21 June but instead at the 26 July meeting. Both Ecotricity and the College had provided responses to the various comments made by third parties that were available to view on Winchester City Council's website.
- 18/19 – 020 Traffic updates – Woodman Lane**
There had been a recent incident of a large articulated lorry travelling through the village (Crab Wood to the Stockbridge Road) knocking branches off trees and leaving branches hanging in a dangerous state. The driver did not know the area and had used his Sat Nav. In addition, another HGV had had to reverse out of Dean as the vehicle was too large to negotiate the lane.
Such incidents were not uncommon and caused both damage and the risk of accident. It was decided that the Chair would contact County Councillor, Jan Warwick, to request that weight limit signs be installed
 - From Westview Road into Dean and from Woodman Lane into Dean at the other end.
 - From Ham Green through Crabwood and from the Sarum Road crossroads into Crabwood at the other end

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

18/19 – 021

Finance

- a. Review of asset register**
The asset register had been circulated and the clerk/RFO highlighted items added (including Ham Green equipment, laminator) during the year and removed during the year (defunct Ham Green equipment) which had resulted in a £1079 increase in total asset value to £138,138.
- b. Note insurance payment**
A premium of £855.15 had been paid to Zurich Insurance for the period 1 June 2018 to 31 May 2019.
- c. Review of Sparsholt Parish Council Accounts 2017/18**
Accounts had been circulated along with explanation of significant variances between the financial year ended March 2017 and March 2018 and bank reconciliation. Councillors noted and understood the variances
- d. Report of the Internal Auditor**
No major points arose during the audit and the Internal Audit Report 2017/18 had been completed by the auditor
- e. Appointment of Internal Auditor for 2018/19**
It was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.
- f. Approval of annual governance statement 2017/2018**
Statements 1-8 (statement 9 n/a) in Section 1 were considered and the answers unanimously approved for signature by the Chair and the Clerk
- g. Approval of accounting statements 2017/18**
Section 2 boxes 1-10 (box 11 n/a) were considered and unanimously approved for signature by the Chair and the RFO
- h. Approval of certificate of exemption for smaller authorities**
With both gross income and gross expenditure for the financial year 2017/18 less than £25,000 a certificate of exemption was completed certifying Sparsholt Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- i. Report of Finance Advisory Committee**
The Committee had met on 29 March and discussed year end accounts, reserves and GDPR requirements. The Committee had reviewed reserve policies of other parish councils and recommended a general reserve along with earmarked reserves for legal and planning costs, elections, street furniture and the playground and community projects. This was agreed with the policy and recommended amounts for each reserve discussed as below (ref 18/19 – 022 c)
- j. Current Financial Position**
Details had been circulated and payments PV01 to PV09 were approved (attached)
- k. Budget update**
Summary budget details had been circulated showing income and expenditure to date against budget (attached)

18/19-022

Governance & Policies

- a. Review and adopt NALC's 2018 Model Standing Orders**
The National Association of Local Councils had published new model standing orders updated to incorporate or reference the requirements of new legislation that had been introduced since the last model standing orders were published in 2013. With amendments made to reflect the establishment of Sparsholt Parish Council's Planning Advisory Group and financial procedures (review of receipts and payments, receipts and payments year to date and balances held at full council every two months) the new NALC 2018 Model Standing Orders were adopted.
- b. Review and adopt Data Protection Policy**
The Data Protection Policy was reviewed and adopted. Councillors were reminded to utilise their Sparsholt specific email addresses for matters related to the parish council with Cllr Little, portfolio holder for communications able to help any councillor having difficulties with this.
- c. Review and adopt Reserves Policy**
The Reserves Policy outlined the purpose of reserves, the types and procedures to be followed. In addition, it incorporated recommendations for the current financial year and this section of the policy would be updated annually. Recommended amounts of £13,500 for a General Reserve and Earmarked Reserves of £4000 for Legal and Planning Costs, £1000 for Elections, £5000 for Street Furniture and the Playground and £5000 for Community Projects were discussed and agreed.

18/19 – 023

Planning

Approve Terms of Reference of Planning Advisory Committee

- a.** The draft Terms of Reference were amended adding an additional function "To monitor and make recommendations related to the Parish Plan, Village Design Statement, Conservation Area and Settlement Boundary". The Terms of Reference were agreed.

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

b. To review planning applications and agree Council Response

Date Valid	Number	Address	Description	Closing date for comments
03/04/2018	18/01082/FUL	Arquiva 258811 Crabwood Farm Sarum Road	Erection of an agricultural building for free range egg production and associated feed bins and hardstanding areas Note – this application relates to the parish of Hursley but is adjacent to the parish of Sparsholt	
<p>It was agreed that a comment be submitted to incorporate the following</p> <ul style="list-style-type: none"> The planning officer and planning committee must ensure that there is sufficient evidence to ensure that the proposed application will have no adverse impact on Crab Wood's status as a Site of Special Scientific Interest (SSSI) Should permission be granted a condition be imposed and enforced that all appropriate steps are taken to obscure the visibility of the proposed agricultural building 				
03/05/2018	18/01133/FUL	Bushmoor Farm Westley Lane Sparsholt Hampshire	Erection of a 3 Bedroom, two storey agricultural workers dwelling, car parking and garden area (AMENDED DESCRIPTION)	PC extension to 22 June
<p>It was agreed that the following comment be submitted Sparsholt Parish Council supports this application for a local farmer who has been working with the Parish Council and City Councillor to prove that farm hours comply with the need to build an agricultural tied property on site.</p>				
24/05/2018	18/01262/AVC	Lainston House Hotel, Woodman Lane	Two freestanding illuminated entrance signs	3 July
<p>The Parish Council had no specific comment to make on this retrospective application.</p>				

Awaiting decision – the following were noted

09/04/2018	18/00703/FUL	Sparsholt College Westley Lane	Variation of conditions 2, 3 and 11 of 16/01679/FUL; to allow for changes to layout and infrastructure to form anaerobic digester plant and to layout, design and appearance of education building.	
05/07/2017	17/01761/LDC	Greenacre Caravan Park Stockbridge Road	Caravan site	Current

Recent Decisions – the following were noted

04/05/2018	18/00832/FUL	Garston House, Annexe At Westley Lane	Change of use of detached annexe building to holiday let accommodation	Application permitted
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Signed.....Date.....