

# SPARSHOLT PARISH COUNCIL

## Minutes of the Meeting held in the Memorial Hall on Thursday 16 March 2023 7.30pm

Cllr Sue Wood (Chairman)	P
Cllr John Little (Vice-Chairman)	
Cllr John Cooper	P
Cllr Andrew Osmond	
Cllr Nigel Reid	P
Cllr Lynne Gibson	P
Cllr David Brown	P
Cllr Mark Himbury	P
Cllr Jon Walthoe	P

P = present at the meeting

In attendance Nicky Breen (Clerk), Cllr Horrill, Cllr Warwick

One member of the public for item 22/23-98

- 22/23 – 95 Apologies**  
To receive apologies and approve reasons for absence  
Apologies had been received and accepted from Cllr Little and Cllr Osmond.
- 22/23 – 96 To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda**  
Cllr Wood declared an interest in planning application 23/00007/TPC.
- 22/23 – 97 Minutes of Meeting of 16 February 2023**
- **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**  
No matters arising.
- 22/23 – 98 Public Participation**  
A member of the public discussed with Councillors her wish to site a food truck in the Ham Green Car Park or on another site within the village. Councillors felt that Ham Green car park was unsuitable and that the conservation area meant that it would not be possible to support any other public area within the village. The County Councillor suggested that for health and safety reasons a further discussion with the City Councillor would probably be helpful. The person left the meeting with councillors wishing her the best for her future business.
- 22/23 – 99 County and City Councillor Reports**  
Cllr Warwick and Horrill's reports had been circulated prior to the meeting with no questions arising.  
Cllr Warwick added that there is a £6.9million pothole fund for Hampshire, and that 'signs and lines' are to revert to HCC's responsibility (currently WCC) from 1 April 2023.  
Cllr Cooper asked Cllr Warwick about getting dual bins in Farley Mount car parks (Hampshire County Council land) as there has been a noticeable increase in dog fouling. If permitted the council would then approach Idverde regarding the emptying of the bins. **Action: Cllr Warwick**  
Cllr Warwick was thanked and left the meeting. Cllr Horrill joined the meeting at this point.  
Cllr Horrill is up for re-election and is in purdah from next week and therefore is unable to have a meeting regarding car parking in Woodman Close until May.  
Cllr Horrill is waiting to hear whether the proposed solar farm on Hursley boundary can be positioned elsewhere on the site.  
Councillors questioned the need for the 27 parking places in the Church Farm office development 23/00195/FUL. Sparsholt Parish Council is to object on the basis of safety/health, wellbeing and climate emergency, and on the advice of the City Councillor  
are to request that this application is taken to the Planning Committee for further discussion.  
Councillors would also like to see proper landscape plan as the hedge and a significant number of trees have been cleared on the site behind the office building thus fully exposing the development to residents of Stockwell Place and Bostock Close. This is contrary to the stated terms of the planning application. This will be reported to the enforcement team. **Action: Chair**
- 22/23 – 100 Portfolio Reports**  
The Portfolio report is attached and had been circulated prior to the meeting.
- Highways  
See attached report.
  - Footpaths and Open Spaces and Climate Change  
See attached report.

# SPARSHOLT PARISH COUNCIL

- Playground  
See 22/23 - 103
- Sparsholt Memorial Hall  
Cllr Himbury is to assume to assume the role of portfolio holder for the Hall.
- Sparsholt School  
No update
- Sparsholt Shop  
See attached report.
- Communication including items for next newsletter  
No update
- Security  
No update
- Transport  
See attached report.

**22/23 – 101 Affordable Housing Update/Parking Consultation**  
This was discussed in 22/23-99.

**22/23 – 102 Local Plan**  
No update

**22/23 – 103 Playground**

- Bins  
Cllrs approved appointing Idverde to empty the bin in the playground at £8.95 per visit. The clerk is ask that this starts at the beginning of April with fortnightly emptying (summer schedule). **Action: Clerk**
- Signs  
These were not discussed however the clerk can confirm that the signs for the playground have been ordered.

**22/23 – 104 Grant request**  
The shop requested a grant of £1,000 towards the Coronation event that they are organising for 7 May, which councillors approved. £500 will come from PC held funds with a further £500 to come from the PC applying for £500 from HCC. Application for the HCC grant opens on 1 April. The shop committee have requested that funds be transferred before receipts are available in order that purchases can be made. This was agreed with the chair to advise that receipts should be forwarded as soon as possible.  
Council agreed to paying in 2 instalments of £500, with the first payment being made to the shop association account soon. **Action: Clerk, Chair**

**22/23 – 105 Food Trailer in Ham Green car park request**  
See 22/23 – 98

**22/23 – 106 Date for Village Clean Up**  
The proposed date is Saturday 29 April 10-12am. Cllr Brown agreed to take the lead and will liaise with Cllr Little for the detail.  
Dave Denham at Sparsholt College is to be approached to see if the college can get involved, and the school are to be asked if they are able to litter pick in their vicinity. Drinks and biscuits will be provided by the parish council. **Action: Cllr Brown, Clerk**

**22/23 – 107 Dog Waste bin – Bostock Close**  
There has been a request for a 'dog bin' along the footpath from the playground to Bostock Close. Councillors discussed the possibility of a dual purpose bin. This would be on land beside the footpath, belonging to A2 Dominion and would be part of the WCC collection. Cllr Horrill is to contact the head of housing and advise the clerk of the outcome. **Action: Cllr Horrill, Clerk**

**22/23 – 108 Planning (see below)**

- To review and comment on planning applications

## New Applications

03/03/2023	23/00573/TPC	Sparsholt Cricket Club Locks Lane Sparsholt	T1- Oak - Reduce Height by approx 5m to remove dead top. Reduce limb towards Locks lane to suit and balance lower canopy to suit reduced heigh of tree.	Current
06/03/2023	23/00590/TPO	The Maples Locks Lane Sparsholt	Yew (T) on plan. Prune tree back 1.5 - 2m to restore light to hedge to encourage leaf growth and improve screening. Tree is causing excessive shading.	Current
03/02/2023	23/00275/DIC	Land Adjoining Harestock Sub-Station Stockbridge Road	(17/02575/FUL) Discharge of condition 11 - Noise validation report	Current

# SPARSHOLT PARISH COUNCIL

27/01/2023	23/00195/FUL	Church Farm Woodman Lane	Elevation detail of Office accommodation (as previously approved via Class R)	Current
13/01/2023	23/00097/LDP	Garston House Westley Lane	Insertion of rooflights at roof level	Permitted
13/01/2023	23/00095/LDP	Garston House Westley Lane	Increase of ground floor area by 1.8m <sup>2</sup> , with a depth of 930mm from the existing rear elevation; to form a usable kitchen and dining area. New door set from Drawing Room to garden replacing existing window. Cill to be lowered to facilitate change.	Withdrawn
13/01/2023	23/00096/LDP	Garston House Westley Lane	Increase of ground floor game floor area by 2.8m <sup>2</sup> , with a depth of 1155mm from the existing rear elevation; enclosure of existing car port with new door set in keeping with existing designs to form a usable games room.	Withdrawn

## Current Applications

18/11/2022	22/02627/HOU	Little Deane Dean Lane Sparsholt	Erection of a shed. Timber frame with steel corrugated cladding (RETROSPECTIVE).	Current
29/1/2021	21/02640/FUL	13 & 14 Woodman Close Sparsholt	Erection of additional residential accommodation on land to the rear of no.13 & 14 Woodman Close consisting of 2no. detached 2 Bedroom Bungalows & 3no. 1 bedroom terraced houses	Current
12/11/2020	20/02491/LDC	Greenacre Caravan Park Stockbridge Road	Caravan Site	Current

## Recent Decisions

04/01/2023	23/00018/TPC	Mayfield House Home Lane Sparsholt Hampshire	Mature Norway Spruce,(Picea abies) - T1, remove to ground level as the tree is suffering from extensive needle browning that has adversely degraded its visual amenity value.	Permitted
03/01/2023	23/00007/TPC	The Maples Locks Lane Sparsholt Winchester	Yew (T) - prune tree back to edge of road surface on photo C to restore light to hedge to encourage leaf growth and improve screening. Tree is causing excessive shading. (see original application)	Withdrawn
08/11/2022	22/02539/DIC	Church Farm Woodman Lane	Application for discharge of conditions 4 (foul & surface water), 5 (contamination) and 8 (construction management plan) as relate to application 21/03003/PNACOU	Permitted
28/11/2022	22/02686/TPO	Phoenix House Church Lane Sparsholt	3 - Flat Lawson Cypress - fell. Low amenity value, remove to allow the superior Yew tree that is being suppressed to Flourish, co-dominant stems prone to failure, that if fails will breach the oil tank and neighbouring service road.	Refused
31/10/2022	22/02436/HOU	1 Woodman Close Sparsholt	Ground Floor Extension and dormer windows in roof	Permitted
03/01/2023	23/00004/TPC	Sparsholt Manor Woodman Lane Sparsholt SO21 2NW	T1 - Hornbeam - Cut back by 2-3m over pool area. T2 - 2 x Beech - Cut back to feneline ov tennis court. T3 - Norway Maple - Cut back over Tennis courts. T4 - Cut leaf Beech - Remove 1 low over extending limb.	Permitted

- To note any enforcement matters  
Noted.

22/23 – 109

## Finance Recommendations as set out in the Finance Subcommittee report

The report had been circulated prior to the meeting and is attached.

### 1. Finance

#### Accounts Update for March 2023

The accounts all reconcile and there were no anomalies to highlight on this occasion.

Payments to approve

Ref	Payee	Description	Amount
PV53	Vita Play	Playground cradle swing repair	£744.00
PV54	N Breen	Salary - January	£516.57

# SPARSHOLT PARISH COUNCIL

PV55	HMRC	PAYE January	£115.60
PV56	Vita Play	Inspection - Dec 2022	£66.00
PV57	HMRC	PAYE - February	£115.60
PV58	N Breen	Salary - February	£516.57
PV59	P Yeates	Footpath maintenance	£2,100.00
PV60	Excel Plant & Tool Hire (C Felstead reimbursement)	Ham Green sundries	£22.72
PV61	Excel Plant & Tool Hire (C Felstead reimbursement)	Ham Green sundries	£29.88
PV62	Morelock Signs	Playground signs	£46.80

Councillors approved payments PV53-PV62 and noted the summary.

## **Clerk's Salary review**

Councillors noted the annual salary increase of one scale point from 1 April in accordance with the clerk's contract, from scale point 22 to 23.

**Action: Clerk to inform Tracey Hillman (payroll)**

## **Preparation for Year End**

- Internal audit: This is booked for 27 April with John Murray. The parish accounts will be prepared by the Clerk with the help of the Chair of the Finance Committee.
- External Audit. This is required as the 2022/23 annual turnover has exceeded £25000. Since the meeting HALC have confirmed that the external audit will be conducted by BDO Auditors. **Action: Clerk**

## **2. Thermal Imaging Camera**

Cllr Brown is to go to a Littleton & Harestock parish council meeting on 28 March regarding their thermal imaging camera. We were not able to secure a grant with which to purchase a device and at present Littleton & Harestock are unable to lend their camera to us as there have been many requests to borrow it within their parish. Following the meeting Cllr Cooper will advise whether it would be beneficial for a camera to be purchased with parish funds. **Action: Cllr Cooper**

## **3. Risk Assessment – review status and actions**

It was noted that there are outstanding actions on the risk assessment sheet. Councillors were made aware, with the view to having the actions completed by the May meeting.

The finance committee will assume responsibility for Income – Grants. Items concerning the playground which are currently in Sue Wakefield's name need to be changed to be in the name of David Brown. The Clerk is to speak to Cllr Little to ensure that the pdf that she holds is the most up to date version.

**Action: Cllr Reed, Clerk**

## **4. Governance & Policies**

### **Annual Review of Ham Green Common Association Constitution**

This was reviewed with no changes recommended.

**Action: Clerk**

## **5. Agenda for Annual Parish Meeting**

Councillors noted the suggested agenda and recognised that this is still subject to change depending on speaker availability. Since the finance committee meeting the Clerk has heard that Andrew Page is not available. Cllr Horrill is to ask Alastair Barron if he is available to talk about the shop and the church.

**Action: Cllr Horrill, Clerk**

## **6. Coronation Coins**

Councillors agreed to the purchase of 200 coronation 50 pence coins in a presentation case to be given every young person in the parish under the age of 18 years. Cllr Himbury offered to produce an A5 flyer after the wording was agreed by Councillors. The flyer is to be placed as an insert into the Church Magazine to provide details for parishioners. The clerk will arrange to have the flyers printed and delivered to the church magazine co-ordinator.

**Action: Cllr Himbury, Chair, Clerk**

The meeting closed at 10.15pm. The next meeting is on Thursday 20 April 2023 at 7.30pm.