

**Minutes of the Meeting held at Memorial Hall, Sparsholt on
Thursday 16th May 2019**

Cllr Sue Wood (Chairman)	P
Cllr Stewart Wooles (Vice Chairman)	P
Cllr Sue Annesley	
Cllr Pete Chadwick	P
Cllr John Cooper	P
Cllr John Little	P
Cllr Andrew Osmond	P
Cllr Nigel Reid	

City Councillor Caroline Horrill to item 19/20 008

P = present at the meeting

In attendance Jill Judge Clerk

- 19/20 – 001 Election of Chair and Vice Chair**
Sue Wood was unanimously elected as Chair as proposed by Stewart Wooles and seconded by John Little and completed Declaration of Acceptance of Office.
Stewart Wooles was unanimously elected as Vice Chair as proposed by Andrew Osmond and seconded by John Cooper.
- 19/20 – 002 To receive apologies and approve reasons for absence**
Apologies were received and accepted from Cllrs Annesley and Reid.
- 19/20 – 003 Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.**
Councillors present completed Register of Interest Forms.
No interests were declared relating to the meeting.
- 19/20 – 004 Minutes of Meeting of 24 April 2019**
- **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.
- 19/20 – 005 Public Participation**
There were no members of the public present at the meeting
- 19/20 – 006 Minutes of Meeting of 21 March 2019 which are not on the agenda**
There were no matters arising that were not on the agenda
- 19/20 – 007 County and City Councillor's Report**
Apologies had been received from County Councillor Warwick
Following the recent election Cllr Horrill had been returned as Ward Councillor for Wonston & Micheldever. The Liberal Democratic Party had gained control of Winchester City Council and put the environment at the top of their agenda aiming to make the council carbon neutral and adopting an emergency declaration on climate change. Work continued on the renewal of the waste contract and recycling and affordable new homes remained a priority. Major projects had been put on hold whilst a review was undertaken by the new administration.
Cllr Horrill left the meeting
- 19/20 – 008 Vacancy for a Councillor**
The Chair had accepted Joanna Alexander's resignation. With increased work commitments and two young children Joanna felt she was unable to give her councillor role adequate time. A notice of a causal vacancy had been placed on both the main noticeboard and the website. If there was no request from electors to hold a by election to fill this vacancy within the requisite 14 days the Parish Council would seek candidates for co-option.
Action: Clerk
- 18/19 – 009 Review and appointment of Committees and Councillor Portfolio Responsibilities**
Councillor Portfolio Responsibilities
A draft had been circulated ahead of the meeting outlining responsibilities for each portfolio. This was reviewed and minor amendments made, and final copy agreed.

Signed Date.....

Portfolios were allocated as follows

Portfolio	Councillor
Highways	Cllr Wooles
Footpaths & Open Spaces	Cllr Chadwick
Memorial Hall	Cllr Annesley
Playground	Cllr Cooper
Police/Neighbourhood Watch Liaison	Cllr Osmond
Sparsholt School	Cllr Wood
Sparsholt Shop	Cllr Reid
Transport	Vacancy
Communication	Cllr Little

Both Cllr Annesley and Cllr Reid were unable to attend the meeting but had indicated that they were willing to carry on with existing portfolios as above.

Finance Advisory Committee

Cllrs Wooles, Wood and Little were appointed to this Committee. Terms of Reference had been circulated in advance of the meeting and were agreed by all.

Planning Advisory Committee

Cllrs Wood, Little and Reid were appointed to this Committee. Terms of Reference had been circulated in advance of the meeting and it was agreed that the quorum be altered to two members noting that this was an advisory committee making recommendations upon which the full Council could base decisions. With this amendment the Terms of Reference were agreed by all.

19/20 – 010

Portfolio Reports

Highways

Discussions with Hampshire County Council were ongoing. The County Council was due to meet to formally establish the new administration on Friday 17 May and Cllr Warwick would set up a Sparsholt traffic meeting once the new leader and portfolios had been announced.

It was noted that a highways sign by Ham Green Lane had been damaged and needed replacing. **Action: Clerk**

Footpaths including proposed Village Map at Memorial Hall Site

Cllr Chadwick outlined various proposals for replacement of the current village footpaths map. After discussion it was decided that a small group including Cllr Chadwick, Cllr Wooles, Terry Dunn and the clerk would arrange to meet to co-ordinate proposals with the replacement of the main parish notice board situated in the same location. Cllr Osmond indicated he wished to add appropriate notices on farmland footpaths for dog walkers and would look to add similar signage. **Action: Clerk**

Playground

The Clerk would meet with new portfolio holder, Cllr Cooper, to explain background and responsibilities and hand over relevant paperwork. **Action: Clerk**

Sparsholt Memorial Hall

Nothing specific to report

Sparsholt School

Cllr Wood, new portfolio holder, would request that she be added to the school mailing list as appropriate in order to be kept up to date with events such as the recent appointment of new Head Teacher. **Action: Cllr Wood**

Sparsholt Shop

Nothing specific to report

Communication including items for next newsletter

The newsletter would include councillor vacancy, a reminder about keeping dogs under control on farmland footpaths and an item on older person's bus passes. **Action: Clerk**

Security

Nothing specific to report albeit recent fires and an incident at the Post Office were noted.

Transport

Portfolio currently vacant

19/20 – 011

To receive update from the Anaerobic Digester Working Group

WCC had reported there were still no further actions to record on the Anaerobic Digester proposal.

19/20 – 012

Finance

a. Review of Asset Register

The Asset Register had been updated to include additions and removals during the financial year incorporating Ham Green assets, the purchase of a laptop and the removal of the noticeboard at the Rack & Manager. The **village defibrillator** was listed on the Parish Councillors asset register.

Councillors agreed that the Resuscitations/British Heart Foundation protocol for defibrillators should be followed: *“if you come across someone who is unconscious, unresponsive, or not breathing normally, they’re in ‘cardiac arrest’. The most important thing is to ring 999 and start CPR to keep the blood flowing to the brain and around the body. After a cardiac arrest, every minute without CPR and defibrillation reduces someone’s chance of survival by 10 per cent. If you are on your own, don’t interrupt the CPR to go and get the defibrillator. If it is possible, send someone else to find one. When you call 999 the operator can tell you if there is public access to a defibrillator nearby and will provide the access code to the registered defibrillator”*

The recent placing of the access code on the defibrillator box, due to concerns about a poor mobile signal, meant that this may not happen.

It was agreed that the Parish Council would write to Terry Dunn and Tori Lander explaining that the access code was to be removed. **Action:Chair**

It was also noted that insurance was invalidated by obvious availability of the access code.

b. Review and approve Insurance Renewal

The clerk had contacted a parish council insurance broker and obtained a quote for comparison with that provided by existing provider Zurich. The quote provided (£778) was considerably lower than the Zurich annual insurance renewal premium (£874.45). The clerk had thus contacted Zurich who had offered a revised premium. It was agreed that Sparsholt Parish Council would continue to insure with Zurich accepting the revised premium of £739.90. **Action:Clerk**

c. Report of Finance Advisory Committee

The Finance Advisory Committee had met on 16 April to discuss full year accounts and governance and to review quotes for works to the Well House and Noticeboards. Notes of the meeting had been circulated. Relevant works had been approved at the April meeting (Ref minutes 18/19 – 120).

d. Review of Sparsholt Parish Council Accounts 2018/19

Accounts had been circulated along with explanation of significant variances between the financial year ended March 2018 and March 2019 and bank reconciliation. Councillors noted and understood the variances.

e. Report of the Internal Auditor

No major points arose during the audit and the Internal Audit Report 2018/19 had been completed by the auditor.

f. Appointment of Internal Auditor for 2019/20

It was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.

g. Approval of annual governance statement 2018/2019

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.

h. Approval of accounting statements 2018/19

Section 2 boxes 1-10 (box 11 n/a) were presented to the Parish Council by the RFO and unanimously approved and signed by the Chair.

i. Approval of certificate of exemption for smaller authorities

With both gross income and gross expenditure for the financial year 2018/19 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.

j. Current Financial Position

Details had been circulated and the following payments for the financial year ended 31 March 2019 approved

Payments approved/for approval			
PV57	Clive Felstead	Ham Green - lawn mower	829.00
PV58	HMRC	PAYE - March	7.20
PV59	Jill Judge	Salary - March	559.10
PV60	Ark Glass	Replacement bus shelter panel	332.00
PV61	HCC	Newsletter	17.40
			1744.70

Payments for the year to date as below were approved

Payments approved/for approval			
PV01	Hants Assoc of Local Councils	HALC Affiliation Fees/NALC Levy	290.00
PV02	C Felstead	Ham Green - mower blade	36.34
PV03	C Felstead	Ham Green - sundries	12.64
PV04	Sparsholt Village Shop	Nibbles - APM2018 & 2019	60.00
PV05	ICO	Data Protection	40.00
PV06	Jill Judge	Salary - April	566.30
PV07	Jill Judge	Refreshments - APM2019	21.97
			1027.25

k. Budget update

Summary budget details had been circulated showing income and expenditure to date against budget. It was noted that the first half of the precept had been received.

l. Proposal to add Cllr S Annesley as cheque signatory

It was unanimously agreed to add Cllr Annesley as a cheque signatory following the departure of Jo Alexander. **Action:Clerk**

19/20 – 013

Planning

The following were noted

New applications

Date Received	Number	Location	Details	
07/05/2019	19/01008/TPC	Locks Lane House Locks Lane	Poplar (T1) - to reduce to the same height as the adjacent utility pole	Statutory expiry date 09/06/2019

Current Applications

Date Received	Number	Location	Details	
26/03/2019	19/00655/TPO	Deane House Cottage Woodman Lane	T1 - Horse Chestnut - Remove lowest limb extending towards driveway to aid with statutory clearances over highway and also large delivery vehicle access to dwellings.	Decision awaited
20/03/2019	19/00632/FUL	Balldown Business Centre, Wernick Ltd Stockbridge Road	Application Reference Number: 15/01678/FUL Date of Decision: 23/03/2016 Condition Number(s): 03 Conditions(s) Removal: See accompanying Planning Statement Please amend condition as follows: No materials, goods, plants, machinery, equipment, finished or unfinished products/parts of any description, skips, crates, containers, waste or any other item whatsoever shall be placed, stacked, deposited or stored above 6m in height above the existing ground level on those parts of the site identified in Drawing WEH/1/003 Rev A.	

Since publication of the agenda this application had received approval. The conditions of the decision notice relating to soft landscaping were noted.

14/03/2019	19/00585/HOU	Home Lane Cottage Home Lane	This proposal includes a two-storey extension to the existing dwelling on the south-west elevation, to provide extra lounge and bedroom accommodation and a single storey extension to the west elevation, to provide a kitchen/dining space. The scheme also includes an external double garage.	Decision awaited
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Signed Date.....

Recent Decisions

Date Received	Number	Location	Details	
02/10/2018 Validated 10/01/2019 re- publicised 2/04/2019	182300/FUL	2 Woodman Close Sparsholt	Change of use of strip of garden on the boundary of 2 Woodman Close to parking	Application permitted

Following publication of the agenda the following applications had been received

- 19/00889/HOU Single storey rear extension at Little Deane Dean Lane Sparsholt SO21 2LP – with the closing date for comments 3 June it was agreed that the planning advisory committee would review and circulate recommendations to all councillors for agreement.
- 19/01050/TPC T1 - Golden Leylandii - Remove at ground level at Meadow Bank Woodman Lane Sparsholt SO21 2NR – this was noted.

To note any enforcement matters

Nothing specific noted

There being no further business the meeting closed at 9.20pm. Next meeting Thursday 20th June.

DRAFT