

**Minutes of the Meeting held at Memorial Hall, Sparsholt on
Thursday 18th July 2019**

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

P = present at the meeting
In attendance Jill Judge Clerk

One member of the public (Item 025)

- 19/20 – 022 To receive apologies and approve reasons for absence**
Apologies were received and accepted from Cllr Osmond.
- 19/20 – 023 Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's)** from members concerning specific items on the agenda.
No declarations were declared
- 19/20 – 024 Minutes of Meeting of 20 June 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 with noticeboards to be discussed at the July meeting.
- 19/20 – 025 Public Participation**
A member of public expressed concerns that verges in the village had been so severely cut back that precious wildflowers and birdlife had been endangered. The importance of road safety was recognised but this needed to be balanced with protection of endangered species. The matter would be raised at a forthcoming road safety meeting with Hampshire County Council. The aim would be to establish which verges were recognised as "protected", or the process for establishing such status, and therefore cut in April and/or late September depending on the species present. The work had been completed by contractors from Horsham and it was assumed that the cutting had been outsourced, this would be checked. The member of the public was thanked for his comments. An update would be provided to him.
Action: Cllr Wood/ Cllr Wooles
The member of the public left the meeting.
- 19/20 – 026 Minutes of Meeting of 16 May 2019 which are not on the agenda**
There were no matters arising that were not on the agenda
- 19/20 – 027 County and City Councillor Reports**
County Cllr Warwick joined the meeting and her report is attached.
Cllr Warwick was informed of concerns expressed in the public session relating to cutting of verges and would follow this up.
Action: Cllr Warwick
Cllr Warwick was thanked and left the meeting.
- City Councillor Horrill was unable to join the meeting until Item 31 and her report was received at that point.
- 19/20 – 028 Portfolio Reports**
Highways – Please see attached report circulated ahead of the meeting
Footpaths – Nothing specific to report
Playground – Please see attached report circulated ahead of the meeting. Cllr Cooper was concerned that bins did not appear to be being emptied on a regular basis. This would be followed up with City Councillor Horrill. A few of the bottom boards of the fencing needed attention and Cllr Cooper would contact a local tradesman to arrange relevant maintenance.
Action: Cllr Cooper
Memorial Hall – It was planned to create a wildflower area towards the rear of the Memorial Monument area. Also, ref item 19/20 – 031b

Sparsholt School – Cllr Wood reported that she had met Mrs Hanratty, the new Head Teacher from the Autumn term. The Parish Council is now to be included in the same communication process as parents of school children.

Sparsholt Shop – Nothing specific to report

Communication - Please see attached report circulated ahead of the meeting

Security – Nothing specific to report

19/20 – 029 To receive an update from the Anaerobic Digester Working Group

Nothing specific to report

19/20 – 030 To review and comment on planning applications

New Applications

Date Received	Number	Location	Details	
25/05/2019	19/01170/PNACOU	The Dutch Barn Stockbridge Road	Conversion of barn to dwelling house	
<p>The Planning Advisory Committee had met and considered this application circulating their draft comments to all by email. The following was approved, and the clerk requested to submit to WCC.</p> <p><i>Sparsholt Parish Council OBJECT to this planning application.</i></p> <p><i>We note that this proposal is submitted as a change of use from Agricultural Building to Residential use under Schedule2, Part3, class Q of the Town and Country Planning (General Permitted Development) order 2015. However, the “conversion” of this Barn is questionable when it is obviously a complete New Build in the same design as the current barn.</i></p> <p><i>We believe that this is a proposed New Build in the countryside and therefore contravenes Local Plan Part 1 Policy MTRA4 and Local Plan Part 2 Policies DM15 and DM16 which seek to ensure that development proposals respond positively to the character, appearance and variety of the local environment. The Local Plan also seeks to promote sustainable development in rural areas and that isolated homes in the countryside should be avoided unless there are special circumstances.</i></p> <p><i>In conclusion this application should be refused.</i></p>				

Current Applications

Date Received	Number	Location	Details	
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
<p><i>It was understood that the applicant had withdrawn the application and was reconsidering the details of the proposal.</i></p>				

Recent Decisions

Date Received	Number	Location	Details	
20/05/2019	19/01107/TPC	The Post House Woodman Lane	T1 - Sycamore - Reduce canopy extending over house/garden side by up to 2m and balance to blend into remaining canopy either side. (To reduce overhang over garden and minimise fouling from birds). Lift lower branches to match height of ABC electric cable located in Hall car park. Thin some of the regrowth generated	That no objection be raised

			from previous thin. T2 - Sycamore - Lift lower branches to match the height of the ABC electric cable located in Hall Car park. Thin some of the regrowth generated from previous thin	
08/05/2019	19/01017/HOU	2 Lambourne Close	Demolition of existing front and rear single storey extensions and the construction of new 2 storey extension to the front and single storey extension to the rear. Roof line to the existing two storey extension is to be raised to align with main roof to the house.	Application permitted
18/04/2019	19/00889/HOU	Little Deane Dean Lane	Single storey rear extension. (AMENDED PLANS)	Application permitted

It was noted that two tree applications had been received since publication of the agenda

19/01540/TPC Plough Inn Woodman Lane

Remove Purple leaf Plum Large limb fell off and remaining tree is unstable with more weak limbs

19/01386/TPO Land at Harestock Corner Salters Lane Winchester SO22 5JR

To carry out tree cutting from around the BT poles and cables joining them from the junction of Dean and Salters lane up to the gardens on Salters lane. It is not clear which trees specifically will be affected as the council's map does not show the telephone poles. Starting pole is DP309 and finish pole is CP5a. TPO area 020g1 will be affected individual TPOS possible affected from 2045t1 - 2045t8

To note any enforcement matters

Noted

19/20 – 031

Finance

a. Report of Finance Advisory Committee

Notes of the Finance Advisory Committee meeting of 4 July had been circulated

b. Consider a request from Memorial Hall for £200 towards signage

A letter had been received requesting £200 in respect of improved signage in the centre of the village for both the Memorial Hall and the School. Expenditure had already been incurred. With the request specifically related to the School, with its limited funding, and for the benefit of the whole community the Finance Group recommended that this payment should be made. After discussion this was agreed and the letter accompanying payment would make it clear that this was an exceptional circumstance and any requests for funding should be made before expenditure incurred. **Action: Chair/Clerk**

c. Clerk's Salary Review

The clerk left the meeting for this item.

The clerk returned to the meeting and was informed that a one scale point increase had been agreed to SCP 21 (new scale structure) backdated to 1 April 2019. Going forward appraisals would take place in February to coincide with the financial year.

d. Current Financial Statement

This had been circulated ahead of the meeting with receipts noted and payments PV 08 to PV 18 approved.

Payments received			
RV03	HMRC	VAT refund	234.46
RV04	Zurich Insurance	Panel replacement bus shelter	232.00
RV05	Winchester Garden Machinery	Ham Green lawnmower proceeds	150.00
RV06	Nat West	Interest	1.02
RV07	Nat West	Interest	0.93
			618.41

Signed Date.....

Payments approved/for approval			
PV08	J K Murray	Internal Audit	260.00
PV09	C Felstead	Ham Green - Sundries/Repairs	31.10
PV10	C Felstead	Ham Green - Sundries/Repairs	100.23
PV11	Zurich Municipal	Annual Insurance	738.90
PV12	Jill Judge	Salary - May	566.30
PV13	T Dunn	Ham Green - Fuel/Hand Tools	120.71
PV14	T Dunn	Ham Green - Paint etc	28.95
PV15	ICO	Annual fee (19/20)	40.00
PV16	Jill Judge	Salary - June	566.30
PV17	HCC	Newsletter - May	12.00
PV18	Crawley Parish Council	Newsletter - May - balance	5.40
			2469.89

e. Budget Update

Summary budget details had been circulated showing income and expenditure to date against budget. It was noted that the other income category incorporated £232 from Zurich Insurance for replacement bus shelter panel at Woodman Close and £234 VAT refund. Administration expenditure included the annual insurance premium of £738.90 and internal audit fee of £260.

19/20 – 027

City Councillors Report

Cllr Horrill joined the meeting and highlighted the following:

- Winchester's new leisure complex, currently being built at Bar End, had been officially named **Winchester Sport & Leisure Park**.
- The refuse collection contract changes in October and problems arising from vehicle breakdowns were likely to continue until then. From October collection would include bottles and jars for recycling once every four weeks.
- It had been confirmed the project to build new premises for the St Clements surgery on the site of Upper Brook Street car park would proceed.
- The Parish Council should be alert to any new information relating to Strategic Housing and Economic Land Availability Assessment (SHELAA).

19/20 – 032

Governance & Policies

a. Review Standing Orders and Financial Regulations

Both had been reviewed by the Finance Advisory Committee with minor amendments as described in meeting notes that had been circulated. Amendments were agreed by all.

b. Review Reserves Policy

This had been reviewed and no changes recommended by the Finance Advisory Committee. This was unanimously agreed.

c. Review Complaints Policy

The clerk had redrafted the policy and this would be further reviewed and presented at September's meeting.
Action: Clerk

d. Introduction and Adoption of a Grants Policy

The Finance Advisory Committee had recommended that a Grants Policy be introduced, and a draft had been circulated to all councillors. The policy was unanimously adopted.

18/19 – 033

Co-option of a councillor

There were two candidates for the councillor vacancy. Each candidate, without the other present, outlined to councillors their professional backgrounds, reasons for wishing to become a councillor and what they believed they could bring to the role. After discussion a vote was taken, and the candidates invited back to the meeting individually to be informed of the result. Sue Wakefield was co-opted to the Parish Council. The Chair and Clerk would meet with the new councillor to complete relevant forms, arrange training etc.
Action: Chair/Clerk