

**Minutes of the Meeting held remotely on
Thursday 21st May**

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

City Councillor Caroline Horrill to item 20/21 05
County Councillor Jan Warwick to item 20/21 05

P = present at the meeting

In attendance Nicky Breen Clerk, 3 members of the public

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) means the current chairman will remain in place until an annual meeting is held (possibly next year) unless the council decide to elect a replacement earlier.

20/21 - 001 To receive apologies and approve reasons for absence
Apologies were received and accepted from Cllr Osmond.

20/21 - 002 Declarations of Pecuniary Interests (DPI’s) and Other Significant Interests (OSI’s) from members concerning specific items on the agenda.
No interests were declared relating to the meeting.

20/21 - 003 Minutes of Meeting of 22 April 2020

- To approve and sign the minutes**
The minutes had previously been circulated and were approved and would be signed by the Chair.
- To deal with any matters arising not on the agenda**
There were no matters arising.

20/21 – 004 Public Participation
There were three members of the public present at the meeting to discuss their planning applications.

20/21 – 007 County and City Councillor’s Report
The Chair had moved this item up the agenda in order that the Cllr’s did not have to wait.
County Cllr Warwick’s report attached. In addition, Cllr Warwick highlighted:

- HCC continues to provide parish councils with a daily COVID 19 update email
- Household waste sites will be open until 6pm over the summer
- The decision to reopen playgrounds is made on a national and not a local level.
- Footpath cutting over and above the priority five can be requested and assistance will be given if there is capacity. Alternatively, it may be possible for reimbursement if the parish council use contractors for the cutting.

Cllr Warwick left the meeting.
City Cllr Horrill highlighted:

- Cllr Patrick Cunningham was appointed as the 821st Mayor of Winchester at a Mayor Making Ceremony on Wednesday 20th May 2020, with the Ceremony being held "Virtually" owing to the Covid19 lockdown and social distancing needs. His chosen charities are Young Carers Winchester, Home-Start Winchester and Youth Options.
- A discretionary business support grant may be available to businesses that have not already received one.
- Household waste collection continues. An additional recycling bin can be obtained free of charge by contacting the council.
- Village Hall grants are available.
- Construction work on the leisure park at Bar End has resumed.
- Local Resilience Forums are to update directions to Sparsholt College (COVID-19 testing site).
- Sparsholt School is developing a return to school plan.

20/21 – 005 Matters arising from meeting held on 19 March 2020 which are not on the agenda

Signed Date.....

There were no matters arising that were not on the agenda

20/21 – 006 Review of Committees and Councillor Portfolio Responsibilities

This had been circulated ahead of the meeting outlining responsibilities for each portfolio. No changes were made. Portfolios were allocated as follows.

Portfolio	Councillor
Highways	Cllr Wooles
Footpaths & Open Spaces	Cllr Cooper
Memorial Hall	Cllr Annesley
Playground	Cllr Wakefield
Police/Neighbourhood Watch Liaison	Cllr Osmond
Sparsholt School	City Cllr Horrill is a school governor and provides updates
Sparsholt Shop	Cllr Reid
Transport	Cllr Wood
Communication	Cllr Little

Cllr Cooper is moving from playground to footpaths and open spaces (including Ham Green) and the playground portfolio will now be the responsibility of Cllr Wakefield.

Cllr Wooles gave formal notice that he will step down as the Highways Portfolio holder in 12 months.

Finance Advisory Committee – Cllrs Wooles, Wood and Little

Terms of Reference had been circulated in advance of the meeting and were agreed by all.

Planning Advisory Committee – Cllrs Wood, Little and Reid

Terms of Reference had been circulated in advance of the meeting and were agreed by all.

20/21 - 008 Portfolio Reports

Reports had been circulated ahead of the meeting with the following updates noted

Highways

See attached report. Signage is in place for the SD-W20036 Watley Lane road surface dressing work.

Footpaths & Ham Green

See attached report.

Playground

See attached report.

Sparsholt Memorial Hall

See attached report.

Sparsholt School

See 20/21 007 Cllr Horrill report.

Sparsholt Shop

See attached report.

Communication including items for next newsletter

See attached report.

Security

See attached report.

20/21 – 009 Affordable Housing Update

No update to report.

20/21 - 010 Planning

To review and comment on planning applications

Comments are noted in italics.

New applications

Date Received	Number	Location	Details	Comments by
11/05/20	20/00941/TPC	Glebelands Woodman Lane Sparsholt	T1 + T2 (Ash) - Remove at ground level T3 (Ash) - Pollard at 4-5m	
11/05/20	20/00940/TPC	The Haven Woodman Lane Sparsholt	T1 (Cupressus) - Poor condition- Remove at ground level	

Signed Date.....

SPARSHOLT PARISH COUNCIL – MINUTES 21ST MAY

04/05/20	20/00889/TPC	Home Lane Cottage Home Lane Sparsholt	Trees T1 & T2 as shown on plan	
<i>All the tree applications were noted</i>				
18/04/2020	20/00794/PNACOU	Bluebell Farm Ham Green Sparsholt	Change of use of an agricultural building to 1no. dwellinghouse and associated operational development	22/05/2020
<p><i>It was agreed to OBJECT to this application with the following comment:</i></p> <p><i>Sparsholt Parish Council OBJECT to this application as it would result in a new house in the countryside where national and local planning policies generally prohibit residential development. (Policy MTRA4). A new dwelling in this particular location would detract from the character and appearance of the area and set a precedent.</i></p> <p><i>This application seeks to convert a very small barn under permitted development rights under schedule 2, part 3 class Q of the Town and Country Planning (General Permitted Development) England order 2015. The requirements to meet the relevant class Q conditions for approval are complex and SPC fail to understand the difference between all the reasons for refusal on the previous application and where this application differs.</i></p> <p><i>We ask the planning officer to reject the application.</i></p>				
16/04/2020	20/00771/FUL	Mountview Church Lane Sparsholt	Change of use of existing highway verge to ancillary amenity land for Mountview, Church Lane, Sparsholt	05/06/20
<p><i>Sparsholt Parish Council (SPC) strongly OBJECT to this application on the following grounds</i></p> <ol style="list-style-type: none"> <i>1. The applicant has provided insufficient information to allow the proposal to be permitted. We cannot therefore support it.</i> <i>2. The site lies within the Sparsholt conservation area and abuts one of two very distinct areas that are a fundamental part of the character of the village. These distinct areas are both triangles of land at the intersections of a number of lanes. Transferring the land proposed into private amenity would remove it from public amenity and control. Any subsequent alteration to the land could severely detract from the current visual amenity and harm the conservation area. As the applicant has not indicated what they would do on the land we would have to assume the worst case and therefore object in the strongest terms.</i> <i>3. The site is at a complex road junction with a footpath, several house entrances and a narrowing bend on Church Lane that is part of a bus route and is one of the main accesses from the South to and from Sparsholt College for staff, students and delivery vehicles. They are all single track roads. There are no roadside footpaths and there are poor sight lines in certain directions so any fencing, hedging or other obstructions erected on the site could significantly reduce visibility for drivers and pedestrians alike increasing the risk of accidents. We therefore also object to the application on the grounds that it could harm public safety.</i> <i>4. The process to extinguish the Highway Rights should be completed before the planning application is considered.</i> <p><i>We understand that to Extinguish (Remove) Highways Rights, the County Council must submit an application to The Magistrate Court for an extinguishment order under Section 116 of the Highways Act 1980 on behalf of the individual/organisation requesting to extinguish the Highway Rights and the County Council must consult before doing so. We will also lodge our objection to this Extinguishment of Highway Rights with the County Council at the appropriate time.</i></p> <p><i>Should the Planning Officer be of a mind to approve this application, we would request it goes to Planning Committee so we can present our Objections.</i></p>				
31/03/2020	20/00699/FUL	The Dutch Barn Stockbridge Road Crawley	Proposal: Erection of a farm managers dwelling, including garden, landscaping and parking.	22/05/2020
<p><i>It was agreed to SUPPORT this application with the following comment:</i></p> <p><i>Sparsholt Parish Council SUPPORT this application with the condition that an agricultural tie is applied to the dwelling</i></p>				
10/03/2020	20/00552/FUL	Home Lane Cottage Home Lane Sparsholt	Revised plans from 19/00585/HOU Glazed link amended to black timber, garage amended from brick to black timbers.	27/05/2020

Signed Date.....

SPARSHOLT PARISH COUNCIL – MINUTES 21ST MAY

<i>It was agreed to SUPPORT this application with the following comment: Sparsholt Parish Council supports the change to materials and the change to the glazed link however objects to the enlarged windows</i>				
06/03/2020	20/00723/HOU	4 Westley Cottages Hillside Road Sparsholt	Retrospective application for render to the front elevation to be painted Dulux Classic Cream	
<i>It was agreed to SUPPORT this application with the following comment: Sparsholt Parish Council Support this retrospective planning application for the front of the property to be painted Dulux Classic Cream. However the approved application for this property detailed the materials as brickwork to match existing, and windows to be white UPVC to match existing. Therefore this retrospective application should also contain: A) Brickwork changed to block and render and painted Dulux Classic Cream B) windows changed to wood and painted cream. We respectfully ask that the applicant requests these changes be added to the retrospective application to ensure the planning approval conditions are followed.</i>				

Current Applications

Date Received	Number	Location	Details	Status
30/03/2020	20/00685/TPC	Woodrows Church Lane	T1 Ash – fell. To rear of garden on west side	
<i>It was noted that this tree has been felled</i>				
23/03/2020	20/00365/HOU	Spring Cottage Woodman Lane	Garage store and office *amended design submitted 15/05/20	
24/03/2020	20/00030/LIS 20/00030/LIS	Crabwood Farm House Sarum Road	We propose to change the parking area at the property. The existing parking area would become part of our garden, and the wall at the perimeter of the property on the west side of Crabwood Farmhouse would be re-built. This wall was partly removed, and the existing parking area created we understand in 2016, for which permission was granted in October 2015 (the case no. of the permission is 15/01950/FUL). To the best of our knowledge this part of what we propose would simply restore the position that existed until 2015. We also propose to create a new parking area, on the other side (i.e. east side) of the property. There is an existing entrance to the property in the form of a timber gate for vehicles and we would create the parking area by this gate.	
14/01/2020	20/00084/HOU	The Lodge Home Lane Sparsholt	1. Construction of a replacement garage 2. Construction of a single storey side & rear extension 3. Internal reconfiguration	Current
28/10/2019	19/02366/FUL	Watley Granary Locks Lane	Change of use of ancillary accommodation building to holiday let	

To note any enforcement matters

Signed Date.....

Enforcement matters were noted.

20/21 – 011

Finance

a. Review of Asset Register

It was also noted that due to the COVID-19 lockdown a full review of the Asset Register is not possible and will be carried out at a later date. The Asset Register was as accurate as it could be in the current circumstances.

b. Agree and approve Lloyds online banking trial

It was agreed that a Lloyds online account was to be opened and trialled for three months. It would then be reviewed.

Action: Cllr Little & Clerk

c. Review and approve Reserve Policy

The reserve policy had been circulated ahead of the meeting and was approved.

d. Agree and approve Insurance Policy

It was agreed that Sparsholt Parish Council would continue to insure with Zurich, this year's quote being £751.26. Alternative quotes will be sought if there is a significant increase in the renewal quote next year.

e. Report of Finance Advisory Committee

There were no questions arising.

f. Current Financial Statement

Details had been circulated and the following payments approved

Payments approved/for approval			£
PV01	HCC	Newsletter - March and Covid Support Flyers	26.40
PV02	S Wooles	Padlocks Playground (Covid 19)	15.00
PV03	J Little	Zoom Annual Subscription	143.88
PV04	S Wood	Football and Basket Ball Nets	103.08
PV05	C Felstead	Ham Green Sundries	41.24
PV06	HALC	Affiliation Fee and NALC Levy	321.67
PV07	N Breen	Salary (April)	458.13
PV08	J Judge	Salary (April)	591.87
PV09	HMRC	PAYE (April)	111.20
			1812.47

g. Budget Update

Summary budget details had been circulated showing income and expenditure to date against budget with variances noted. Approved by Councillors.

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