

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held remotely on Thursday 6th May 2021

Cllr Sue Wood (Chairman)	P
Cllr John Little (Vice-Chairman)	P
Cllr Sue Annesley	P
Cllr John Cooper	P
Cllr Andrew Osmond	P
Cllr Nigel Reid	P
Cllr Sue Wakefield	P
Cllr Lynne Gibson	P

P = present at the meeting

In attendance Nicky Breen Clerk, one member of the public (item 005)

- 21/22 – 001 Election of Chair and Vice Chair**
Sue Wood was proposed as Chair by Sue Annesley and was unanimously elected. John Little was proposed as Vice Chair by John Cooper and was unanimously elected.
- 21/22 – 002 Apologies:** To receive apologies and approve reasons for absence
Cllrs Warwick and Horrill had sent their apologies prior to the meeting.
- 21/22 - 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. **Action: Clerk**
- 21/22 - 004 Minutes of Meeting of 15th April (held remotely)**
- To approve and sign the minutes**
The minutes had previously been circulated and were approved. These will be signed by the Chair.
 - To deal with any matters arising not on the agenda**
There were no matters arising.
- 21/22 – 005 Public Participation**
One member of the public notified the parish that he had submitted an appeal for his planning application. The resident attended the PC meeting because he thought that the Parish Council had been made aware of his appeal. He requested to be informed when this appeal is to be discussed at a parish council meeting and to be present at the meeting.
After the resident left the meeting Councillors agreed that WCC should be contacted to see why Sparsholt Parish Council had not been advised of the pending appeal. **Action: Chair**
- 21/22 - 006 Matters arising from meeting held on 18th March (held remotely) which are not on the agenda**
There were no matters arising that were not on the agenda.
- 21/22 – 007 County and City Councillor Reports**
a. County Cllr Warwick's report had been previously circulated (attached).
- 21/22 – 008 Review and appointment of Committees and Councillor Portfolio Responsibilities**
The Chair had approached all councillors ahead of the meeting to establish whether they were happy to continue with their existing portfolio. Following the retirement of Stewart Wooles the Highways portfolio was vacant, Cllr Annesley had offered to take on the Highways portfolio alongside her existing Memorial Hall portfolio.

Portfolio	Councillor
Highways	Cllr Annesley
Footpaths & Open Spaces, Climate Change	Cllr Cooper
Memorial Hall	Cllr Annesley
Playground	Cllr Wakefield
Police/Neighbourhood Watch Liaison	Cllr Osmond
Sparsholt School	Cllr Wood
Sparsholt Shop	Cllr Reid
Transport	Cllr Wood
Communication	Cllr Little

Finance Advisory Committee

Cllrs Wood, Little and Wakefield are to remain on this committee. This was approved by all Councillors.

Planning Advisory Committee

Cllrs Wood, Little and Reid are to remain on this Committee. This was approved by all Councillors.

Councillors acknowledged the retirement of Stewart Wooles who has been a councillor since 2012. He was also previously a Councillor from 1985 - 1991. His tireless work on the Council is greatly appreciated by all, and his work has made a valuable contribution to the village.

21/22 – 009

Portfolio Reports

Please see attached report circulated ahead of the meeting. In addition:

- **Highways**
Nothing specific to report.
- **Footpaths and Ham Green**
The Map Board is ready for installation. It is proposed that this takes place on 14th May and that a publicity event will be organised for a mutually convenient date.
- **Playground**
Please see attached report. A lower quote had been secured for the metal fencing. Having been advised that metal fencing is considered to last twice as long as wooden fencing, it was felt that as the cost of the metal fencing was not much higher than the wooden fencing, the best option for the playground is the metal fence. Cllrs Wakefield and Little are looking at schemes that offer quarterly inspections and maintenance.
- **Sparsholt Memorial Hall**
Nothing specific to report.
- **Sparsholt School**
Nothing specific to report.
- **Sparsholt Shop**
Nothing specific to report.
- **Communication including Newsletter**
Please see attached report.
- **Security**
Nothing specific to report.
- **Transport**
Nothing specific to report.

21/22 – 010

Affordable Housing Update/Parking Consultation

All occupants of the Woodman Close area have had a copy of the proposed development.

The start date of the resident parking scheme has been deferred. This is to provide an opportunity for Gillian Knight, Corporate Head of Housing and Cllr Caroline Horrill to meet with the residents to hear and talk about recent concerns brought to the attention of the council by local members and the Parish Council.

The meeting will take place on Monday 10th May 2021, from 5.00pm on the playground in Woodman Close in line with social distancing restrictions.

21/22 - 011

Finance

1. Review of asset register
There have been no changes to the asset register over the past year so the asset register is to remain unchanged.
2. Agree and approve Insurance renewal
The renewal date is 1st June. Multiple quotes had been supplied from three companies. Councillors approved the three year long term agreement with Hiscox for £683.80 per annum, through Came and Company.
Action: Clerk
3. Review and approve reserve policy
Councillors had been circulated the Reserves Recommendations as part of the report of the Finance Advisory Committee. Councillors approved the Reserves as set out in the summary.
4. Report of Finance Advisory Committee
The report had been circulated prior to the meeting and the recommendations were approved by Councillors.
 - Transfer of funds from NatWest to Unity and the closure of the NatWest Business Reserve Account.
 - Councillors noted the intention to no longer use the R&P ledger subject to advise from John Murray.
Action: Clerk
- Councillors had looked at the Accessibility Statement on the website prior to the meeting and approved the posted statement.
5. Review of Sparsholt Parish Council Accounts 2020/21
To be reviewed at the June meeting once the internal audit has been completed.
6. Appointment of Internal Auditor for 2021/22
To be discussed at the June meeting once the internal audit has been completed.
7. Approval of annual governance statement 2020/21
To be approved at the June meeting once the internal audit has been completed.
8. Approval of accounting statements 2020/21
To be approved at the June meeting once the internal audit has been completed.
9. Approval of certificate of exemption for smaller authorities
To be approved at the June meeting once the internal audit has been completed.
10. Current Financial Statement
Councillors approved the payments and noted the summary Budget Update

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Payments to approve for 2020/21

Ref	Payee	Description	Amount
PV64a	Sparsholt Parish Council	Transfer to Unity Bank Account	£500.00
PV64b	Sparsholt Parish Council	Cheque Cancelled	-£500.00
PV64c	Sparsholt Parish Council	Transfer to Unity Bank Account	£500.00
PV 65	Ava Recreation	Playground repair	£240.00
PV 66	N Breen	March Salary	£479.40
PV 67	HMRC	PAYE March	£116.80
PV 68	Sparsholt Parish Council	Transfer to Unity Bank Account	£10,000.00
PV 69	Hursley Parish Council	SLR Movements Dec - Mar	£400.00
PV70	Unity Bank	Service Charge	£18.00

Payments to approve for 2021/22

Ref	Payee	Description	Amount
PV01	WCC	Annual Playground Inspection	£44.95
PV02	HCC	Planting Report	£406.00
PV03	HALC	Affiliation Fees 21/22 NALC Levy	£315.00
PV04	N Breen	April Salary	£604.90
PV05	HMRC	April PAYE	£3.00

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

21/22 - 012

Governance & Policies

- Review Internal Financial Regulations
Councillors approved the findings of the Finance Committee and noted that due to restrictions imposed by COVID, account transactions were recorded from the cheque book, and monitored/approved electronically every two months by council. Transactions were reconciled electronically with bank statements as and when these were made available by the bank. Now COVID restrictions have been relaxed the Chair is to sign the ledgers. The Internal Financial Regulations are to be reviewed once the parish council has switched completely to Online Banking. **Action: Chair/Clerk**
- Review Health and Safety Policy
This had been circulated prior to the meeting and was approved by Councillors **Action: Clerk**
- Review of code of Conduct
Councillors agreed that this is to remain unchanged and to confirm their commitment to it. **Action: Clerk**

21/22 - 013

Planning (see below)

- To review and comment on planning applications

New Applications

01/03/2021	21/00584/HOU	1 Westley Cottages Hillside Road	For the construction of an Oak framed garage with a room above	Current
24/04/2021	21/01104/TPC	Woodrows Church Lane	Unknown species (T1) Fell. Dying or dead	Current

Current Applications

08/03/2021	21/00622/TPC	Hillcrest Church Lane	T1 - Western red cedar crown lift to a height of 4 m over garden T2 - Beech tree prune back from building to give 2m clearance. As general management of trees	Current
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23/11/2020	20/02598/FUL	Crabwood Vale Farm Sarum Road	Replacement 5 no. bedroom dwelling and associated landscaping - renewal of 17/01493/FUL	Current
12/11/2020	20/02491/LDC	Greenacre Caravan Park Stockbridge Road Sparsholt	Caravan Park	Current

Recent Decisions

23/06/2020	20/01274/FUL	Church Farm Woodman Lane Sparsholt	Demolition of existing buildings and the erection of seven dwelling houses consisting of three 4-bedroom dwelling, one 3-bedroom dwelling and three 2-bedroom dwellings with associated access, garages, parking and landscaping.	Permitted
23/06/2020	20/01275/FUL	Junction Of Woodmans Lane And Church Farm Lane Woodman Lane	Erection of single dwelling house, with associated access, landscaping and parking	Permitted

- To note any enforcement matters.
Enforcement matters were noted.

There being no further business the meeting closed at 9.00pm. Next meeting Monday 21st June 2021.