

# SPARSHOLT PARISH COUNCIL

## Minutes of the Meeting held in the Memorial Hall on Thursday 21 October 2021

Cllr Sue Wood (Chairman)	P
Cllr John Little (Vice-Chairman)	P
Cllr Sue Annesley	
Cllr John Cooper	Observed and presented information by Zoom
Cllr Andrew Osmond	P
Cllr Nigel Reid	P
Cllr Sue Wakefield	P
Cllr Lynne Gibson	Observed by Zoom

P = present at the meeting

In attendance Nicky Breen Clerk and six members of the public – four for the public session and two for the councillor vacancy.

- 21/22 – 037 Apologies: To receive apologies and approve reasons for absence.**  
Cllr Annesley, County Cllr Warwick and City Cllr Horrill had sent their apologies prior to the meeting. The Chair highlighted that while Cllrs Cooper and Gibson were attending by Zoom they would not take part in any decision making at the meeting to avoid it becoming a hybrid-meeting which is not allowed under current legislation.
- 21/22 - 038 Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.**  
Cllr Wakefield owns Sparsholt Manor which is on the agenda with a tree planning application.
- 21/22 – 039 Public Participation**  
At the request of the Chair this item was brought forward in the agenda. The Chair welcomed the members of the public. A parishioner gave an overview of a proposed planning application for their property and distributed the plans for the Councillors to view. Two other parishioners were present to support the application. Following questions from Councillors these participants were thanked and left the meeting at 7.45pm.  
Public participation was continued as point 21/22-043 below.
- 21/22 – 040 Vacancy for a Councillor**  
At the request of the Chair this item was brought forward in the agenda. There had been no request from electors to hold a by-election to fill this vacancy and thus the Parish Council was able to co-opt. Two parishioners who had expressed an interest in the vacancy were present and were welcomed to the meeting. They both presented good and strong reasons for why they wished to become a councillor and outlined the value that they would bring to the Parish Council. Both candidates were considered to be of equal value to the parish Council, however one candidate decided to withdraw his application. He was thanked by the Councillors and left the meeting at 8.20pm. The Chair proposed and it was unanimously agreed to co-opt David Brown as the New Councillor. The Declaration of Acceptance and Register of Pecuniary Interests forms were completed and signed by David and the Clerk. The Clerk will complete the further necessary administrative tasks and the Chair will also assist with further Induction training. **Action: Clerk and Chair**
- 21/22 - 041 Minutes of Meeting of 15 July 2021**
- **To approve and sign the minutes**  
The minutes had previously been circulated and were approved. These were signed by the Chair.
  - **To deal with any matters arising not on the agenda**  
There were no matters arising.
- 21/22 - 042 Matters arising from meeting held on 21 June 2021 which are not on the agenda**  
There were no matters arising that were not on the agenda.
- 21/22 – 043 Public Participation**  
Chris Rees from Alfred Homes joined the meeting at 8:25pm gave a presentation of the proposed plans for development of Church Farm lower barns. This falls outside the settlement boundary. However Alfred Homes intend to use Code Q for agricultural to residential use and Code R for agricultural to commercial use. There are four agricultural buildings on the site – one will be demolished, two barns will be converted into three residential bungalows and the fourth barn is to be developed as the head office for Alfred Homes This development is to take place at the same time as their permitted Church Farm development 20/01274/FUL and it is anticipated to take year to complete. The application is to be submitted before Christmas and Alfred Homes will arrange an event where the plans will be on display for residents to view and staff will be able to answer any questions. Chris Rees was thanked and left the meeting at 8.35pm.
- 21/22 – 044 Portfolio Reports**  
The portfolio report had been circulated ahead of the meeting and there were no questions arising.
- 21/22 – 045 Affordable Housing Update/Parking Consultation**

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There is no update.

21/22- 046

## Bench and Tree planting 20 October

This was cancelled and we are waiting for a new date from HCC.

21/22 – 047

## Shop Alterations

The Shop has now acquired a licence to sell alcohol. It hopes to stock a small range, including some locally brewed beers, in time for Christmas.

The Shop needs to be refurbished in order to provide space for the alcohol and at the same time other improvements will be made. The proposed work is set out below:

*Carrying out a refurbishment of the fitout and shelving in the shop. Whilst still functional, the shelving is looking pretty tired and needs revitalising – not least to cater for selling alcohol in a secure and safe way. Planning is ongoing but, currently, we intend to use a contractor from the village and have agreed a spend in the order of £5000. We plan to carry out the work over a few weekends so as to cause minimum disruption. It is likely that this will involve opening up the staircase. No work will be carried out that will impact the structure of the building. All work will be appropriately insured.*

Cllr Little raised concerns that any alterations to the staircase could trigger a need to comply with new building regulations that could be difficult or very expensive to achieve.

Councillors agreed in principle to allow the refurbishment, subject to the confirmation that the proposed alterations would be fully compliant with applicable building regulations.

21/22 – 048

## Planning (see below)

- To review and comment on planning applications

## New Applications

19/08/2021	21/02226/FUL	Peonies Moor Court Lane Sparsholt SO21 2NQ	Application Reference Number: 18/02226/FUL Date of Decision: 15/02/2019 Condition Number(s): 4 Conditions(s) Removal: We would like to omit the conditions relating to the living uses in the garage as we no longer require the garage for parking any private motor vehicles, because we now have a driveway with enough space to accommodate up to 4 or 5 cars. To include living uses associated with the dwelling house in particular to use the garage as a games room/gym and for the storage of ancillary domestic storage purposes.	Current
<p><i>This retrospective application to remove condition 4 from approved application 18/02226/FUL has been discussed by Sparsholt Parish Council.</i></p> <p><i>We leave this decision to the discretion of the planning officer.</i></p> <p><i>However, we would like to understand why this condition was imposed on application 18/02226/FUL when considering approval and what Reasons have changed, to now apply for removal of condition 4. A written response would be appreciated.</i></p>				
20/09/2021		Sparsholt Manor Woodman Lane SO21 2NW	T1 Ash: To be felled Ash die back disease T2 Ash: To be felled Ash die back disease T3 Ash: To be felled Ash die back disease T4 Ash: To be felled Ash die back disease T5 Ash: To be felled Ash die back disease Will replant with English native trees once site cleared, and appropriate planting decided.	Current
29/06/2021	21/01758/LIS	Deane House Cottage Woodman Lane Sparsholt SO21 2LR	Replacement windows and new door to cottage exterior, refurbishing of interior through out.	Current
<p><i>Our recommendations are:</i></p> <p><i>a) Sparsholt Parish Council generally support the changes to the building but leave the specifics to the judgement of the Heritage department. There is nothing obviously objectionable to them in our opinion.</i></p> <p><i>b) Sparsholt Parish Council are very concerned about the proposed change to the curtilage of a listed building. Demolishing a section of a long established flint wall to permit a bin store seems to be particularly inappropriate. Further, it would require the refuse lorries to stop in an unsafe location compared with the current collection point which is the shared driveway. We have raised these concerns with the applicant. Sparsholt Parish Council object to this as an unnecessary and harmful impact on the visual amenity and as an increased risk on the highway</i></p>				

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07/10/2021	21/02589/TPC	Burntwood Cottage Home Lane Sparsholt Winchester Hampshire SO21 2NN	Further to the approval 21/01968/TPC and the removal of those trees, it has become clear that the remaining four trees also need to be removed so a fresh attempt can be made to provide a well planned garden and tree species. In particular trees A and B have suffered from being closely planted to the previously removed trees and have now lost their shape and identity. It is accepted that more appropriate tree species will be planted in lieu of trees A and B.	Current
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## Current Applications

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 Site	Current

## Recent Decisions

29/06/2021	21/01757/HOU	Deane House Cottage Woodman Lane Sparsholt SO21 2LR	New pedestrian opening and gate in curtilage wall of listed building. - Deane House Cottage Woodman Lane Sparsholt SO21 2LR	No longer available
05/05/2021	21/01368/HOU	2 Sparsholt Fields Woodman Lane	Install a new lean-to styled sun room onto the rear of the house. Replace existing front (timber) porch with new wider design	Permitted
11/08/21	21/02151/TPC	The Forge Woodman Lane Sparsholt SO21 2NS	I also talked to you about cutting down the ash tree in the centre of three at the back of our house and which is inhibiting the grown of the other two. We had planning permission to do this previously and would like to get the work done at the same time as the conifers are being cropped back if possible. (previous application 21/01697/TPC)	Permitted
22/07/2021	21/01968/TPC	Burntwood Cottage Home Lane Sparsholt Winchester Hampshire SO21 2NN	(The tree works are in the garden of Burntwood Cottage Home Lane Sparsholt, this property is owned by Willow Tree Cottage Lambourne Close Sparsholt) remove 9 cupressocyparis leylandii on western boundary and plant 3 replacement garden trees. Remove 1 cupressocyparis leylandii and 1 thuja on northern boundary on home lane. (See original application) -	Permitted
28/09/2021	Appeal Ref: APP/L1765/W/21/3273150	Mountview, Church Lane, Sparsholt SO21 2NJ	(Revised Highway Report received 09.06.2020 )Change of use of existing highway verge to ancillary amenity land for Mountview	Permitted
19/08/21	21/02223/TPC	1 Church Farm Cottages Woodman Lane	Woodman Lane. Remove deadwood from overhanging trees. Trim and prune overhanging trees to provide safe 3.5, height clearance for vehicles accessing the land and buildings at the southern end of Woodman Lane. Area to the rear of Church Farm Cottages. Work was carried out in late 2018/2019 under reference 18/01055/TPC in this area. There is now some deadwood to remove and a fallen tree to clear.	Permitted
29/07/2021	21/02040/DIC	The Lodge Home Lane	Discharge of condition 5 of planning application 20/00084/HOU	Permitted
12/07/2021	21/01872/TPC	Hillcrest Church Lane Sparsholt SO21 2NJ	T1 - Ash - Fell due to Ash Dieback.	Permitted

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21/06/2021	21/01697/TPC	The Forge Woodman Lane Sparsholt SO21 2NS	<p>PART 1 Species: Leylandii We would like to remove the branches from a row of 16 Leylandii that overhang the boundary between our property and our neighbours ('Opposite the Church', Woodman Lane). The trees were planted a number of years ago (presumably as a hedge) and have been unmaintained over the years leaving them in a straggly and untidy condition. When we moved to our property we were advised by a Winchester City Council tree inspector who visited the site that, due to their nature, we should treat the row as a hedge and we would not need planning permission to prune them back (REF: 16/02593/TPC). If we prune them back a little we will soon get back to wood that will not produce new growth and will leave unsightly branches without foliage. Therefore we propose to prune them back close to the trucks, which are on the boundary itself. This will allow new vegetation to grow up underneath and will give us the option to plant more suitable trees and plants our side of the boundary. We are currently unable to fully utilise this area of our garden due to the overhanging branches and we would prefer to be able to encourage the growth of new vegetation in this area which is impossible at the moment. The pruned areas will only be visible to us, no other neighbours will be affected and we are willing to live with the bare trunks until other vegetation and trees can be planted. There are already three holly trees that are struggling to grow due to the lack of light from the overhanging branches in the specified area that we would like to encourage if possible.</p> <p>Furthermore, the branches that overhang our property create a very dark and damp environment where moss and algae grow. This side of our property includes a run of steps, giving access from the front of our house to the back garden, and they are often slippery and unsafe due to debris from the trees and the lack of light and air circulation</p> <p>PART 2 Species: Horse Chestnut We would like to reduce the size of the...</p>	Permitted
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- **To note any enforcement matters**  
Noted

21/22 – 049

## Community Action Day – Cllr Cooper

This item had been discussed later than proposed in the agenda at the Chair's request.

Cllr Cooper addressed the Council via Zoom. He had attended the WeCAN Community Climate action day for Parish Councils webinar.

He advised that WCC recommends that Sparsholt needs its own Climate Change Community Action Plan. In order to develop this Sparsholt Parish Council needs a Climate Change subcommittee in place before the next meeting and that a report from the subcommittee is added to all future planning meeting agendas.

The Chair nominated and councillors agreed that Cllr Cooper should be Chair of the climate change sub-committee and that Cllrs Gibson and Brown should be members.

**Action: Clerk to propose terms of reference for subcommittee**

21/22 – 050

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

See attached report.

### a. Current Financial Statement

Councillors approved the payments listed below.

Date	Ref	Payee	Description	Amount
02/08/2021	PV 20	HALC	L Gibson training	£114.00
02/08/2021	PV 21	HMRC	PAYE July	£94.40
02/08/2021	PV 22	N Breen	Salary July	£513.50
02/08/2021	PV 23	C Felstead	KGM Mower parts	£38.59

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26/07/2021	PV 24	ICO	Data protection fee	£35.00
31/08/2021	PV 25	HMRC	PAYE August	£94.40
31/08/2021	PV 26	N Breen	Salary August	£513.50
31/08/2021	PV 27	J Little	One.com domain fee reimbursement	£69.44
01/10/2021	PV 28	HMRC	PAYE September	£94.40
01/10/2021	PV 29	N Breen	Salary September	£513.50
03/07/2021	PV 30	Banham Security	Shop CCTV Maintenance	£91.78
03/07/2021	PV 31	C Felstead	Ham Green Sundries - reimbursement	£23.54
03/07/2021	PV 32	Unity Bank	Bank Service Charge	£18.00
				£2,214.05

Councillors noted the receipts and summary.

## **b. Preparing the Precept for 2022-23**

The subcommittee recommends that any increase in the precept is kept to a minimum. Cllr Little outlined areas where costs will be higher next year. The budget actual and estimates sheet is to be completed and presented to Councillors at the next meeting.

**Action: Clerk to obtain information from portfolio holders to assist with 2022/23 budget estimates and complete worksheet.**

## **c. Shop – application for alcohol licence**

Noted and had been covered earlier in the meeting.

## **d. Ham Green**

- **To approve Phase 2b of the Ash Die Back tree felling**  
Councillors approved spending £5100 plus VAT for Phase 2b.

- **Replanting quotes**

Terry Dunn had assisted the Clerk in obtaining quotes from three suppliers for the purchase of the trees. The quote considered the most suitable along with the cost of the stakes and water storage tank is £2549. A further £600 should be allowed for the planting costs. This, with the planting report, comes to a total of £3,554.73 inc. VAT. Kirton Farm have agreed that their grant of £3967 may be used to pay for the project. Councillors approved the expenditure for replanting up to the amount of the grant from Kirton Farm.

**Action: Clerk to place orders**

## **e. Review online banking**

Councillors agreed that online banking is working well and that the next banking review is to be in 12 months time.

## **f. Investment Policy**

### **To approve the Investment policy**

The investment Policy had been circulated prior to the meeting and was unanimously approved. Councillors noted that the Reserve funds are held in a non-interest bearing account as no suitable interest bearing account has been found as yet.

**Action: Clerk to publish on website and continue to look for a suitable account for the Reserves**

## **g. Risk Assessment**

### **To approve the Risk Assessment**

The Risk Assessment had been circulated prior to the meeting.

Cllr Little highlighted the Expenditure - Urgent Response section

### **Subject: The EXPENDITURE - Urgent response**

Risk identified: Emergency where there may be damage or risk to property/staff/general public if urgent action not taken

Professional services needed at short notice - eg on a complex planning application

Management/Control of Risk: Chairman of the Finance subcommittee to consult other councillors as appropriate and where necessary authorise emergency spending of up to £5k which must be reported and justified at the next full PC meeting. To be drawn from General Reserves

Councillors approved this course of action in an emergency.

The Risk Assessment was approved by councillors.

**Action: Clerk to post on website**

## **h. Platinum Jubilee celebrations and possible financial support**

It is proposed that the celebration is to take place as part of the 'big jubilee lunch' on Sunday 5 June. Volunteers are needed from the community to manage and run the event, and the Parish Council would part fund it. Further work is needed to find volunteers and once the nature of the event has been decided, to obtain costings and agree to the level of financial support. Cllr Little is to place a notice in the newsletter asking for volunteers to plan the event. It is also proposed that souvenir 'Sparsholt Platinum Jubilee Mugs' are purchased by the parish council for distribution to the Sparsholt school and village children.

Cllrs Wakefield and Wood will be the Parish Councillor representatives.

**Action: Cllr Wakefield to draft article for Cllr Little to include in the Newsletter**

There being no further business the meeting closed at 9.55pm. Next meeting Thursday 18 November 2021.