

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 19 May 2022 7.30pm

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

P = present at the meeting
In attendance Nicky Breen (Clerk)

- 22/23 – 01 Election of Chair and Vice Chair**
Sue Wood was unanimously elected as Chair as proposed by John Little and seconded by Sue Annesley and completed Declaration of Acceptance of Office.
John Little was unanimously elected as Vice Chair as proposed by John Cooper and seconded by Sue Annesley.
All councillors present completed a Declaration of Acceptance, necessary due to the election on 5 May.
- 22/23 – 02 To receive apologies and approve reasons for absence**
Apologies were received and accepted from Cllr Osmond, Cllr Warwick and Cllr Horrill.
- 22/23 – 03 All councillors to sign new Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's) and to receive interests from members.**
To receive **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.
- 22/23 – 04 Co-option of new councillors**
Cllr Sue Wakefield did not seek re-election on 5 May. The Council would like to thank Sue for all her hard work, in particular within her role as the playground portfolio holder and as a member of the finance and governance sub-committee. Andrew Osmond had not had the opportunity to complete the paperwork required in order that he could be re-elected in the May 5 election and so needed to be co-opted onto the Council. A notice of a causal vacancy had been placed on both the main noticeboard and the website and there was no request from electors to hold a by election to fill the vacancies within the requisite 14 day. Andrew Osmond was co-opted back onto the Council. He was not present and the Clerk will arrange for the Declaration of Acceptance of Office and DPI forms to be completed.
There is still a vacancy for a councillor and the position will continue to be advertised and parishioners who may be interested approached. **Action: Clerk**
- 22/23 – 05 Minutes of Meeting of 20 April 2022**
- **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.
- 22/23 – 06 Public Participation**
There were no members of the public present at the meeting.
- 22/23 – 07 County and City Councillor's Report**
Apologies had been received from Cllrs Warwick and Horrill. Their reports were circulated prior to the meeting and there were no questions arising.
- 22/23 – 08 Agree Councillor Portfolio Responsibilities**
The Chair had spoken to Cllr Brown ahead of the meeting and he confirmed that he had agreed to take on the Playground Portfolio and has been in communication with Cllr Wakefield. The Clerk is to forward Cllr Brown further information to explain background and responsibilities, and relevant paperwork will be handed over from Sue Wakefield.
It was decided that a councillor should oversee the seeking of grants and Cllr Gibson will take on this role subject to further discussion at the next meeting.

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Portfolio	Councillor
Highways	Cllr Annesley
Footpaths & Open Spaces and Climate Change	Cllr Cooper
Memorial Hall	Cllr Annesley
Playground	Cllr Brown
Police/Neighbourhood Watch Liaison	Cllr Osmond
Sparsholt School	City Cllr Horrill
Sparsholt Shop	Cllr Reid
Grants	Cllr Gibson
Transport	Cllr Wood
Communication	Cllr Little

Cllr Osmond was unable to attend the meeting but had indicated that he was willing to carry on with his existing portfolio as above once co-opted. **Action: Clerk**

22/23 – 09

Agree Sub-committee membership

- Planning
Cllrs Wood, Little and Reid remain on this sub-committee. Finance and Governance
The name of this sub-committee has been changed from 'Finance Committee' to reflect the broader area that the sub-committee discusses. Cllrs Wood and Little remain on this sub-committee. Cllr Cooper agreed to join the sub-committee which was approved by all Councillors.
- Climate Change
Cllrs Cooper, Wood and Gibson remain on this sub-committee. Cllr Cooper indicated that the sub-committee would welcome members from the parish.

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Portfolio Report

The Portfolio reports had been circulated prior to the meeting and are attached.

- Highways
- Footpaths and Open Spaces and Climate Change
- Playground
The company appointed to carry out the quarterly inspections are not fulfilling expectations. The Clerk is to contact them regarding the areas of concern. Council may look into a councillor carrying out weekly visual inspections. **Action: Clerk**
- Sparsholt Memorial Hall
- Sparsholt School
- Sparsholt Shop
- Communication including items for next newsletter
- Security
- Transport
HCC has a local traffic consultation which runs until 26 June. Councillors and parishioners are urged to complete this survey. <https://www.hants.gov.uk/localtransportplan>

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Local Plan Update

The Clerk is to forward Cllr Horrill an email received concerning speculative development on the parish border and seek her advise as to what action needs to be taken. **Action: Cllr Wood, Clerk**

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Affordable Housing Update/Parking Consultation

No update.

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Finance Recommendations as set out in the Finance Subcommittee report

The report had been circulated prior to the meeting and is attached.

- a. 2021/22 Year End Audit
 1. **Report of the Internal Auditor**
The Internal Audit was completed by John Murray on 19 May with no matters arising
 2. **Appointment of Internal Auditor for 2022/23**
It was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.
 3. **Approval of annual governance statement 2021/22**
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.
 4. **Approval of accounting statements 2021/22**
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.
- b. **Reserves recommendation**
The summary of reserves and held funds and areas of possible expenditure were noted.
- c. **Budget/Actual report for 2022/23**
Payments to approve

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Date	Ref	Payee	Description	Type	Amount
08/04/2022	PV01	WCC	Annual Playground Inspection	Playground Inspection Fee	£46.50
04/05/2022	PV02	HMRC	PAYE April	Clerk's Salary	£144.60
04/05/2022	PV03	N Breen	April Salary	Clerk's Salary	£633.17
14/05/2022	PV04	N Breen	MAC reimbursement	General Admin	£887.00
14/05/2022	PV06	HALC	HALC/NALC Fees 22/23	HALC	£310.89
14/05/2022	PV05	N Breen	2 Years' Protection Plus for MAC	General Admin	£70.00
					£2,092.16

Receipts

Date	Ref	From	Description	Amount
08/04/2022	RV01	WCC	Precept	£9,804.50

Councillors approved payments PV01-PV05 and noted the receipt of the precept.

- d. Review of asset register**
The Asset Register was checked with no further adjustment required, this was approved by Council. It was agreed that the annual stock check should be changed to a bi-annual check. Clerk to minute the review on the Asset register and post on website. **Action: Clerk**
- e. Agree and approve Insurance renewal**
The insurance renewal is due on 30 June. This will be year 2 of the 3 year long term agreement option with Hiscox.
Year 1 £683.80
Year 2 £792.07
The higher premium is due to the index linked increase and the addition of the bench and playground fencing. Based on the quotes received last year this is considered a fair price. When the long term policy expires other quotes will be sourced. Councillors accepted the premium of £792.07. **Action: Clerk**
- f. Review and approve Health & Safety Policy**
There has been no advice from WCC for any changes to be made to the existing policy. Terry Dunn, along with colleagues, is to review the Ham Green Conservation Should recommendations be made the policy will be reviewed accordingly. Council approved the H&S policy group section of the policy. with no changes and the Clerk is to minute and post on website. **Action: Clerk**
- g. Internal Financial Regulations – agree to review in July**
To allow time to act on feedback following the audit councillors agreed to review in July.
- h. Review Code of Conduct**
This was reviewed with no changes proposed. Clerk is to minute the document and post on the website. **Action: Clerk**
- i. Website – Compliance with Accessibility Regulations**
We have received no feedback as to concerns regarding the accessibility. Should we do so we would do our best to address the situation.
The Clerk has been looking for courses to assist with her understanding and implementation of the accessibility features on the website. The one course found was very expensive and at a level beyond that required. The Clerk will continue to look for a course and to continue looking at guidance found both online and via other Clerks. **Action: Clerk**
- j. Playground report**
The annual playground report from WCC following the inspection on 30 March 2022 identified some low and very low risk findings. It was questioned why Vita Play had not identified and rectified some of these in accordance with their agreement. The Clerk is to send VitaPlay a copy of the report and pose these questions. **Action: Clerk**
- k. Grant requests**
We have received two requests for grants, neither of which fit the grant awarding policy and councillors agreed to the recommendation that these should not be paid. The local organisation is to be offered the opportunity to write a paragraph in the September newsletter. **Action: Chair**
- l. Delegated Actions for the Clerk**
The document had been circulated prior to the meeting and councillors approved the Scheme of Delegation.
- m. Terms of reference for sub-committees**
These had been circulated prior to the meeting.
- Finance and Governance
 - Planning – no changes proposed
 - Climate Change – no change proposed
- Councillors approved the TOR changes to the Finance and Governance sub-committee and approved no change to Planning and Climate Change TOR. **Action: Clerk**

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Planning

- To review and comment on planning applications

New Applications

25/02/2022	22/00426/LIS	Crabwood Farm House Sarum Road	New widened window in ground floor kitchen north-east elevation, new window in existing opening in ground floor WC south elevation, new window in existing opening in first floor bathroom north-east elevation.	Current 22/05/22
<i>Sparsholt Parish supports this application</i>				
17/02/2022	22/00374/HOU	Old Police Cottage Dean Lane Sparsholt	Install new oil tank and concrete base in front garden	Current
<i>Sparsholt Parish Council supports this application</i>				

Current Applications

02/11/2021	21/02824/FUL	Watley Farm Locks Lane Sparsholt Hampshire	Change of use of an existing equestrian building to a workshop and associated alterations; demolition of 4 no. redundant equestrian buildings; erection of 4 no. replacement buildings comprising classic car storage, storage for site management equipment and machinery, stables, equine storage; landscaping; access improvements; and associated works	Current
29/1/2021	21/02640/FUL	13 & 14 Woodman Close Sparsholt	Erection of additional residential accommodation on land to the rear of no.13 & 14 Woodman Close consisting of 2no. detached 2 Bedroom Bungalows & 3no. 1 bedroom terraced houses	Current
12/11/2020	20/02491/LDC	Greenacre Caravan Park Stockbridge Road Sparsholt	Caravan Site	Current

Recent Decisions

11/02/2022	22/00292/HOU	The Lodge Home Lane Sparsholt	Refurbishment works to the existing garage.	Permitted
14/02/2022	22/00320/HOU	4 Westley Cottages Hillside Road Sparsholt	Addition of Dormer	Permitted
18/02/2022	22/00369/TPC	Ashridge Home Lane Sparsholt	T1 - Larch- Remove at ground level. T2 - Ash - Remove at ground level	Permitted
07/02/2022	21/02764/HOU	West Cottage Sarum Road Winchester SO22 5QS	Rear Extension	Permitted

- To note any enforcement matters**

Sparsholt Parish Council were notified of two new cases by WCC

The meeting closed at 9.25pm. The next meeting is on Thursday 19 June 2022 at 7.30pm.