

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 28 July 2022 7.30pm

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

P = present at the meeting

In attendance Nicky Breen (Clerk)

One member of the public to 22/23 – 28

The meeting had been postponed from 21 July due to councillor sickness and absence on that day.

22/23 – 25

Apologies

To receive apologies and approve reasons for absence

Apologies were received and accepted from Cllrs Cooper, Gibson, Osmond, Annesley, City Cllr Horrill, County Cllr Warwick.

The Chair informed Cllrs that Cllr Annesley had decided to resign from the Parish Council due to family commitments. The Council wish to thank Sue for her energy and contribution to her Councillor duties over a number of years.

22/23 – 26

To receive 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.

22/23 – 27

Minutes of Meeting of 16 June 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 – 28

Public Participation

A parishioner outlined plans for a new build following the demolition of the existing property.

22/23 – 29

Affordable Housing Update/Parking Consultation

Cllr Brown has been in communication with WCC. They are reviewing the parking design and City Cllr Ferguson is to provide the parish council with an update in due course.

22/23 – 30

Local Plan Update

No update.

22/23 – 31

County and City Councillor's Report

Apologies had been received from Cllrs Warwick and Horrill. Cllr Warwick had provided a report which was circulated prior to the meeting, there were no questions arising.

22/23 – 32

Portfolio Reports

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

- **Highways**

A number of reported potholes have now been identified by HCC

- **Footpaths and Open Spaces and Climate Change**

- **Playground**

Vita Play have provided a quote for replacement the matting around items of playground equipment with a superior mulch matting. The cost is significantly higher than the quote received on 30 May for the standard matting, and is far in excess of the £2000 maximum price agreed for the work in the June meeting (22/23-024). Quotes had also been given for a new sign and the painting of the swing.

It was agreed that replacing the matting is the priority and that Vita Play should carry out the work using the standard matting. As the painting had been identified as a low risk matter in the report, it was agreed that this could wait for the moment. The clerk is to seek further quotes for the playground sign.

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The casing of the gas strut closing mechanism is broken on one of the gates. The clerk is to contact the contractor who erected the fencing with the view to getting this replaced. **Action: Clerk**

- Sparsholt Memorial Hall
Following Cllr Annesley's resignation Cllr Reid has agreed to attend the memorial hall meetings until the new portfolio holder is decided.
- Sparsholt School
- Sparsholt Shop
The shop is now back to the pre Covid level of profitability.
- Communication including items for next newsletter
- Security
- Transport

22/23 – 33 Grants
To discuss grant seeking opportunities
This item was moved forward to the September meeting.

22/23 – 34 Sparsholt Sign
Missing sign replacement
The new sign was brought to the meeting by Cllr Brown and the councillors were happy with the product. The sign is to be installed on 29 July.

22/23 – 35 Defibrillator proposal for Crabwood
This item was moved forward to the September meeting.

22/23 – 36 Proposed Anaerobic Digester at Three Maids Hill
Cllr Wood attended a briefing event for a proposed Anaerobic Digester at Three Maid Hills and the planning application is expected to be submitted to WCC in August.

22/23 – 37 Planning (see below)

- To review and comment on planning applications

New Applications

30/06/2022	22/01433/PNHOU	Little Deane Dean Lane Sparsholt	Flat roof single storey rear extension	Current
Awaiting notification of planning application				

Current 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
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

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Recent Decisions

17/02/2022	22/00374/HOU	Old Police Cottage Dean Lane Sparsholt	Install new oil tank and concrete base in front garden	Permitted
06/30/2022	22/01214/TPC	Hillcrest Church Lane Sparsholt	G1 Beech - Prune back side of line of Beech by up to 2.5m and remove damaged limb.	Permitted
16/05/2022	22/01050/TPC	Woodrows Church Lane Sparsholt	Tree No. 1 Ash, Fell 2 Ash, Fell 3 Ash, Fell 4 Ash, Fell	Permitted

- To note any enforcement matters
Enforcement matters were noted.

22/23 – 38

Finance Recommendations as set out in the Finance Subcommittee report

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

- Winchester City Council Members' Allowances Scheme
Parish Councils were asked whether they wish further consideration to be given by the Remuneration Panel to the possibility of the introduction of a Basic Allowance and a Travel & Subsistence scheme.
After discussion it was decided not to adopt this scheme.
- Playground Matting quote
This had been discussed earlier in the meeting (22/23–32). The Clerk is to contact Vita Play to instal the standard matting in the areas identified in the 30 May quote. This quote is in line with the upper cost limit of £2000 (excl. VAT) agreed in the June meeting (22/23-024). **Action: Clerk**
- Accounts Update for July 2022
Cllr Little gave an overview and there were no anomalies to report.

Payments to approve

Date	Ref	Payee	Description	Type	Amount
30/05/22	PV07	Gallagher Insurance	Annual Insurance	General Admin	£792.07
30/05/22	PV08	J Murray	Internal Audit	Audits	£295.00
30/05/22	PV09	N Breen	Salary - May	Clerk's Salary	£516.57
30/05/22	PV10	HMRC	PAYE May	Clerk's Salary	£115.60
02/07/22	PV11	N Breen	Salary - June	Clerk's Salary	£516.57
02/07/22	PV12	HMRC	PAYE June	Clerk's Salary	£115.60
07/07/22	PV13	Morelock Signs	Sparsholt Sign	Road Signs & Street Furniture	£241.01
30/06/22	PV14	Unity Bank	Service Charge	General Admin	£18.00
26/07/22	PV15	ICO	GDPR/Data Protection	GDPR	£35.00
31/07/22	PV16	N Breen	Mac case reimbursement	General Admin	£49.95
31/07/22	PV17	Vita Play	May Maintenance check	Playground Inspection Fee	£66.00
31/07/22	PV18	HMRC	PAYE July	Clerk's Salary	£115.60
31/07/22	PV19	N Breen	Salary - July	Clerk's Salary	£516.57

The payment to Morelock Signs was approved between meetings in accordance with the delegation to Clerk policy.

Receipts

Date	Ref	From	Description	Type	Amount
13/07/2022	RV02	HMRC	VAT Return 1/4/21-31/3/22	VAT refund	£4,647.47

Councillors approved payments PV07-PV19 and noted the VAT receipt. This is to be allocated to the general reserves.

- d. Shop annual rent
It was unanimously agreed that the annual rent for the shop would remain at £1000. Clerk to invoice shop.
Action: Clerk

- e. Ham Green – Sign
Cllr Cooper suggested that a ‘No Overnight Visitors’ be erected in the Ham Green carpark. It is hoped that funding for this can be obtained from the County Councillor grant scheme.

Council approved the sign and the application for grant funding to cover cost.

Action: Clerk

- f. Review of current documents for approval

- Financial regulations and Internal Financial Controls

The finance committee had recommended a change to section 11.1.h of the financial regulations, the lower value being raised to £1000 from the existing £100. This change had been previously checked and cleared with the internal auditor in relation to Crawley Parish Council.

After discussion it was agreed that both the upper and lower values should be changed, from £3000 and £100 to £5000 and £1000, to reflect the current cost of goods and services.

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- Standing Orders – reviewed with no change recommended
- Grants Policy - reviewed with no change recommended
- Recording Meetings – reviewed with no change recommended

The clerk is to update the documents accordingly and post on the website.

Action: Clerk

The meeting closed at 9.00pm. The next meeting is on Thursday 15 September 2022 at 7.30pm.