

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 21 September 2023 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	P
Cllr David Brown	
Cllr M Himbury	P
Cllr J Walthoe	P

P = present at the meeting

In attendance Nicky Breen (Clerk), one member of the public to discuss their planning application

- 23/24 – 36** **Apologies:** To receive apologies and approve reasons for absence
Apologies were received and accepted from Cllr Osmond, Cllr Cooper, Cllr Brown and Cllr Warwick.
- 23/24 – 37** **To receive Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's) from members concerning specific items on the agenda**
No interests were declared relating to the meeting.
- 23/24 – 38** **Minutes of Meeting of 20 July 2023**
- **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**
The chair met with the chair of the cricket club after several residents had commented on the increase number of vehicles to the cricket club and what in some cases was reported as the unnecessary speed of some vehicles. The concern was that animals, children, horses and walkers were at risk. It was agreed that the Parish Council should approach countryside services to ask for their advice and perhaps request some warning signage. Countryside services response was that they couldn't provide any signage but could help with suitable wording if the Parish Council were to provide the signs.
This will be further discussed at the next Parish Council meeting.
- 23/24 – 39** **County and City Councillor's Report**
This item was moved forward in the agenda at the request of the Chair. Apologies had been received from Cllr Warwick whose report had been circulated prior to the meeting with no questions arising.
Cllr Horrell outlined her report and then left the meeting.
- 23/24 – 40** **Public Participation**
The member of the public present gave an overview of their current planning application and answered related queries from Councillors.
- 23/24 – 41** **Portfolio Reports**
The Portfolio reports had been circulated prior to the meeting and are attached.
- Highways
See attached report.
 - Footpaths and Open Spaces and Climate Change
See attached report. The Ham Green report mentioned the need for signage to tackle the increasing problem of dog poo. The Clerk is to ask Malcolm Hewson for recommendation on suitable signs and their positioning.
Action: Clerk
 - Playground
See attached report and 23/24-49f for basketball post information.
 - Sparsholt Memorial Hall
The attached report is from the Hall Committee.
 - Sparsholt School
No update.
 - Sparsholt Shop
Nothing significant to report.
 - Communication
Nothing significant to report.
 - Security
See attached report.
 - Transport
See attached report.

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- 23/24 – 42 Affordable Housing Update/Parking Consultation**
 A meeting was held on 21 September between WCC and the residents of Woodman Close regarding the proposed new parking arrangements. WCC are hoping for all residents to complete the survey associated with the matter as the response to the previous survey was very low.
 WCC are concerned that if residents of Woodman Close and Bostock close are not prepared to change their habits of parking on and obstructing the pavements and parking on the recreation ground grassy areas, then the huge cost of redesigning the parking bays and providing new landscaping would be a huge waste of public money.
 WCC will make a decision once all the questionnaires have been returned. Cllr Horrill is to chase up the outstanding questionnaires.
 Parish Councillors agreed with WCC concerns.
 Further discussion will take place at the next Parish Council meeting.
- 23/24 - 43 Local Plan/Parish Forum update**
 WCC have advised that his has been delayed.
- 23/24 - 44 Traffic through Sparsholt**
 Councillors are of the view that the basic SLR that is hired from Hursley Parish Council is ineffective. The Clerk as already enquired as to whether they have a more proactive version available for hire and is awaiting their response. Following traffic gridlock in the village due to road closures elsewhere Cllr Wood is to speak to Cllr Warwick and Highways to ascertain what action may be possible in order to reduce the traffic, for example signs.
 Cllr Horrill agreed to speak to Cllr Warwick about the lack of action or contact from HCC highways on the village signage issues. It is now many months since this was submitted to HCC when a visit was requested by the Parish Council.
 The clerk has approached HALC to see whether they can offer guidance to the steps to take to have the village blacklisted from electronic mapping systems and their advice was to approach the local Councillor.
 Cllr Walthoe is to enquire whether having particular signage, for example single track road, would help stop the electronic mapping systems routing traffic through Sparsholt. **Action: Cllr Walthoe**
- 23/24 - 45 Dog Bin**
 Cllr Horrill mentioned in her report that she has an upcoming meeting scheduled with the officer.
- 23/24- 46 HALC – Articles of Association**
 On the Chair's recommendation the parish council supported the amendments to HALCs Articles of Association. The Clerk is to send an email to say these have reviewed and approved. **Action: Clerk**
- 23/24 - 47 Solar Farm**
 This has not yet gone to committee. The Clerk is to find out when this will be. **Action: Clerk**
- 23/24 - 48 Planning (see below)**
- Proposed new AD facility at Three Maids Hill.
 This planning application has been permitted 22/02037/FUL. Councillors are concerned as this area is in danger of becoming overdeveloped with industrial premises. The parish council was advised to ensure we had made comments. On checking we found that the application had been approved in May. **Action: Clerk**
 - To review and comment on planning applications

New Applications

24/8/23	23/02097/LIS	Sparsholt Manor Woodman Lane	Updates to the previous renovation and extension to the main houses kitchen western wing to improve the relationship of the western wing with the main wing, gardens and forecourt. This involves the replacement of some of the non-historic roof above the 2008 kitchen extension, new door and window openings as well as the reconfiguration of the non-historic internal layout. Minor internal alterations and improvements to the first and second floor layouts, to reflect the original design intent as drawn by Triggs and to update the house to be suitable for 21st century family living. Minor repair works as set out in the Conditions and Repairs Schedule. Introduction of renewable energy source and improvement of the thermal performance of the house. Improvement of the approach to the house by reducing the area of gravelled surface, reintroduction of the historic turning circle and landscaping.	Current
<i>Sparsholt Parish Council supports this application</i>				
24/08/23	23/02095/HOU	Sparsholt Manor	Works to the existing kitchen western wing to improve the relationship of the western wing with the main wing, gardens	Current

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		Woodman Lane	and forecourt. Introduction of renewable energy source. Improvement of the approach to the house by reducing the area of gravelled surface, reintroduction of the historic turning circle and landscaping.	
<i>Sparsholt Parish Council supports this application</i>				
06/09/23	23/02106/TPC	The House At Pooh Corner Home Lane	T1 - Ash - Remove lowest limb over extending towards the garage due to multiple recent limb drops and reduce upper limbs extending towards garage by 1-2m to reduce the risk of future failure.	Current
07/09/23	23/02113/TPC	Beech House, Home Lane	T1 & T2 - Ash - Remove at ground level due to dieback.	Current
25/08/23	23/02025/LIS	Sparsholt Manor Woodman Lane	The proposed development includes: - Removing of existing tiles to clean them and repair or replace any damaged tiles with tiles to match existing, and re-laying these. - Replacement of existing bitumen roof felt with a bat safe alternative. - Ensure roof is watertight to prevent further leaks and damage to internal historic fabric - Improvement of the thermal performance, efficiency and ventilation of the existing roof by installing insulation between the existing rafters, without increasing the build up of the roof - Replacement of cement flashing on two of the chimneys with lead flashing to match the other chimneys, and repointing the brickwork where necessary to match existing	Current
23/8/23	23/02014/DIC	Watley Farm Locks Lane	Discharge of condition 7 and 9 of planning application 21/02824/FUL	Current
18/8/23	23/01981/FUL	Sparsholt College Westley Lane Sparsholt	EXTERNAL ALTERATIONS, INCLUDING REPLACEMENT ROOF SHEETING AND REPLACEMENT TIMBER CLADDING, TO FACILITATE CHANGE OF USE FROM MILKING PARLOUR TO TEACHING FACILITY	Current
<i>Sparsholt Parish Council supports the application provided all the appropriate ecological surveys are carried out</i>				
9/8/23	23/01914/TPC	Clareholm e Church Lane Sparsholt	T1 - Sycamore, to reduce the western and southern side canopy by 1.5m. T2 - Yew, to face back to the boundary, 1m of growth. T3 - Yew, reduce the south and Western canopy, by 1m to retain a tighter form. T4 - Beech sp. To reduce in height by 2m and blend sides canopy by 0.5m	Current

Current Applications

24/5/23	23/01103/HOU	The Haven, Woodman Lane	Proposed first floor side extension, fenestration adjustments and replacement porch to front elevation, walls rendered and eaves adjusted to provide detail to soffit of original building.	Current
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Recent decisions

12/11/20	20/02491/LDC	Greenacre Caravan Park Stockbridge Rd	Caravan Site	Withdrawn
21/6/23	23/01423/TPO	Woodbine House Home Lane	Please see the attached survey for the trees detailed here: T2 ?Sycamore. Fell G3 ? Hybrid Poplar. Pollard/top crown T4 ? Cherry. Crown reduction T9 ? Hazel. Coppice	Permitted

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			T11 ? Lawson Cypress. Fell	
31/7/23	23/01851/TPC	Meadow Bank Woodman Lane Sparsholt	T1 - Remove at ground level 1 multi stemmed Ash suffering with dieback. Overhanging school field and considered high risk due to regular branch dropping on school field with children in the vicinity.	Permitted
5/7/23	23/01352/FUL	Sparsholt College Westley Lane	CONSTRUCTION OF NEW AGRICULTURAL BARN WITH ASSOCIATED MIDDEN AND SLURRY LAGOON	Permitted
31/5/23	23/01308/HOU	Garston House Westley Lane	Outdoor swimming pool and complimentary outbuilding for the enjoyment of the swimming pool, including changing area and bar.	Permitted
21/6/23	23/01424/TPC	Woodbine House Home Lane	Group 1 ? Norway Maple Crimson King, variegated Norway Maple, Atlas Cedar, Lawson Cypress and Acer davidii to fell. T2 ? Leyland Cypress to fell. T3 ? Cotoneaster. Pollard to 2m high. Group 4 ? Juniper, Cryptomeria japonica and Beech to fell. Group 5 ? Leyland Cypress hedge to fell.	Permitted

- To note any enforcement matters
No matters raised.

Cllr Wood asked Cllr Walthoe if he would consider joining the planning committee, he agreed and this was unanimously supported by councillors. The clerk is to forward the Planning Committee Policy. **Action: Clerk**

23/24- 49

Finance Recommendations as set out in the Finance Subcommittee report

a. Budget/Actual report for 2023/24

The summary in the finance report was noted.

b. Accounts update for September 2023

Payments

Date	Ref	Payee	Description	Amount
26/07/2023	PV21	ICO	Data protection fee 26/7/23-25/7/24	£35.00
01/08/2023	PV22	HMRC	PAYE- July	£118.40
01/08/2023	PV23	N Breen	Salary - July	£528.07
09/08/2023	PV24	C&D Trees	Ham Green - Ash tree felling	£1,380.00
23/08/2023	PV25	Bulpitt Print Ltd	Sparsholt Signs	£310.80
06/09/2023	PV26	HMRC	PAYE - August	£118.40
06/09/2023	PV27	N Breen	Salary - August	£528.07
06/09/2023	PV28	J Little	Reimbursement one.com	£176.68
06/09/2023	PV29	BDO LLP	External Audit	£252.00

Receipts

Date	Ref	From	Description	Amount
21/08/23	RV06	F Zarb-Adami	Music Group donation - Playground	£50.00
21/08/23	RV07	F Zarb-Adami	Music Group donation - Ham Green	£50.00
01/09/23	RV08	WCC	Precept	£10,704.00
13/09/23	RV09	Sparsholt Village Shop	Annual rent 2023	£1,000.00

Councillors approved PV21-PV29 and noted the receipts.

c. External Audit

BDO LLP have completed their review of the Annual Governance and Accountability Return (AGAR) for Sparsholt Parish Council for the year ended 31 March 2023 with no recommendations. The Notice of conclusion and the certified AGAR (sections 1, 2 and 3) have been published on the website.

d. Defibrillator Battery

The Clerk had been informed that the defibrillator battery needed replacing. Tory Lander (guardian of the defibrillator) provided a link to the correct item and this was purchased by the Clerk under Delegated Powers from the funds set aside for this purpose. Councillors approved the purchase.

e. SLR

This was discussed earlier in the meeting 23/24-44.

f. Basketball Post

Quotes had been received from four companies. Following further questioning to the organisations on the proposed posts and their guarantees Cllr Brown had sent a written report recommending that the post be purchased from Sovereign - £3173. Councillors agreed with the recommendation and the Clerk is to order the item. **Action: Clerk**

g. Risk Assessment

The outstanding item in relation to the shop has been addressed and the risk assessment document updated.

h. Grant Requests

• **Sparsholt Shop**

The Parish Council has received a request from the shop for a grant of £1656 to purchase a new CCTV system to improve shop security. Councillors approved the finance committee proposal that a grant is awarded for 50% of the figure and to suggest that the city and county councillors and the Memorial Hall should be approached to ask if they have resources to help with the remainder. **Action: Clerk**

• **Citizens Advice Winchester**

A request for a grant of £150 has been made. The grant application notes that over the past year Citizens Advice Winchester has helped 16 Sparsholt residents. Given that they demonstrated that their services benefit parishioners, councillors approved the finance committee recommendation that the requested £150 is given. **Action: Clerk**

i. Unity Trust Account – Additional Signatory

On occasions two of the signatories have been away and it has been a few days before the payments have been authorized by two councillors. It was decided that it would be beneficial to have another member of the finance committee who would then be added as a signatory with Unity bank. The Chair approached Cllr Himbury following the finance meeting and he agreed to joining the finance committee subject to Council approval.

The Council approved Cllr Himbury joining the finance committee and becoming a signatory and authoriser on the Unity Bank accounts. The Clerk is to arrange Cllr Himbury online access to Unity Bank accounts and to forward him the finance committee terms of reference. **Action: Clerk**

j. Governance Documents - review

- Internal Financial Controls
- Reviewed with no changes required.
- Data Protection
Reviewed with no changes required.
- Reserves Policy
This was updated with the recommendation for 2023/24 as approved in May, minute 23/24 – 13b.
- Scheme of Delegation
Reviewed with no changes required.

k. Kimball Smith – Payroll bill

The parish council has received an invoice of £790.46+VAT from Kimball Smith for payroll services as below: *Running and assisting with the payroll of Sparsholt Parish Council for the period from 7 November 2019 to 31 August 2023, including the year end procedures for the tax years ending 5 April 2020, 5 April 2021, 5 April 2022 and 5 April 2023.*

The Clerk questioned why the parish council not invoiced yearly and why the bill is so high. In response they indicated that the annual payroll is £135 and there is a charge for additional time spent recently on updating the records and obtaining identification to comply with anti-money laundering regulations. They offered to reduce the bill to £540 plus VAT (a reduction of £250 before VAT).

The company indicated that until recently they believed that Janice Whittle was still the clerk however they had been informed of the change to Jill Judge and then to Nicky Breen. The finance committee are happy to continue with Kimball Smith for £135 p/a but would like to question the additional fees (a. £135 is current rate and would have been less in 2019-2022. b. period covered is 3 years 10 months at £135p/a would be £517 not £540). The Clerk has approached the company with these queries and awaits a response.

The Council approved payment to a maximum of £540 plus VAT. **Action: Clerk**

The meeting closed at 9.05pm. The next meeting is on Thursday 19 October 2023 at 7.30pm.