

# SPARSHOLT PARISH COUNCIL

## Minutes of the Meeting held in the Memorial Hall on Thursday 18 January 2024 7.30pm

Cllr Sue Wood (Chairman)	P
Cllr John Little (Vice-Chairman)	P
Cllr John Cooper	P
Cllr Andrew Osmond	
Cllr Nigel Reid	P
Cllr Lynne Gibson	P
Cllr David Brown	P
Cllr M Himbury	P
Cllr J Walthoe (from 23/24-75)	P

P = present at the meeting

In attendance Nicky Breen (Clerk), two members of the public to discuss their forthcoming planning application

- 23/24 – 72**      **Apologies:** To receive apologies and approve reasons for absence  
Apologies were received and accepted from Cllr Osmond and Cllr Warwick. Cllr Horrill and Cllr Walthoe had notified the clerk that they would be a little late arriving.
- 23/24 – 73**      **To receive Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's) from members concerning specific items on the agenda**  
An interest was declared by Cllr Gibson regarding the grant application 23/24-82e as she is involved in this organisation.
- 23/24 – 74**      **Minutes of Meeting of 16 November 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**  
There were no matters arising.
- 23/24 – 75**      **Public Participation**  
Two members of the public gave an overview and took questions on their upcoming planning application. This will be discussed by the council once the application has been submitted.
- 23/24 – 76**      **County and City Councillor's Report**  
These had been circulated prior to the meeting with no questions arising.  
Cllr Horrill requested that the Parish Council report the flooding issues in Watley Lane, Westley Lane (from the college to Stockbridge Road) and from the college to Church Lane. In addition to consider the flooding after heavy rain outside of The Plough on Woodman Lane. Cllr Horrill is still pursuing the flooding in Dean where recent repairs and mitigations do not appear to have been satisfactory.      **Action: Cllr Wood & City Cllr Horrill**
- 23/24 – 77**      **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.
  - Playground  
See attached report.
  - Sparsholt Memorial Hall  
See attached report.
  - Sparsholt School  
No update.
  - Sparsholt Shop  
See attached report. Cllr Reid noted that the installation of the security cameras was to be going ahead and received confirmation that the parish council had agreed to fund 50% of the cost following the consideration of their grant application (see minute ref.23/24-49h).
  - Communication  
See attached report.
  - Security  
See attached report.
  - Transport  
See attached report.
- 23/24 – 78**      **Local Resilience Planning**

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Cllr Little attended a forum organised by HALC to discuss the issue of Resilience Planning. Cllr Little circulated information prior to the meeting in order that the Sparsholt response could be discussed.

SPARSHOLT - Achievements so far

We do not have a formal Resilience (or Emergency) Plan as such.

But we do have several components in place (especially following the Covid pandemic).

For instance: the Parish Council Website, the Community Newsletter and its Distribution List of emails and Backpage Contacts list, the Parish-wide magazine Distribution network, the WhatsApp Support Group, the welcome to Sparsholt sent out by the Church PCC and the Community Defibrillator.

We have a formal Risk Register but this only addresses the risks to the Parish Council rather than risks to the parish at large.

We have experienced several incidents recently that have affected some if not all of the parish such as loss of water, loss of electricity, trees down, tanker blocking Woodman Lane, gridlock when the M3/A34 are closed etc

Councillors agreed that a Resilience Subcommittee should be established with the view to compiling a Sparsholt Resilience Plan.

Cllr Little offered to set up the committee and to put forward the terms of reference. Councillors Cooper, Reid and Gibson all offered to be involved.

Local volunteers will be needed, this will be advertised in the newsletter.

**Action: Cllr Little**

23/24 - 79

## Traffic through Sparsholt

Alistair MacAdam from HCC attended an onsite meeting with Councillors Wood, Waltoe and Brown. The purpose of the meeting was to develop suitable proposals under the Community funded Initiative to:

Reduce the congestion and speeding from the number of vehicles using the narrow village as a rat run.

Review the road signs and lines.

Highlight the impact from traffic and public transport associated with both Sparsholt Primary school and Sparsholt College.

Reduce vehicle damage to the protected area of Crab Wood.

Alistair is to produce a report with proposals for the areas discussed.

The data from the SLR was discussed. When in display mode the number of cars approaching the village at over 30mph is half that of when in stealth mode. The parish council will continue to borrow the interactive camera from Hursley parish council and may consider purchasing a camera at a later date. See 23/24-83c. **Action: Clerk**

23/24 - 80

## Thermal Camera

Cllr Little has compiled a booking agreement form and a Google form to capture the feedback from the use of the thermal camera. These had been circulated prior to the meeting and Cllr Reid is to check the agreement.

Cllrs Cooper and Waltoe are to be the 'holders' of the camera. Details of how to borrow the camera can be found at [sparsholtparish.org/Camera](http://sparsholtparish.org/Camera).

**Action: Cllr Reid**

23/24 - 81

## Solar Farm

The application is going to planning committee in February. Cllr Wood will register to speak once the details have been received.

23/24 - 82

## Planning (see below)

- To review and comment on planning applications

### New Applications

28/11/23	23/02765/HOU	Little Mead Home Lane Sparsholt	demolition of existing single storey utility building and construction of a new utility building to slightly enlarged footprint, single storey	Current
<i>Documents associated with this application were not on the planning website. The clerk is to ask that they are uploaded and that the parish council can submit their comments once viewed.</i>				
10/1/24	24/00063/TPC	Farley Mead Woodman Lane Sparsholt	T1 is an Ash tree, affected by die back displaying typical signs of ash die back, with vertical epicormic shoots, and in a poor condition due to loss of large diseased branches. This tree is surrounded by other healthy mature trees including lime and copper beech, and smaller specimen trees below, which are being damaged by the falling debris. T2 is an Ash tree affected by die back, also typical epicormic shoot signs and recently multiple broken limbs. This tree is adjacent to a footpath. T3 is a Horse Chestnut, badly affected by canker and now in a very poor state. During the latest storms two huge limbs have fallen off, and the main trunk is rotten and split. All three trees have been retained as long as safely	Current

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			possible but they now have a very poor appearance and we are concerned about safety in view of the auto amputation of large limbs. The proposal is to safely fell and dispose of all three trees. We have many remaining trees and so the overall aesthetics of the area will be maintained, indeed improved by the removal of the diseased T1, T2, T3	
<i>Sparsholt Parish Council ask to have a copy of the tree report to be assured that the felling is necessary.</i>				
1/12/23	23/02809/HOU	Saxholm Westview Road Sparsholt	Double and single storey side extensions. Single Storey rear extension. Alterations to front bay window. Alterations and replacements of windows and doors. Tile hanging to first floor to replace pebble dashed render.	Current
<i>Sparsholt Parish Council supports this application.</i>				
4/1/24	24/00021/TPC	Watley House Locks Lane Sparsholt	Remove 3-4 Ash trees within G1 that are suffering with ADB.	Current
<i>Sparsholt Parish Council asks to have a copy of the tree report for assurance that the felling is necessary.</i>				
28/12/23	24/00003/DIC	Christmas Cottage Home Lane	Discharge of Condition 5 of planning consent 22/01673/FUL	Current

## Current Applications

1/11/23	23/02587/NMA	Christmas Cottage Home Lane Sparsholt	Non material amendment to original planning consent 21/02532/HOU - to change the boundary material around the two bay parking area, to identify with the remainder of the existing boundary as approved and to use a shingle finish for the parking bays. Proposed landscaping to remain as approved.	Current
<i>it was noted that this NMA was withdrawn on the day of the PC meeting.</i>				
26/09/23	23/02245/FUL 23/02246/LIS	Lainston House Hotel Stockbridge Road Sparsholt	Renovation of Dovecote Building, including replacement fenestration, internal alterations and change-of-use classification to create Hotel guest accommodation	Current
19/09/23	23/01961/LIS 23/01960/FUL	Lainston House Hotel Stockbridge Road Sparsholt	Removal of existing window, lowering of cill and installation of new door access.	Current
20/09/23	23/02247/SCR EEN	Andover Link Main Project Sarum Road	Request for EIA Screening Opinion - Andover Link Main, on behalf of Southern Water Services Ltd	Current
23/8/23	23/02014/DIC	Watley Farm Locks Lane	Discharge of condition 7 and 9 of planning application 21/02824/FUL	Current

## Recent decisions

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.	Permitted
7/6/23	23/01380/HOU	The House At Pooh Corner Home Lane	Remove the existing first floor truss roof and replace with a new vaulted cut roof with two south facing velux windows as engineers design/galzing to rear wall/replace all windows and doors/replace utility door with window/new doorway.	Permitted
30/10/23	23/02518/TPC	Hillcrest Church Lane Sparsholt	T1 Norway Maple fell tree is small and ivy clad heavily suppressed by larger beech trees. T2 Beech tree prune back sides of low canopy over lawn by 2m and remove 1 x small 50mm low limb. Tree can't be seen from road	Permitted
03/10/23	23/02322/FUL	Sparsholt College Westley Lane Sparsholt	Full planning application for the demolition of 3no modular teaching blocks and replacement with 2 storey Higher Education Centre (850sqm).	Permitted
24/08/23	23/02097/LIS	Sparsholt Manor Woodman Lane	Updates to the previous renovation and extension to the main houses kitchen western wing to improve the	Permitted

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			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.	
24/08/23	23/02095/HOU	Sparsholt Manor Woodman Lane	Works to the existing kitchen western wing to improve the relationship of the western wing with the main wing, gardens 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. (AMENDED DESCRIPTION).	Permitted

- To note any enforcement matters  
None noted.

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

### a. Budget Report for 2023-24

The summary in the finance report was noted.

### b. Accounts update

#### Payments

Date	Ref	Payee	Description	Amount
29/11/2023	PV43	N Breen	Nov Salary and 2023 back payment	£1,116.49
29/11/2023	PV44	HMRC	PAYE - Nov	£69.38
29/11/2023	PV45	WCC	Playground annual land rent	£85.00
29/11/2023	PV46	Victim Support	Grant Award	£50.00
29/11/2023	PV47	M Hewson	Ham Green - sundries	£179.60
30/11/2023	PV48	Vitaplay	Inspection - May 2023	£66.00
04/12/2023	PV49	Landford Trees Ltd	Ham Green - 2 Trees and stakes	£389.04
08/12/2023	PV50	Sovereign (WeDo Invoice)	Basketball Post balance	£2,299.32
15/12/2023	PV51	Peter Yeates Arboriculture	Footpath maintenance	£1,860.00
31/12/2023	PV52	HMRC	PAYE - December	£212.06
31/12/2023	PV53	N Breen	December Salary incl backpay	£1,062.31
31/12/2023	PV54	Unity Bank	Service Charge Oct-Dec	£18.00

#### Receipts

Date	Ref	From	Details	Amount
08-Dec-23	RV11	F Zarb-Adami	Music Group Donation - Defibrillator	£75.00
08-Dec-23	RV12	F Zarb-Adami	Music Group Donation - Playground	£50.00
02-Jan-24	RV13	Sparsholt PCC	Ham Green donation	£250.00
31-Dec-23	RV14	Unity Trust Bank	Instant Access Interest	£286.48

Councillors approved PV43-PV54 and noted the receipts.

### c. SLR Camera

Melon Engineering have supplied the data for the SLR camera in site position 2. This was in 'normal' mode from 21 October to 3 November and 'stealth' mode from 17 November to 1 December. The average speeds are as follows:

#### Averages

Direction	Incoming	Outgoing
Normal	26.85	27.56
Stealth	29.41	29.80

The traffic is slower when in normal mode however the average is still below 30 whichever mode the camera is in.  
See 23/24-79.

**d. Core Cleaning Services**

A quote has been obtained for the cleaning of the bus shelters:

1. *Initial Deep Clean for Both Bus Shelters: £150 (including VAT)*

2. *Recommended Quarterly Deep Clean for Both Shelters: £100 per quarter (including VAT)*

*Additionally, we would like to let you know that the bus stop post will be cleaned free of charge as part of our comprehensive service.*

*Regarding scheduling, please let us know your preferred date for the initial deep clean, and we will make the necessary arrangements. If you require someone to meet us on-site, kindly specify a suitable date and time, and we will coordinate accordingly.*

The company also cleans village signs:

*We'd be happy to provide the initial clean for your village signs completely free of charge. Our team is committed to ensuring that your signs look their best and make a positive impression on residents and visitors alike.*

*Following the initial clean, if you decide to continue using our services, we can offer a very competitive rate of just £5 per sign. This includes regular maintenance to keep the signs in top condition and looking pristine.*

Councillors agreed to the initial clean with the view to discussing any further agreement following the clean.  
The Clerk is to contact the company. **Action: Clerk**

**e. Grant request – The Hygiene Bank Winchester £250**

After discussion it was agreed that a grant of £150 is given to help establish the organisation. The Clerk is to arrange payment. **Action: Clerk**

**f. Clerk backpay and working from home allowance**

As noted in minute reference 23/24 49g the Clerk's backpay was discussed after the last parish council meeting. Councillors agreed that the pay should be adjusted accordingly. The Clerk contacted the payroll company and adjustments were made in the November and December payments.

The Clerk noted that the expense of working from home has increased significantly and requested that the working from home allowance be increased from £12.50 to £26 a month (including broadband allowance). £26 a month is the HMRC working from home allowance.

Councillors approved the working from home allowance of £26 a month from 1 January 2024. The Clerk is to contact the payroll company. **Action: Clerk**

**g. Policy Document for review  
Records Management Policy**

The finance committee suggest the addition: emails and names are provided and held for the receipt of the newsletter. There is mechanism in place to remove these on request. Councillors approved the addition and the Clerk is to update the policy and post on the website. **Action: Clerk**

**Clerk GDPR Checklist**

The clerk has compiled this to assist with data retention. This was approved.

The meeting closed at 9.30pm. The next meeting is on Thursday 15 February 2024 at 7.30pm.