

# SPARSHOLT PARISH COUNCIL

## Minutes of the Meeting held in the Memorial Hall on Thursday 21 March 2024 7.30pm

Cllr Sue Wood (Chairman)	P
Cllr John Little (Vice-Chairman)	P
Cllr John Cooper	
Cllr Nigel Reid	P
Cllr Lynne Gibson	P
Cllr David Brown	P
Cllr M Himbury	P
Cllr J Walthoe	P

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

- 23/24 – 96**      **Apologies:** To receive apologies and approve reasons for absence  
Apologies were received and accepted from Cllr Warwick and Cllr Cooper. Cllr Horrill had informed the council that she would arrive late.
- 23/24 – 97**      **To receive Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's) from members concerning specific items on the agenda**  
No interests declared.
- 23/24 – 98**      **Minutes of Meeting of 20 February 2024**
- **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 – 99**      **Public Participation**  
No members of the public were present.
- 23/24 – 100**     **County and City Councillor's Report**  
The reports had been circulated prior to the meeting with no questions arising.
- 23/24 – 101**     **Portfolio Reports**  
The Portfolio reports had been circulated prior to the meeting and are attached.
- Highways  
Nothing significant to report.
  - Footpaths and Open Spaces and Climate Change  
See attached report.
  - Playground  
Nothing significant to report.
  - Sparsholt Memorial Hall  
See attached report.
  - Sparsholt School  
No update.
  - Sparsholt Shop  
Nothing significant to report.
  - Communication  
Nothing significant to report.
  - Security
  - Transport  
Nothing significant to report.
- 23/24 – 102**     **Affordable Housing Update/Parking Consultation**  
The affordable housing is out to tender and the parking bay works are to commence shortly following the conclusion of the consultation.
- 23/24 – 103**     **Local Resilience Planning**  
Cllr Wood attended the HALC AGM on 20 March to obtain an update on the next stage of resilience planning, however there was nothing to add.
- 23/24 - 104**      **Traffic through Sparsholt**  
The parish council is expecting the traffic report from Alistair MacAdam next week.

# SPARSHOLT PARISH COUNCIL

- 23/24 - 105 Remembrance Tree – Ham Green**  
After discussion it was concluded that there is no suitable position where a remembrance tree could be planted.
- 23/24 - 106 Village Litter Pick**  
This takes place on Saturday 23 March at 10am. Cllr Brown is coordinating the event and has arranged for the loan of equipment through Idverde. Cllr Brown is to supply receipts for any refreshments purchased for the litter pick. The school 'eco-warriors' have volunteered to collect litter in the car park and playground. The shop is to be asked if they have an A board notice that can be used to advertise the event. **Action: Cllr Brown**
- 23/24 – 107 Annual General Meeting 20 April -agenda**  
Cllr Wood is to contact Julie Milburn, principal of Sparsholt College, to ask if she will speak at the meeting. Representatives from the shop, school and church are to be contacted to ask if they are able to speak for 5 minutes. **Action: Chair, Clerk**
- 23/24 - 108 Planning (see below)**
- To review and comment on planning applications

## New Applications

29/2/24	HCC/2024/0130	Sparsholt C Of E Primary School, Woodman Lane	Replacement 3m high chain link fencing around playing field	Current
<i>Sparsholt Parish Council supports this application</i>				
13/2/24	24/00351/NMA	Goaters Cottage Ham Green Sparsholt	Amendment to solar panel layout. Amendments to glazing on southern elevation. Glazing and door omitted from eastern elevation. 2no. additional rooflights to northern roof slope. Timber posts omitted to northern elevation. Log burner omitted to northern elevation. Glazing reduced to northern elevation. Minor dimensional adjustment.	Current

## Current Applications

7/2/24	24/00248/FUL	Sparsholt College Westley Lane Sparsholt	CONSTRUCTION OF SINGLE STOREY CLASSROOM (116SQM) FOR STUDENTS WITH SPECIALIST EDUCATIONAL NEEDS	Current
<i>Since publication of the agenda this application has been permitted</i>				
8/2/24	24/00315/DIC	Portakabins At Sparsholt College Westley Lane Sparsholt	Portakabins At Sparsholt College Westley Lane Sparsholt	Current
24/1/24	24/00176/HOU	3 Westley Cottages Hillside Road/	Conversion of Car Port to Habitable Space	Current
29/1/24	23/02959/HOU 23/02960/LIS	Sparsholt Manor Woodman Lane Sparsholt <a href="#">Hampshire SO21 2NW</a>	Improvement to the south facade of the kitchen wing by replacing two non-original window openings which were inserted into the wall in 2009, with two sets of timber framed French doors.	Current 19 Feb
4/1/24	24/00021/TPC	Watley House Locks Lane Sparsholt	Remove 3-4 Ash trees within G1 that are suffering with ADB.	Current
28/12/23	24/00003/DIC	Christmas Cottage Home Lane	Discharge of Condition 5 of planning consent 22/01673/FUL	Current
26/9/23	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
20/9/23	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

# SPARSHOLT PARISH COUNCIL

## Recent decisions

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	Permitted
1/2/24	24/00256/DIC	Sparsholt Manor Woodman Lane Sparsholt	Discharge of condition 9 (Method statement for the cleaning of the hung tiles on the exterior of the building) of 23/02097/LIS..	Permitted
2/2/24	24/00259/DIC	Sparsholt Manor Woodman Lane Sparsholt <a href="#">Hampshire SO21 2NW</a>	Discharge of condition 4 (Interior protection) for application 23/02097/LIS - Method statement for the protection of the C17 overmantel in the Sitting Room - Method statement for the protection of the oak staircase and fireplace in the Reception Hall - Descriptions for the protection of the dumbwaiter, safe, bell pull system and dining room panelling	Permitted
11/1/24	24/00078/FUL	Christmas Cottage Home Lane Sparsholt	Amendment to development permitted by 21/02532/HOU	Permitted
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 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	Permitted

- To note any enforcement matters  
Noted.

23/24- 109

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

#### 1. Finances

##### a. Account Summary

The accounts all reconcile and there were no anomalies to highlight on this occasion.

# SPARSHOLT PARISH COUNCIL

## 2023-24 Income and Expenditure Summary - as of 15 Mar 2024

	22/23 Actual		23/24 Budget		23/24 YTD
INCOME	Income	% total	Income	% total	Income
Precept & Grants	£ 19,609	73%	£ 21,409	96%	£ 21,408
Rental Income - Well House	£ 1,000	4%	£ 1,000	4%	£ 1,000
Other Income - Parish Council	£ 5,322	20%	£ -	0%	£ 2,554
Other Income - Parish Council held funds (Ham Green, Defib)	£ 775	3%	£ -	0%	£ 375
<b>TOTAL INCOME</b>	<b>£ 26,706</b>	<b>100%</b>	<b>£ 22,409</b>	<b>100%</b>	<b>£ 25,337</b>
EXPENDITURE	Expend	% total	Expend	% total	Expend
Upkeep Parish Grounds/Property	£ 5,657	29%	£ 8,015	36%	£ 5,474
Staff Costs	£ 7,582	39%	£ 8,720	39%	£ 8,623
Administration	£ 2,291	12%	£ 2,472	11%	£ 2,780
Training & Subscriptions	£ 489	3%	£ 1,203	5%	£ 616
Other Expenditure - Parish Council	£ 2,287	12%	£ 2,164	10%	£ 1,666
Other Expenditure - Parish Council held funds (Ham Green, Defib)	£ 956	5%	£ -	0%	£ 2,616
Misc	£ -	0%	£ -	0%	£ -
<b>EXPENDITURE</b>	<b>£ 19,260</b>	<b>100%</b>	<b>£ 22,574</b>	<b>100%</b>	<b>£ 21,776</b>
<b>INCOME MINUS EXPENDITURE (GROSS)</b>	<b>£ 7,446</b>		<b>£ (165)</b>		<b>£ 3,561</b>
Drawn from RESERVES	£ 1,575				£ 2,572
Added to RESERVES	£ (9,021)				£ 2,429
<b>REMAINING to Spend or Move to or (Draw from) RESERVES</b>	<b>£ -</b>				<b>£ 8,561</b>
Notes					
Administration includes annual insurance and audit fees					

Payments to approve.

Ref	Payee	Description	Amount
PV55	VitaPlay	Inspection Nov 2023	£66.00
PV56	The Hygiene Bank Winchester	Grant Award	£150.00
PV57	HMRC	PAYE - January	£78.20
PV58	N Breen	January Salary	£656.67
PV59	HMRC	PAYE - February	£78.40
PV48	N Breen	February Salary	£656.47

Receipts

Ref	From	Details	Amount
-----	------	---------	--------

Councillors approved the payments and noted the summary.

**b. Clerk's Salary review**

Councillors noted that in accordance with the Clerk's contract, the salary is to increase by one scale point to scale point 24 from 1 April 2024. This is an increase of 49p per hour (Local Government service pay agreement 2023/24).

**Action: Clerk to inform Tracey Hillman (payroll)**

**c. Preparation for Year End**

- Internal audit: This is booked for 23 May with John Murray. The parish accounts will be prepared by the Clerk with the help of the Chair of the Finance Committee.
- External Audit. This is required as the 2023/24 annual turnover has exceeded £25000. BDO LLP will carry out the external audit, as last year.

**2. CPRE membership £40 (expired Dec 2023)**

Councillors agreed to continue the subscription to CPRE. CPRE are always very supportive and helpful with countryside planning applications.

**Action: Clerk to renew**

**3. SLR**

The parish council should receive the traffic report from Alistair MacAdam, HCC next week. Councillors will then be able to discuss whether to purchase a SLR camera or continue hiring one from Hursley Parish Council.

A SLR is currently in position in Sparsholt. The clerk has requested but not yet received the schedule for this year.

**Action: Clerk to chase schedule**

**4. Core Cleaning Services**

Councillors were happy with the cleaning of the bus shelters and signs. Once the traffic report has been received and any actions taken the Council will consider the service options that Core Cleaning offers.

5. **Governance & Policies**

**Annual review of Ham Green Common Association Constitution**

Councillors agreed with the finance committee recommendation of no changes.

The meeting closed at 8.50pm. The next meeting is on Thursday 18 April 2024 at 7.30pm.