

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 16 May 2024 7.30pm

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

P = present at the meeting

In attendance Cllr Stephen Godfrey, Nicky Breen (Clerk)

- 24/25 – 01 Election of Chair and Vice Chair**
Sue Wood was elected as Chair as proposed by Cllr Brown and unanimously seconded and completed the Declaration of Acceptance of Office form.
John Little was elected as Vice Chair as proposed by Cllr Reid and unanimously seconded.
- 24/25 – 02 Apologies:** To receive apologies and approve reasons for absence
Apologies were received and accepted from Cllr Horrill, Cllr Himbury and Cllr Walthoe
- 24/25 – 03 All councillors to sign new Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's)** and to receive interests from members concerning specific items on the agenda
Councillors present completed Register of Interest Forms. The Clerk is to email these to WCC and to ensure that the forms are completed by those not present. **Action: Clerk**
Cllr Reid declared an interest in planning application 24/00887/NMA as he is a neighbour.
- 24/25 – 04 Minutes of Meeting of 18 April 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.
- 24/25 – 05 Public Participation**
No members of the public present.
- 24/25 – 06 New Councillors**
WCC Electoral Services have confirmed that there has not been a request for an election, so the Parish Council are in a position to co-opt two new Councillors. The vacancies will be advertised in the next village Newsletter.
- 24/25 – 07 County and City Councillor's Report**
City Cllr Stephen Godfrey delivered his report on behalf of Cllr Horrill.
- Following the recent elections: Stephen has been re-elected, Donna Jones has secured a second term as Police & Crime Commissioner for Hampshire and the Isle of Wight, and Cllr Russell Gordon-Smith has been elected as the Mayor of Winchester.
 - There will be a public consultation later this year regarding the Station Approach Project and that Winchester is short of central office space.
 - WCC is looking at solutions to the Dean Lane flooding.
 - The tender for the building at Bostock Close has gone out and the work is expected to start in the autumn.
- 24/25 – 08 Portfolio and sub-committee allocations**

Portfolio	Councillor
Highways	Cllr Wood
Footpaths & Open Spaces and Climate Change	Cllr Cooper
Memorial Hall	Cllr Himbury
Playground	Cllr Brown
Security	Cllr Walthoe
Sparsholt School	City Cllr Horrill
Sparsholt Shop	Cllr Reid
Transport	Cllr Wood
Communication	Cllr Little

The Chair had approached Cllr Walthoe prior to the meeting to ask if he would consider taking on the responsibility of Security portfolio, to which he agreed. Cllr Little and the Clerk are to forward him relevant contact information/documentation. **Action: Clerk, Cllr Little**

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Sub-committee membership

The following sub-committee membership was agreed:

- Planning
Cllrs Wood (Chair), Little, Reid and Walthoe.
- Finance and Governance
Cllrs Little (Chair), Wood, Cooper and Himbury.
Road Safety – Working party
Cllrs Wood (Chair), Walthoe and Brown.
- Climate Change
Cllrs Cooper (Chair) and Brown.
- Resilience
Cllrs Little(Chair), Cooper, Himbury, Reid and Ms T Sales(Co opted).

Cllr Cooper noted that the Climate Change sub-committee needs fresh ideas and input as the original ideas have run their course. As yet, no parishioners have expressed an interest in setting up a climate café at the forthcoming fete.

24/25 – 09

Portfolio Reports

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

- Highways
See attached report.
- Footpaths and Open Spaces
See attached report.
- Playground
No update.
- Sparsholt Memorial Hall
No update.
- Sparsholt School
No update.
- Sparsholt Shop
Fiona is stepping down as postmistress and Jeanette is to take her place. Cllr Reid noted that the shop lease needs renewing. Cllr Reid will produce the new Lease and liaise with the shop chairman to have it agreed and signed. After discussion councillors agreed that the annual rent is to remain unchanged at £1000.
Action: Cllr Reid, Clerk
- Communication
No update.
- Security
No update.
- Transport
Nothing significant to report.

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Affordable Housing Update/Parking Consultation

See 24/25-06, report from Cllr Godfrey.

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Planning

- To review and comment on planning applications

New Applications

26/4/24	24/00920/DIC	The Haven Woodman Lane Sparsholt	Discharge of condition 3 (Materials) of application 23/01103/HOU	Current
23/4/24	24/00887/NMA	Christmas Cottage Home Lane Sparsholt	Original Applications: 21/02532/HOU & 24/00078/FUL Amendment to size of extension while maintaining frontage of the extension	Current
<i>Sparsholt Parish Council supports this application</i>				
24/4/24	24/00897/TPO	Little Mead Home Lane Sparsholt	T1 Yew - Crown lift to approximately 4m and prune back upper canopy from house by approximately 1.5m.	Current
28/3/24	24/00705/LIS 24/00704/HOU	Taylor's Mead Woodman Lane Sparsholt	Internal alterations to master bedroom, kitchen, sitting room, utility, and replacement of existing conservatory, sitting room extension to rear north-front within existing alcove, and associated buildings and landscape works.	Current 22 May
<i>Sparsholt Parish Council supports the application subject to the case officer ensuring alterations are appropriate for a listed building in a conservation area</i>				

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25/4/24	24/00916/DIC	Sparsholt Manor Woodman Lane Sparsholt	Partially discharge condition 6 (methods to enhance efficiency of bitumen damp proof course) of application 23/02097/LIS.	Current
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Current Applications

08/02/24	24/00315/DIC	Portakabins At Sparsholt College Westley Lane	Portakabins At Sparsholt College Westley Lane Sparsholt	Current
29/1/24	23/02959/HOU 23/02960/LIS	Sparsholt Manor Woodman Lane Sparsholt	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
28/12/23	24/00003/DIC	Christmas Cottage Home Lane	Discharge of Condition 5 of planning consent 22/01673/FUL	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

26/3/24	24/00685/TPC	4 Lambourne Close Sparsholt	Yew tree - Remove the low hanging branches due to damage from a skip lorry. Lift lower branches from 12ft above the ground level for skip lorry to get through (roughly 4m) (see original application)	Permitted
25/4/24	24/00911/DIC	Sparsholt Manor Woodman Lane	Partial discharge of condition 3 (roof tiles) of application 23/02025/LIS	Permitted
29/2/24	HCC/2024/0130 24/00794/HCS	Sparsholt C Of E Primary School, Woodman Lane	Replacement 3m high chain link fencing around playing field	Permitted
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.	Permitted

The Parish Council has had a complaint regarding building waste being burnt on-site at a property, the planning regulations state that this is not permitted. The Chair is to make the owner of the property aware. **Action: Chair**

- To note any enforcement matters**

The Clerk is to chase for updates on existing cases.

Action: Clerk

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Finance Recommendations as set out in the Finance Subcommittee report

1. 2023/24 Year End Audit

- Appointment of Internal Auditor for 2024/25

The internal audit takes place on 23 May 2024. Subject to John Murray being available it was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.

- Approval of annual governance statement 2023/24

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.

- Approval of accounting statements 2023/24

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.

2. Reserves recommendation

At the end of 23/24 reserves stood at:

- General £14,810.23 and in accordance with Reserves Policy is more than 50% of the Precept; No need to adjust.
- Legal and Planning £6,000 and Election Costs £6,000; No need to adjust.
- Street Furniture and Play Equipment £11,205; No need to adjust.
- Community Projects £2,244; in the expectation of improving Road Safety it is proposed that the £14,803.75 CIL payment recently received from WCC is allocated to this.

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SUMMARY OF RESERVES AND HELD FUNDS		
RESERVES		
General Reserve		£ 14,810.23
Legal and Planning Costs		£ 6,000.00
Election Costs		£ 6,000.00
Street Furniture and Play Equipment		£ 11,205.00
Community Projects		£ 17,047.75
Total RESERVES		£ 55,062.98
HELD FUNDS		
Ham Green		£ 2,153.42
Defibrillator		£ 110.86
Total HELD FUNDS		£ 2,264.28
TOTAL RESERVES AND HELD FUNDS		£ 57,327.26

Councillors approved the reserves as set out above.

3. Budget/Actual report for 2024/25

2024-25 Income and Expenditure Summary - as of 05 May 2024							
INCOME	23/24 Actual		24/25 Budget		24/25 YTD		
	Income	% total	Income	% total	Income		
Precept & Grants	£ 21,408	84%	£ 22,609	96%	£ 11,304		
Rental Income - Well House	£ 1,000	4%	£ 1,000	4%	£ -		
Other Income - Parish Council	£ 2,839	11%	£ -	0%	£ 14,804		
Other Income - Parish Council held funds (Ham Green, Defib)	£ 375	1%	£ -	0%	£ -		
TOTAL INCOME	£ 25,622	100%	£ 23,609	100%	£ 26,108		
EXPENDITURE	Expend	% total	Expend	% total	Expend		
Upkeep Parish Grounds/Property	£ 6,432	27%	£ 7,350	31%	£ -		
Staff Costs	£ 9,208	39%	£ 9,400	40%	£ 790		
Administration	£ 2,989	13%	£ 2,686	11%	£ 66		
Training & Subscriptions	£ 956	4%	£ 764	3%	£ -		
Other Expenditure - Parish Council	£ 1,666	7%	£ 3,400	14%	£ -		
Other Expenditure - Parish Council held funds (Ham Green, Defib)	£ 2,616	11%	£ -	0%	£ 225		
Misc	£ -	0%	£ -	0%	£ -		
EXPENDITURE	£ 23,867	100%	£ 23,600	100%	£ 1,081		
INCOME MINUS EXPENDITURE (GROSS)	£ 1,755		£ 9		£ 25,026		
Drawn from RESERVES	£ 2,572				£ 225		
Added to RESERVES	£ (2,714)				£ -		
REMAINING to Spend or Move to or (Draw from) RESERVES	£ 1,613				£ 25,251		

The summary was noted.

4. Accounts update for May 2024

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

Payments to approve

Date	Ref	Payee	Description	Type	Amount
17/04/2024	PV01	M Hewson	Ham Green Sundries - car park	Ham Green	£225.00
01/05/2024	PV02	VitaPlay	February Inspection	Playground Inspection Fee	£66.00
01/05/2024	PV03	HMRC	PAYE - April	Clerk's Salary	£86.60
01/05/2024	PV04	N Breen	Salary - April	Clerk's Salary	£703.80
07/05/2024	PV05	Funds transfer to deposit	£ CIL money transfer	Transfer Out to Unity Savings	£14,803.75

Receipts

Date	Ref	Who From	Description	Type	Amount
05-Apr-24	RV01	WCC	Precept	Precept	£ 11,304.00
03-May-24	RV02	WCC	CIL payment	Other receipts	£ 14,803.75

Councillors approved payments PV01-PV05 and noted the receipts.

5. Review of Asset Register

Councillors noted the addition of miscellaneous Ham Green tools with a total value of £117.53 to the Asset Register, the Clerk is to update the website. **Action: Clerk**

6. Agree and approve insurance policy (commencing 1.6.24)

The 3 year policy with Hiscox expires on 31 May 2024, the Clerk obtained 3 insurance quotes for consideration.

Company	1 Year	3 Year
Zurich	960.84	905.36
Clear Councils	772.91	743.47
Gallagher (Hiscox)	n/a	1034.51

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Councillors agreed with the finance committee's recommendation to purchase the 3 year policy with Clear Councils on the basis that this is the cheapest quote and is underwritten by Aviva. The Clerk is to purchase the policy. **Action: Clerk**

7. Grant request – Life Education

The Council has received a request for a donation towards an education programme for Sparsholt school. The same request has been received for the past two years and it has been declined as the Parish Council do not fund activities that it considers to be the responsibility of a Statutory Authority. It was agreed to refuse the grant on the same basis. **Action: Clerk**

8. Request for funding – village signs

The Fete Committee have reviewed the need for temporary road signs during the fete and have asked that the Parish Council fund two road signs for traffic management/diversion plans that can be used for any village events. Further details have been requested and are not expected to cost more than £100. The purchase needs to be agreed in principle before the next PC meeting for the fete at the end of June. Councillors approved the purchase of required signs to a max of £100, the Clerk is to obtain quote/s once more details are known. **Action: Clerk**

9. CiLCA training costs

CiLCA is a practical, entry level qualification for the sector, available to all local council sector staff and councillors. The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement.

The costs are proposed to be equally split between Sparsholt and Crawley Parish Councils.

Course fee: £450 to SLCC required before end May plus £168.40 for Arnold-Baker book (13th edition, the parish holds the 9th edition).

Councillors approved the cost above and the Clerk is to arrange payment. **Action: Clerk**

10. Review Policies

Health & Safety Code of Conduct

As there has been no advice from WCC for any changes to be made to the existing policies Councillors approved the Health & Safety and Code of Conduct policies with no changes. Should recommendations be made the policy will be reviewed accordingly. The Clerk is to post these on the website. **Action: Clerk**

Terms of reference for sub-committees

- Finance and Governance
- Planning
- Climate Change
- Resilience

There has been no cause to change these, Councillors endorse the current terms of reference.