

**Minutes of the Meeting held at Memorial Hall, Sparsholt on
Thursday 19th March 2020**

Cllr Sue Wood (Chairman)	P
Cllr Stewart Wooles (Vice Chairman)	P
Cllr Sue Annesley	
Cllr Pete Chadwick	
Cllr John Cooper	
Cllr John Little	P
Cllr Andrew Osmond	
Cllr Nigel Reid	Was requested not to attend due to COVID-19
Cllr Sue Wakefield	

P = present at the meeting

In attendance Jill Judge, Clerk, Clerk Designate (to item 19/20 – 110), one member of the public for item 19/20 – 099 only

- 19/20 – 096** **To receive apologies and approve reasons for absence**
Apologies were received and accepted from Cllrs Sue Annesley, Pete Chadwick, John Cooper, Andrew Osmond, Nigel Reid and Sue Wakefield.
- The Chair introduced the clerk designate to the meeting
- 19/20 – 097** **Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's)** from members concerning specific items on the agenda.
None
- 19/20 – 098** **Minutes of Meeting of 20th February 2020**
- **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**
It was noted that the planned Village Clean Up had been postponed following advice from organisers of the Great British Spring Clean Up (19/20 093)
- 19/20 – 099** **Public Participation**
One member of the public attended the meeting to give details of planning application 20/00118/HOU ref 19/20 107.
- 19/20 – 100** **Matters arising from meeting held on 16th January 2020 which are not on the agenda**
The clerk had sent a further reminder to Winchester City Council about the request for a for a small bin for the placement of litter and “dog poo” bags for the Ham Green Car Park (19/20 075). **Action: Clerk**
- 19/20 – 101** **Review arrangements for Annual Parish Meeting**
It is a statutory requirement to hold an Annual Parish Meeting before 1st June each year. The National Association of Local Councils was seeking guidance on appropriate action given the COVID 19 situation. The clerk would continue to monitor official guidance. **Action: Clerk**
- 19/20 – 102** **County and City Councillor's Reports**
Both County Cllr Warwick and City Councillor Horrill had provided written reports
- 19/20 – 103** **Portfolio Reports**
- Highways**
Report attached. Since preparation of the report HCC had confirmed that the height and positioning of the poles for the Speed Limit Reminder were appropriate. An additional suggested site was to be checked for suitability.
- Footpaths and Ham Green**
Reports attached
- Playground**
Report attached
This highlighted that the cost of fence replacement would be approximately £3000. The Finance Group would review quotes and recommend expenditure as appropriate.

Signed Date.....

Memorial Hall

Nothing specific to report

Sparsholt School

Coronavirus Update - In line with government instruction the school was closing to almost all children from Monday 23rd March staying only open for children of key workers and children with certain needs.

Sparsholt Shop

Report attached

Communications including items for next newsletter

Report attached

To address the impact of the Coronavirus epidemic on the community, representatives of the Shop and Post Office, the Church and the Parish Council had established the Sparsholt Community Support Group (Group). A flyer was to be delivered to all households and the Parish Council website would be utilised to provide ongoing updates

19/20 – 104

Affordable Housing Update

Nothing specific to report

19/20 – 105

To receive and update from the Anaerobic Digester Working Group

Nothing specific to report

19/20 – 106

Holiday Lets in the Parish

In order to ensure that holiday lets in the village were applying with statutory conditions WCC would be asked to provide letting records to the Parish Council. **Action: Clerk**

19/20 – 107

Planning

To review and comment on planning applications

New Applications

Date Received	Number	Location	Details	Comments by
05/03/2020	20/00498/TPC	Sparsholt Cricket Club Locks Lane	G1 - Woodland adjacent to Cricket Pitch, mainly Ash and Oak. Cut back overhanging canopies to be in line with the centre of cricket pitch access road to prevent falling cricket balls in play being fouled by trees and offsetting the game. Balance where possible.	
14/02/2020	20/00344/FUL	Sparsholt College Westley Lane	Application Reference Number: 19/02234/FUL Date of Decision: 17/01/2020 Variation of Condition Number 04 to allow drainage information to be submitted prior to 'occupation' instead of 'commencement'	
17/01/2020	20/00118/HOU	4 Westley Cottages Hillside Road	Revised plans from 19/02043/HOU. Two storey extension to the width of the property	Parish Council extension to comment to 20/2/2020

*The following comment would be submitted
Sparsholt Parish Council position on this application is Neutral. Policy DM3 relevant to small houses in the countryside applies and therefore we would support the Planning Officers decision. It is noted that there is considerable personal support for this application, however both the structural and internal work had commenced prior to approval being obtained and Sparsholt Parish Council is keen to ensure no precedent is set.*

Signed Date.....

Current Applications

Date Received	Number	Location	Details	Status
14/01/2020	20/00084/HOU	The Lodge Home Lane Sparsholt	1. Construction of a replacement garage 2. Construction of a single storey side & rear extension 3. Internal reconfiguration	Current
02/01/2020	20/00010/FUL	2 Winsley Cottage Northwood Park (in parish of Crawley but impacts Sparsholt parish)	Demolition of part of existing single storey semi-detached dwelling and construction of new 4-bedroom two storey dwelling in garden. Retained portion of existing dwelling to be self-contained annex	
28/10/2019	19/02366/FUL	Watley Granary Locks Lane	Change of use of ancillary accommodation building to holiday let	
24/06/2019	19/01386/TPO	Land at Harestock Corner Salters Lane	Trees of whatever species - Prune back any branches (up to max 75mm diameter) overhanging or likely to cause nuisance to overhead utility cables to provide 2m clearance. Start pole DP309 - Finish Pole CP5A as indicated on plan (BVL318 - dated 24/06/2019)	

Recent Decisions

Date Received	Number	Location	Details	
14/01/2020	20/00088/TPC	Wheathill Church Lane	T1 - Ash - Remove at ground level.	That no objection be raised

To note any enforcement matters

Parishioners had noted building works at Clareholme, Church Lane. The City Council had advised that pre application advice was sought by the new owners for the proposed development and they were informed they did not need to apply for planning permission.

19/20 – 108

Finance

a. Current Financial Statement

This has been circulated ahead of the meeting with receipts noted and payments PV57 to PV67 were approved.

Payments received

31/12/2019	Nat West	Interest	1.06
31/01/2020	Nat West	Interest	1.03
28/02/2020	Nat West	Interest	0.93

Signed Date.....

3.02

Payments approved/for approval

PV57	Greenbarnes	New main Village Noticeboard	2173.67
PV58	T Lander	Electrode Pads for Defibrillator	39.54
PV59	Hampshire County Council	Newsletter – January	17.40
PV60	Jill Judge	Salary January	586.87
PV61	HMRC	PAYE January	5.00
PV62	Hampshire County Council	Defibrillator information sheets	107.04
PV63	Hampshire County Council	Drive Carefully Posters for Clean Up	20.88
PV64	Peter Yeates	Installation new Village noticeboard	120.00
PV65	Peter Yeates	Clearing fallen trees	354.00
PV66	Jill Judge	Salary February	586.67
PV67	HMRC	PAYE February	5.20
			<u>4016.27</u>

b. Budget Update

Summary budget details had been circulated showing income and expenditure to date against budget for 2019/20. The Finance Group were due to meet at the beginning of April to review the year end and would adjust the staff budget to reflect the addition of a new clerk and a period of hand over.

Action: Clerk

c. Review of proposed map board(s) and approval to match funding with Rural Communities Fund

Terry Dunn (Ham Green), Cllr Wakefield (portfolio responsibility) and the clerk had met with Adam Macey (Community Engagement Ranger, Hampshire Countryside Services) to review the grant application to the Rural Communities Fund for map board (s). This required match funding and would amount to a sum of £525 for the Parish Council.

It was agreed that the clerk should submit the grant application to the Rural Communities Fund with the parish council to provide match funding of £525.

Action: Clerk

d. Review of quote for tree survey to understand the extent of ash die back and establish next steps

A survey quote of £510.50 had been received from HCC Arboriculture for a defect-only survey of the Ham Green Area. It was decided prudent to accept this quote to enable assessment of future expenditure and provision thereof. Clerk to inform Terry Dunn.

Action: Clerk

To assist the Sparsholt Community Group a sum of £500 would be budgeted. All members of the finance group were at the meeting and this would be their recommendation to the full council.

19/20 – 109

Governance & Policies

Update Health and Safety Policy

Item deferred

19/20 – 110

Clerk and RFO Recruitment – To receive an update and recommendation for appointment

The clerk designate left the meeting for this item.

The chair reviewed the recruitment process which had been carried out with adjoining parish Crawley. The recommendation to appoint Nicola Breen was unanimously agreed with a three-month probationary period at scale point 19 to be raised to scale point 20 on successful completion. Start date was to be confirmed but provisionally 1st April. There would be a hand over period of approximately one month.

The date and format of the next meeting to be advised.

Signed Date.....