

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 15 July 2021

Cllr Sue Wood (Chairman) P
Cllr John Little (Vice-Chairman) P
Cllr Sue Annesley
Cllr John Cooper
Cllr Andrew Osmond
Cllr Nigel Reid P
Cllr Sue Wakefield P
Cllr Lynne Gibson P

P = present at the meeting

In attendance Nicky Breen Clerk, one member of the public

- 21/22 – 026 Apologies: To receive apologies and approve reasons for absence.**
Cllrs Osmond, Annesley, Cooper and County Cllr Warwick had sent their apologies prior to the meeting.
- 21/22 - 027 Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda.**
No interests were declared relating to the meeting.
- 21/22 - 028 Minutes of Meeting of 21 June 2021 and 12 July 2021**
- **To approve and sign the minutes**
The minutes had previously been circulated and were approved. These were signed by the Chair.
 - **To deal with any matters arising not on the agenda**
There were no matters arising.
- 21/22 – 029 Public Participation**
One member of the public was present to observe the meeting.
- 21/22 - 030 Matters arising from meeting held on 6 May 2021 (held remotely) which are not on the agenda**
There were no matters arising that were not on the agenda.
- 21/22 – 031 Vacancy for a Councillor**
A parishioner who had expressed an interest in the vacancy was present and was welcomed to the meeting. He introduced himself and then Councillors introduced themselves and outlined their roles within the parish council.
- 21/22 – 032 County and City Councillor Reports**
Cllr Warwick and Cllr Horrill's reports had been previously received and are attached.
Cllr Horrill presented her school report at this point (see 21/22-033c). She was thanked and left the meeting at 7.55pm.
- 21/22 – 033 Portfolio Reports**
Please see attached report circulated ahead of the meeting. In addition:
- **Highways**
Nothing to report.
 - **Footpaths and Ham Green**
Nothing additional to report.
 - **Playground**
The metal fencing is now in place and there have been several compliments about how nice it looks. Cllr Wakefield is to look into replacing the signs about usage of the playground.
 - **Sparsholt Memorial Hall.**
Nothing additional to report.
 - **Sparsholt School**
Cllr Horrill praised the staff for their hard work over a very difficult year. A sports day was held but unfortunately no spectators were permitted. The curriculum was maintained however there were no SATS. Some staff are leaving and the Chair of Governors is standing down. Over the summer estate work will be carried out including some remedial work needed due to flooding. The school is asking for parent governors.
 - **Sparsholt Shop**
The shop AGM will on Saturday 11th September at 11.00am in the memorial Hall.
 - **Communication including Newsletter**
 - Nothing additional to report.
 - **Police/Neighbourhood Watch Liaison**
Nothing additional to report.
 - **Transport**
Nothing additional to report

SPARSHOLT PARISH COUNCIL

21/22 – 034 Affordable Housing Update/Parking Consultation
The new homes have been approved by WCC.

21/22 – 035 Planning (see below)

- To review and comment on planning applications

New Applications

21/06/2021	21/01697/TPC	The Forge Woodman Lane Sparsholt SO21 2NS	<p>PART 1 Species: Leylandii We would like to remove the branches from a row of 16 Leylandii that overhang the boundary between our property and our neighbours ('Opposite the Church', Woodman Lane). The trees were planted a number of years ago (presumably as a hedge) and have been unmaintained over the years leaving them in a straggly and untidy condition. When we moved to our property we were advised by a Winchester City Council tree inspector who visited the site that, due to their nature, we should treat the row as a hedge and we would not need planning permission to prune them back (REF: 16/02593/TPC). If we prune them back a little we will soon get back to wood that will not produce new growth and will leave unsightly branches without foliage. Therefore we propose to prune them back close to the trucks, which are on the boundary itself. This will allow new vegetation to grow up underneath and will give us the option to plant more suitable trees and plants our side of the boundary. We are currently unable to fully utilise this area of our garden due to the overhanging branches and we would prefer to be able to encourage the growth of new vegetation in this area which is impossible at the moment. The pruned areas will only be visible to us, no other neighbours will be affected and we are willing to live with the bare trunks until other vegetation and trees can be planted. There are already three holly trees that are struggling to grow due to the lack of light from the overhanging branches in the specified area that we would like to encourage if possible.</p> <p>Furthermore, the branches that overhang our property create a very dark and damp environment where moss and algae grow. This side of our property includes a run of steps, giving access from the front of our house to the back garden, and they are often slippery and unsafe due to debris from the trees and the lack of light and air circulation</p> <p>PART 2 Species: Horse Chestnut We would like to reduce the size of the...</p>	Current
<i>Since the meeting this application has been referred to the WCC Tree Officer for his discretion.</i>				

Current Applications

05/05/2021	21/01368/HOU	2 Sparsholt Fields Woodman	Install a new lean-to styled sun room onto the rear of the house. Replace existing front (timber) porch with new wider design	Current
<i>Sparsholt Parish Council support this application</i>				
29/04/2021	21/01154/HOU	Goaters Cottage Ham Green Sparsholt	Proposed single storey site extension	Permitted
<i>Sparsholt Parish Council supports this application. However, given the 'link-detached' nature of the extension, we request that the following condition is applied to the approval. "The accommodation provided by the extension shall be used solely as residential accommodation as part of the dwelling and shall at no time be used as or converted into a separate unit of accommodation (other than as ancillary to the main dwelling) or used for any commercial or business purposes whatsoever".</i>				

SPARSHOLT PARISH COUNCIL

23/11/2020	20/02598/FUL	Crabwood Vale Farm Sarum Road	Replacement 5 no. bedroom dwelling and associated landscaping - renewal of 17/01493/FUL	Current
12/11/2020	20/02491/LDC	Greenacre Caravan Park Stockbridge Road Sparsholt	Caravan Park	Current

Recent Decisions

05/05/2021	21/01201/HOU	Wayfarers Woodman Lane Sparsholt Winchester Hampshire SO21 2NZ	Removal of the existing domestic oil tank and replacement with a new domestic oil tank positioned on patio slabs and piers.	Permitted
08/03/2021	21/00622/TPC	Hillcrest Church Lane	T1 - Western red cedar crown lift to a height of 4 m over garden T2 - Beech tree prune back from building to give 2m clearance. As general management of trees	Permitted
24/04/2021	21/01104/TPC	Woodrows Church Lane	Unknown species (T1) Fell. Dying or dead	Permitted
19/05/2021	21/01381/TPC	Woodrows Church Lane	T2 - Ash - Fell (split in trunk)	Permitted
01/03/2021	21/00584/HOU	1 Westley Cottages Hillside Road	For the construction of an Oak framed garage with a room above	Permitted

- **To note any enforcement matters**

Enforcement matters were noted

21/22 – 036

Finance Recommendations as set out in the Finance Subcommittee report

See attached report.

a. Accounts update & Nat West Bank accounts

Cllr Little outlined the summary and explained that there had been three major items of expenditure drawn from the reserves. Councillors approved the payments and noted the summary.

Date	Ref	Payee	Description	Amount
18/05/2021	PV 06	P Yeates	Ash Felling - Ham Green	£3,300.00
18/05/2021	PV 07	J Judge	Microsoft subscription reimbursement	£59.99
18/05/2021	PV 08	Came & Company	Annual Insurance	£683.80
18/05/2021	PV 09	J Little	Zoom subscription reimbursement	£143.88
02/06/2021	PV 10	Sparsholt Parish Council	Transfer from Nat West to Unity	£10,000.00
02/06/2021	PV 11	HMRC	May PAYE	£185.80
02/06/2021	PV 12	J Murray	Internal Audit	£275.00
02/06/2021	PV 13	N Breen	May Salary	£422.10
18/06/2021	PV 14	HCC	Map Boards	£1,186.80
17/06/2021	PV 15	Sparsholt Parish Council	Transfer from Nat West to Unity	£25,709.05
03/07/2021	PV 16	Vita Play	Playground fencing	£11,760.00
03/07/2021	PV 17	HMRC	PAYE June	£94.40
03/07/2021	PV 18	N Breen	Salary June	£513.50
30/06/2021	PV 19	Unity Bank	Bank Service Charge	£18.00
				£54,352.32

b. Invoice shop annual rent

It was unanimously agreed that the annual rent for the shop would remain at £1000. Clerk to invoice shop.

Action: Clerk

c. Ham Green – Planting report & Kirton Farm – grant to assist

Further information is required from Terry Dunn before the clerk is able to obtain quotes for the replanting.

Action: Clerk

d. Memorial Hall grant request – formalise approval & update

Councillors unanimously approved the grant request which is to be used to complete the installation on a new AV system. The cost of the installation will be up to £300. **Action: Clerk**

e. Citizens Advice request for donation

Cllr Gibson declared an interest and abstained from voting. The majority of councillors agreed that on this occasion the request would be declined on the basis that the organisation has received a grant from the parish council for the past two years. It was decided that a piece would be placed in the newsletter in order that parishioners may donate directly should they choose to do so.

f. New policy for approval – Recording Meetings

Cllr Little informed councillors that most councils have a policy for recording meetings. A draft policy for reporting at meetings had been circulated prior to the meeting and following discussion a few changes were made. The policy was then unanimously approved. Cllr Gibson is to research how long any recordings made by the parish council have to be archived for. **Action: Clerk, Gibson**

g. New documents to be produced

- Investment Policy
- Risk Assessment

Councillors agreed the need for these documents. They are to explore investment options where money held in reserves can be held securely. The clerk is to look for a suitable financial risk assessment template. **Action: Councillors, Clerk**

h. Review of current documents for approval

- Financial Regulations
- Standing Orders
- Grants Policy

The Financial Regulations and Standing Orders had been circulated prior to the meeting with the changes recommended by the finance subcommittee and were unanimously approved.

Following discussion slight changes were made to the Grants Policy which were unanimously approved.

The Clerk is to post the updated documents in an accessible format on the website. **Action: Clerk**

There being no further business the meeting closed at 8.30pm. Next meeting Thursday 16 September 2021.