

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 20 July 2023 7.30pm

Cllr Sue Wood (Chairman)	P
Cllr John Little (Vice-Chairman)	P
Cllr John Cooper	P
Cllr Andrew Osmond	
Cllr Nigel Reid	
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 – 23** **Apologies:** To receive apologies and approve reasons for absence
Apologies were received and accepted from Cllr Osmond, Cllr Reid, Cllr Warwick and Cllr Horrill
- 23/24 – 24** **To receive Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's) from members concerning specific items on the agenda**
No interests were declared relating to the meeting.
- 23/24 – 25** **Minutes of Meeting of 15 June 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 – 26** **Public Participation**
No members of the public were present.
- 23/24 – 27** **County and City Councillor's Report**
Apologies had been received from Councillors Warwick whose report had been circulated prior to the meeting with no questions arising. Cllr Horrill's report had also been circulated, she arrived later in the meeting. Cllr Horrill reported that a number of residents in Locks Lane that leads to the cricket club had reported an increase of traffic and increased speed of vehicles visiting and leaving the cricket club. It was decided that the Chair would discuss the situation with the Chair of the Cricket Club. **Action: Chair**
- 23/24 – 28** **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
 - Nothing significant to report.
 - Playground
No update.
 - Sparsholt Memorial Hall
Nothing significant to report.
 - Sparsholt School
No update.
 - Sparsholt Shop
Nothing significant to report.
 - Communication
Nothing significant to report.
 - Security
See attached report.
 - Transport
See attached report.
- 23/24 – 29** **Affordable Housing Update/Parking Consultation**
Parking Consultation - The meeting has been postponed until September. Cllr Horrill agreed that the report would be circulated ahead of the meeting.

SPARSHOLT PARISH COUNCIL

23/24 - 30

Local Plan/Parish Forum update

Cllr Wood attended the Winchester City Council Parish Liaison meeting on 28 June. Cllr Wood gave an overview of the meeting whose primary focus was on planning.

23/24 -31

Dog Bin

This is still under discussion.

23/24- 32

Autumn Village Clean up Date (Note: Fete is on 23 September)

After discussion Councillors decided that an autumn village clean up was not necessary.

23/24 -33

Solar Farm

This is going to the planning committee.

23/24 - 34

Planning (see below)

- Proposed new AD facility at Three Maids Hill.
This is now in for planning. Councillors are concerned as there is already planning permission for an AD at Sparsholt College and should permission be granted the two would be in very close proximity of each other. Cllr Wood is to discuss with Cllr Horrill with the view to objecting on the basis of the increase in traffic movements in the surrounding areas. **Action: Cllr Wood**
- To review and comment on planning applications

New Applications

5/7/23	23/01352/FUL	Sparsholt College Westley Lane	CONSTRUCTION OF NEW AGRICULTURAL ASSOCIATED MIDDEN AND SLURRY LAGOON	Current 25/7
<i>Sparsholt Parish Council supports this application</i>				
21/6/23	23/01423/TPO	Woodbine House Home Lane	Please see the attached survey for the trees detailed T2 ?Sycamore. Fell G3 ? Hybrid Poplar. Pollard/top crown T4 ? Cherry. Crown reduction T9 ? Hazel. Coppice T11 ? Lawson Cypress. Fell	Current 19/7
21/6/23	23/01424/TPC	Woodbine House Home Lane	Group 1 ? Norway Maple Crimson King, variegated Atlas Cedar, Lawson Cypress and Acer da T2 ? Leyland Cypress T3 ? Cotoneaster. Pollard to Group 4 ? Juniper, Cryptomeria japonica and Group 5 ? Leyland Cypress hedge to fell.	Current
31/5/23	23/01308/HOU	Garston House Westley Lane	Outdoor swimming pool and complimentary outbuilding for the enjoyment of the swimming pool, including changing area and bar.	Current Ext 26/7/23
<i>Sparsholt Parish Council supports this application</i>				

Current Applications

24/05/2023	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.	Current
12/11/2020	20/02491/LDC	Greenacre Caravan Park Stockbridge Rd	Caravan Site	Current

Recent decisions

18/04/2023	23/00954/LDP	Moor Court Hill Sparsholt	Full internal refurbishment with modifications to create an open-plan kitchen/dining space. Dormer extension to provide new en-suite facilities and increased storage to existing bedrooms. Replacement windows and polycarbonate roof to existing porch. New window to existing bricked-in opening.	Lawful Development Certificate - Permit
12/04/2023	23/00908/DIC	Church Farm Woodman Lane	20/01274/FUL - Discharge of condition 3 (materials) and 4 (landscaping)	Permitted
28/03/2023	23/00811/HOU	Westbury Westview Road	New bifold doors, window, flat roof and rooflights to existing rear extension	Permitted

SPARSHOLT PARISH COUNCIL

- To note any enforcement matters
Noted.

23/24- 35

Finance Recommendations as set out in the Finance Subcommittee report

a. Budget/Actual report for 2023/24

The summary in the finance report was noted.

b. Accounts update for July 2023

Payments

Date	Ref	Payee	Details	£
18-May-23	PV06	HCC	Hants Print - Coronation Cards	68.40
18-May-23	PV07	John Murray	Annual Audit	325.00
31-May-23	PV08	S Wood	Coin case reimbursement	24.97
31-May-23	PV09	S Wood	Coin purchase reimbursement	100.00
31-May-23	PV10	N Breen	Salary - May	528.07
31-May-23	PV11	HMRC	PAYE - May	118.40
31-May-23	PV12	HCC	County Supplies stationary	43.97
11-Jun-23	PV13	Gallagher Insurance	Annual Insurance premium	830.74
11-Jun-23	PV14	N Breen	Printing costs April 22-March 23	90.00
13-Jun-23	PV15	Unity Savings	Transfer of Reserves	41,000.00
04-Jul-23	PV16	Unity	Service fee	18.00
04-Jul-23	PV17	N Breen	Salary - June	527.87
04-Jul-23	PV18	HALC	Councillor development course - M Himbury	117.60
04-Jul-23	PV19	HCC	Arb Consultancy - Ham Green	400.00
04-Jul-23	PV20	HMRC	PAYE - June (actual payment includes the £0.36 underpayment from May)	118.60

Receipts

Date	Ref	Who From	Description	£
19-Jun-23	RV04	HMRC - VAT	1.4.22-31.3.23 VAT refund	1,286.57
30-Jun-23	RV05	Unity Trust Bank	Instant Access Interest	51.78

Councillors approved PV06-PV20 and noted the receipts.

c. Shop Annual Rent

Council approved invoicing the annual rent of £1000.

Action: Clerk

d. Review of current documents for approval

- Financial regulations
- Standing Orders
- Grants Policy
- Recording meetings

There have been no updates received from NALC in respect of the financial regulations and the standing orders. Councillors agreed that no changes need to be made to any of these documents at present.

Action: Clerk to add minute reference to documents and post on website

e. Basketball Post

This item is to be deferred to the September meeting once the clerk has established the guarantees associated with the various quotes that have been obtained.

Action: Clerk

f. Ham Green Tree Report

Quotes were obtained for the work identified in the report produced by Hampshire Arboriculture Consultancy following their visual tree inspection on 24 May, Councillors agreed to accept the quote from C&D Trees providing that the work could be completed by the end of August.

Action: Clerk

g. Risk Assessment

This item is deferred to the next meeting as Cllr Reid was not present at the meeting.

h. Grant Requests

• Winchester well-being lunch club

Sparsholt Parish Council has received a completed grant application form from St Barnabas PCC Winchester Wellbeing Lunch Club for a grant of up to £1000 to *extend transport service out to Sparsholt Parish residents weekly on a Thursday – to lunch and return door to door – and reduce the transport costs for Sparsholt Parish residents of between £2 and £4 per visit depends on uptake.*

This application fits the grants criteria. The finance committee suggested that Sparsholt Parish Council should be invoiced by the lunch club for the use of the bus by Sparsholt residents. This would initially be for a 6 month trial basis and to a maximum value of £1000. The lunch club has not yet been promoted in the village and the grant would depend on residents using the service.

Councillors unanimously approved the grant of up to a maximum of £1,000 on a trial basis to be reviewed after six months.

Action: Chair, Clerk

- **St. Stephen's Church**
There has been a request from Alastair Barron on behalf of St. Stephen's Church for a grant to buy signs that can be used for village events such as the fete. Alastair Barron has obtained a quote of £314 + VAT for 14 assorted signs. The finance committee had recommended that these signs are purchased as an asset for the parish council rather than providing the money as a grant and Cllr Wood proposed this to Alastair who was in agreement. He is to order the signs and the parish council invoiced.
Councillors agreed to the parish council purchasing the signs. **Action: Clerk**
- i. **External Audit update**
The external auditor has asked for an explanation for the increase in £30,458 in the fixed assets for the current year which is above the 15% threshold. It was identified that the figure given to the Asset Value figure stated on the AGAR had been incorrectly taken from the insured value and not the assets value. A revised spreadsheet has been developed to make asset changes clearer and all asset transactions over the last 2 years reviewed and changes made were necessary and annotated on the spreadsheet. The result of this exercise is that the Asset Value at the end of the financial year 2022-23 is £152,093 which is an increase of 7% on the previous year. Following the finance meeting the clerk informed both the internal and external auditor of the correct figure. Councillors approved changing AGAR Accounting Statement Box 9 for 2022/23 to £152,093 and the clerk is to advise the external auditor. **Action: Clerk**

The meeting closed at 9.05pm. The next meeting is on Thursday 21 September 2023 at 7.30pm.