

SPARSHOLT PARISH COUNCIL

Minutes of the Meeting held in the Memorial Hall on Thursday 19 September 2024 7.30pm

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

P = present at the meeting

In attendance Nicky Breen (Clerk), Cllr Horrill

- 24/25 – 35** **Apologies:** To receive apologies and approve reasons for absence
Apologies were received and accepted from Cllr Little and Cllr Warwick.
- 24/25 - 36** **To receive Declarations of Pecuniary Interest (DPI's) and other significant interests (OSI's) from members concerning specific items on the agenda**
None noted.
- 24/25 - 37** **Minutes of Meeting of 18 July 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 - 38** **Public Participation**
No members present.
- 24/25 – 39** **Councillor Vacancy**
Cllr Hewson had advised the Chair of her resignation. This was accepted and the Clerk has advertised the vacancy and informed WCC. Councillors were asked to consider whether they know any parishioners who may be interested in the position.
- 24/25 - 40** **County and City Councillor's Report**
County Councillor Warwick submitted her report ahead of the meeting (see attached). There were no questions or matters arising.
City Councillor had submitted her report ahead of the meeting (see attached).
Cllr Horrill noted that WCC intends to finalise Reg 19 Local Plan ahead of the revised National Planning Policy Framework (NPPF). The NPPF requests an additional 4800 houses in the WCC district, however 40% of this land is in the national park and will not be built on.
Once Reg 19 Local Plan is in, the new plan will start, and there is likely to be a call for sites with settlement gaps being under threat. Cllr Horrill suggested that the parish council talks to the developer who has a proposal for the development on Langham Lane and stated that at the moment this proposal has no status.
The PCSO is to visit the occupant/s of the van parked in the Ham Green car park. This prompted discussion of the ownership of the Ham Green Common Land and whether the parish council can put byelaws in place. Cllr Reid is to look further into the matter. The possibility of signage stating 'no overnight parking' was mentioned.
As Cllr Horrill is Chair of the School Governors, Cllr Wood made her aware that the school bus has been reversing into Church Lane to turn rather than using Woodman Close. This caused congestion in both directions on Woodman Lane and in Church Lane. Cllr Horrill agreed to have a word with the school and the Bus Company.
Action: Cllr Reid, Cllr Horrill
- 24/25 - 41** **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
See attached report. There has been a request to move the bench and noticeboard at Ham Green to a different position to allow easier access for farm vehicles to access the field. Councillors felt that this request would need to come from the landowner directly rather than a third party before consideration can be made.

- **Playground**
It was agreed that the council would like to try a new company to carry out the playground inspections as communication with VitaPlay is proving difficult. Quotes had been sought from 4 companies. The most suitable package was from Infinity Playgrounds who offer quarterly inspections with basic maintenance for £37.50 per visit. The Clerk is to contact the company to find their terms and conditions with a view to using Infinity Playgrounds going forward. **Action: Clerk**
- **Sparsholt Memorial Hall**
No update.
- **Sparsholt School**
No update.
- **Sparsholt Shop**
See attached report.
- **Communication**
See attached report.
- **Security**
No update.
- **Transport**
Nothing significant to report.

- 24/25 – 42 Solar Farm Proposal**
This is to be considered by Planning Committee on 25 September. The parish council has objected to, and submitted comments to, the amended plans. Cllr Horrill and Cllr Wood with both be speaking against the proposal at the planning committee meeting
- 24/25 – 43 Farley Mount Proposed Planning Application**
No update.
- 24/25 – 44 Land at Lanham Lane**
Cerdea have undertaken a public consultation for a potential housing development on Lanham Lane. When Cllr Wood attended the latest Local Plan meeting to ask about the parish council request for the strategic gap, she was told there was no need because in Reg 19 there is no proposed development close to Sparsholt. Councillors agreed that this should still be pursued when giving our feedback to the Reg 19 Consultation. Cllr Horrill suggested that a member of the parish council meet with the developers.
- 24/25 – 45 Local Plan – Reg 19**
The consultation period for Winchester City Council's Proposed Submission Local Plan, Regulation 19, is open until 13 October 2024. Councillors are to look at the plan and any agreed comments will be submitted. **Action: Councillors, Chair**
- 24/25 – 46 Traffic Plan**
Cllr Walthoe had circulated comprehensive information about three possible options regarding traffic and road signage for consideration. These are summarised below:
1. Repair the existing signage that is damaged or missing. c. £3,200.
2. Repair existing signage and implement additional elements as suggested by Hampshire Traffic Engineer. c. £16,000 in addition to the repair cost in item 1.
The items suggested by the Traffic Engineer include:
 - Village "gateways" either side of the village.
 - Updated road lines including 30mph "roundels" painted on the road.
 - Updated signage including "horses" or "pedestrians".
3. Implement additional measures to reduce the impact of traffic on Sparsholt and Crab Wood. £TBC. At least a year for consultation and implementation. This considers 20mph and extended 30mph zones. There are criteria that need to be satisfied in order that a 20mph limit can be put in place.
Councillors are to consider the report and discuss at the October meeting. **Action: All Councillors**
- 24/25 – 47 November meeting date**
As the clerk is away for the meeting on 21 November it was agreed to hold the meeting a week earlier on 14 November.

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Planning

- To review and comment on planning applications
- To note any enforcement matters

New Applications

4/9/24	24/01928/DIC	Sparsholt Manor Woodman Lane	Discharge of condition 5 of planning consent 24/00991/HOU	Current
22/7/24	24/01564/TPC	The Thatched House Church Lane Sparsholt	T1 - the felling of a Walnut tree in poor condition, showing sign of disease. It cannot be seen from the public highway. Despite previous work to reduce the canopy it remains too large for the site and casts excessive shade reducing the amenity value of the surrounding ornamental and vegetable garden. T2 - the felling of an old non-productive apple tree. The trees are marked on the attached image of the property.	Permitted
17/7/24	24/01539/HOU	Locks Lane House Locks Lane	(Amended Description) First floor side extension on the west elevation, two storey rear extension on the north elevation to make the elevation flush and conversion of garage to link attached annexe.	Current
9/7/24	24/01464/DIC	Sparsholt College Westley Lane	Original application: 24/00248/FUL Condition: 3 (foul and surface water drainage) & 5 (details and samples of materials).	Current

Current Applications

9/7/24	24/01464/DIC	24/01464/DIC	Original application: 24/00248/FUL Condition: 3 & 5	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
20/09/23	23/02247/SCREEN	Andover Link Main Project Sarum Road	Request for EIA Screening Opinion - Andover Link Main, on behalf of Southern Water Services Ltd	Current

Recent decisions

22/7/24	24/01566/DIC	Sparsholt College Westley Lane Sparsholt	Original application: 24/00248/FUL Condition: 4	Permitted
5/7/24	24/01434/HOU	Little Mead Home Lane Sparsholt	Construction of detached garage with attached home office.	Permitted
5/1/23	23/00027/DIC	Land At Junction Of Woodmans Lane And Church Farm Lane Woodman Lane	Discharge of conditions 3 and 4 from planning application 20/01275/FUL	Permitted
10/6/24	24/01225/LIS	Crabwood Farm House Sarum Road Winchester	Replacement of four attic windows due to disrepair	Permitted
10/6/24	24/00623/FUL	Kirton Farm Nurseries Ltd Stockbridge Road Crawley	Installation of 120 ground mounted solar panels on 15 frames within the grounds of Kirton Farm Nurseries	Scoping opinion decision issued
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.	Permitted
8/7/24	24/01447/SCOPE	Andover Link Main Project Sarum Road Sparsholt	Request for EIA Scoping Opinion - Southern Waters Andover Link Main Scheme (the Proposed Scheme).	Scoping Opinion Decision

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Finance Recommendations as set out in the Finance Subcommittee report

a. Budget/Actual report for 2024/25

The summary in the finance report was noted.

b. Accounts update for September 2024

Payments to approve

Date	Ref	Payee	Description	Type	Amount
12/07/2024	PV16	Bulpitt Print Ltd	Village Signs	Road Signs & Street Furniture	£206.88
23/07/2024	PV17	J Murray	Audit	Audits	£350.00
31/07/2024	PV18	N Breen	Salary - July	Clerk's Salary	£687.00
31/07/2024	PV19	HMRC	PAYE - July	Clerk's Salary	£82.60
31/07/2024	PV20	VitaPlay	May inspection	Playground Inspection Fee	£66.00
26/07/2024	PV21	ICO	Date protection fee to 26/7/25	GDPR	£35.00
08/08/2024	PV22	N Breen - Evri	Postage reimbursement	General Admin	£6.10
08/08/2024	PV23	P Yeates	Step repair work	Footpath Maintenance	£240.00
31/08/2024	PV24	One.com - J Little reimbur	Hosting and domain annual fee	Hosting and Domain fee	£200.68
31/08/2024	PV25	N Breen	Salary - August	Clerk's Salary	£687.00
31/08/2024	PV26	HMRC	PAYE - August	Clerk's Salary	£82.60
31/08/2024	PV27	BDO LLP	External Audit Fee	Audits	£252.00
07/09/2024	PV28	Kimball Smith	Payroll 1.9.23-31.8.24	General Admin	£162.00
					£3,057.86

Receipts

Date	Ref	Who From	Description	Amount
31/08/24	RV04	HMRC	VAT refund 1.4.23-31.3.24	£1774.24
06/09/24	RV05	WCC	Precept	£11304.00

Councillors approved payments PV16-PV28 and noted the receipts.

c. External Audit

BDO LLP have completed their review of the Annual Governance and Accountability Return (AGAR) for Sparsholt Parish Council for the year ended 31 March 2024 with no recommendations. The Notice of conclusion and the certified AGAR (sections 1, 2 and 3) have been published on the website.

d. Risk Assessment

The current Risk Assessment is to be sent to Councillors for comment. Any updates will be discussed at the November finance meeting. **Action: Clerk**

e. Grant request – Citizens Advice Winchester

A request has been made for £150 to help support the work that the organization does. They write:

Over the past two years 29 households from Sparsholt have come to Citizens Advice for support with over 120 different advice issues (an average of at least four issues per person). Over half of these Sparsholt residents needed advice about benefits.

Given that parishioners are seeking help from Citizens Advice Winchester, councillors approved the finance committee recommendation that the £150 grant is given. **Action: Clerk**

f. Review of current documents for approval

1. Internal financial controls
2. Data protection
3. Reserves policy
4. Scheme of delegation

Councillors noted the finance committee's observation that there has been no cause or recommendation to change policies 1-4. It was agreed that the VAT refund of £1774.24 was to be placed in the reserves. **Action: Clerk**

The meeting closed at 9.00pm. The next meeting is on Thursday 17 October at 7.30pm.