

DRAFT

SHEET PARISH COUNCIL

CHAIRPERSON: Chris Wilton

CLERK: Jenny Hollington

Minutes of the Annual General Meeting held on 14th May 2024 at Sheet Village Hall at 7.00 p.m.

| | | | |
|-----------------|------------------------------------|------------------|-------------|
| <u>Present.</u> | Cllrs. Chris Wilton (in the Chair) | Alan Biddlecombe | Brian Bird |
| | Robin Forrest | Liz Hartley | Gail Martin |
| | Craig Stevens | | |

In Attendance: District Councillor, Nick Drew
Clerk, Jenny Hollington

There were no members of the public present.

24/74 Apologies – None received.

24/75 Election of Chair – Cllr. Martin proposed Cllr. Wilton should continue as Chair of Sheet PC and this was unanimously agreed. The declaration to accept Office was signed by Cllr. Wilton and witnessed by the Clerk.

24/76 Election of Vice-Chair – Cllr. Wilton proposed Cllr. Martin as Vice-Chair – Cllr. Martin indicated that she was willing to stand for one more year but felt that it was time for someone younger to step forward. The election of Cllr. Martin as Vice Chair was unanimously agreed.

24/77 Roles and Responsibilities: Current roles and responsibilities were reviewed and will remain as current apart from the following changes - Cllrs. Forrest and Hartley will take over responsibility for the Old Billiard Room and Cllr. Stevens will help Cllr. Wilton with planning if needed. See amended list attached at Appendix 1.

24/78 Declarations of Interests – Councillors were reminded of their responsibility to declare any pecuniary interest on any item on the agenda – None declared.

24/79 Minutes – The Minutes of the Meeting held on 11th April were approved and signed.

24/80 Public Comment – None

24/81 Audit 23-24

- (a) Councillors confirmed that there are no conflicts of interest with the External Auditor, BDO - the appropriate form was signed by both Chairman and Clerk.
- (b) Internal Auditor's Approval of the Annual Accounts 23-24 – The annual accounts have been checked and signed off by the Internal Auditor (Paul Reynolds) from Fair Account.
- (c) Governance Statement 23-24 (Section 1 of the AGAR) – The Governance Statement had been circulated prior to the meeting – this was noted, approved, and signed by the Chairman and Clerk
- (d) Accounting Statements 23-24 (Section 2 of the AGAR) – The Accounting Statements had been circulated prior to the meeting and were approved and signed by the Chairman and Clerk.
- (e) Electors' Rights – The notice of Electors' Rights relating to the annual accounts will be advertised by the Clerk from 10th June – 19th July.

24/82 Financial Regulations The new NALC Model Standing Orders had been adapted for use by Sheet PC by the Clerk and circulated to all Councillors prior to the meeting. It was unanimously agreed that the updated Standing Orders should be adopted.

24/83 Finance

- (a) Unity Trust Bank – Due to a change in supplier at Unity Trust, a new cheque book has still not arrived. It was unanimously agreed that Unity Trust should be asked to make the payments by bank transfer on behalf of Sheet Parish Council as follows:

| Amount | Payee | Service |
|-----------|-------------------------------|---|
| £746.00 | Michael Smith Ltd. | Grass Cutting contract - April |
| £404.00 | Hampshire Ass. Local Councils | Affiliation fees 24-25 |
| £35.77 | Business Stream | Water rates - Sheet V. Hall |
| £1,178.00 | Autospeedwatch Ltd. | Autospeedwatch cameras - London Road |
| £80.40 | Elite Playground Inspections | BMX and Recreation Ground Inspections |
| £540.00 | MJS Fencing Ltd | New pedestrian gate - Allotments |
| £750.00 | Sheet Music | V. Hall Caretaking and cleaning |
| £2,389.88 | Jenny Hollington | Clerk (new rate of pay) - April and May |
| £500.00 | Sheet Village Association | Grant - Summer Olympics |
| £67.37 | Gail Martin | Refund – plants & compost - pots - Village Hall |

The following cheques were approved for payment on receipt of a cheque book:

| | | |
|---------|----------------|-------------------------------------|
| £60.00 | I & J Huxley | Allotment deposit refund |
| £212.00 | Winton Players | Grant towards defibrillator cabinet |
| £148.00 | Tony Clear | Bedding Plants - Village Hall |

Direct Debit to be set up

| | | |
|--------|-------------|-----------------|
| £81.00 | Inspired-IS | E-mail licences |
|--------|-------------|-----------------|

£7,192.42

- (b) Actual to Budget Figures 23-24 – A summary of the year's accounts had been circulated to all Councillors prior to the meeting and the details discussed and noted. See Appendix 2 attached for details.
- (c) CIL Monies – The use of all CIL monies held by Sheet Parish Council to the end of April 2024 (£14,646.08) was noted. The CIL monies have been used to pay for the Community Funded Initiatives on London Road and the Village Street/Farnham Road junction, the SID on the London Road and a part-contribution towards the SID on Pulens Lane.
- (d) Bank Reconciliation – The April bank reconciliation will be circulated to Councillors once finalised.

24/84 Planning – Current planning applications were discussed:

| | | | |
|----------------------------|--|-------------------------------------|-----------------|
| SDNP/24/01 303/HOUS | Rear infill single storey extension to side of existing kitchen and over existing patio area within the extended perimeter lines of existing side and rear elevations. Slate finish to roof and boarding to external wall | 7 Town Lane, Sheet GU32 2AF | No Objection |
| SDNP/24/0 1193/HOU S | Detached garage with integral open carport | Hewletts, Love Lane, GU31 4BU | No Objection |

24/85 Mill Lane Sewage – There has been a small amount of progress - Southern Water have investigated the places where the sewer runs close to the stream and have removed a few blockages. However, to date they don't think they have found anything which explains the water ingress. A written report has been requested by residents affected.

24/86 County Councillor's Report – Cllr. Oppenheimer's annual report will be received at the Annual Parish Assembly.

24/87 District Councillor's Report – Cllr. Drew spoke on the following items:

- He thanked all members of the Parish Council for the huge amount of work carried out during the year.
- He noted that it has been a difficult year in some respects with the sad loss of the previous Chairman, Ron Dark, and unacceptable incidents of anti-social behaviour within the parish.
- Speed continues to be an issue and there is more to be done to resolve this within the parish. Cllr. Drew continues his push to achieve installation of a noise camera on the Midhurst Road.
- Planning – There have been a few rather more complex planning applications over the year as well as compliance issues raised. Cllr. Drew will continue to support the parish on these matters.
- Grants – Cllr. Drew has been pleased to support the parish with several grants during the year and is looking forward to the Sheet Olympics in June.

24/88 Anti-Social Behaviour – There have been no further reports of any incidents.

24/89 Roads and Traffic

- (a) School Lane Access Issues – Nothing further has been heard from EHDC or Norse about meeting up to discuss specific areas of restriction preventing regular waste collection.
- (b) Speed on London Road – Cllr. Martin's invitation to Nick Adams King to visit Sheet to discuss speeding on the London Road has been declined. Following discussion it was agreed not to pursue this route further but instead to focus on what can be achieved locally either by raising the funds required to bring forward plans for the Pulens Lane junction improvement (a figure of £70,000.00 has been suggested but there is doubt over whether this would cover the full cost) - currently this is the un-funded last phase of the traffic calming scheme proposed by HCC - or whether improvements to the pedestrian crossing adjacent to the Pulens Lane junction would help slow traffic. Cllr. Martin will liaise with Alistair MacAdam, HCC Highways Engineer, to arrange a meeting to consider options.
- (c) Autospeedwatch Devices – Cllr. Stevens confirmed that he has liaised with both EHDC and Petersfield Town Council about the siting of the autospeedwatch cameras. EHDC has confirmed that Sheet PC should apply for both cameras (even though it is intended to site one of the cameras within the Petersfield boundary). Petersfield Town Council has agreed to accept public liability for the camera within their boundary – written confirmation of this has been requested.
- (d) HCC 20 mph Policy – Cllrs. discussed the new policy and whether it would be appropriate/achievable for the village – concerns about several of the criteria were expressed and will be considered in more detail at a future meeting.

24/90 Sheet's Emergency Community Plan – The Clerk's review of the document is on-going.

24/91 Sheet Assets

The Old Billiard Room – A quote to clear the frontage of the property has been received, two further quotes will be sought.

Millennium Field – The Hampshire Monday Group has cleared between the newly planted whips. EHDC officers are investigating the abandoned vehicle in the car park.

Sheet Village Green – The use of the Green for the Church's Patronal Festival on Sunday, 14th July was approved subject to safety measures on the road.

Sheet Common – The BMX User Group are currently seeking quotes for insurance – Cllr. Hartley will continue to liaise with them, with a view to transferring responsibility for the track to the Group.

Sheet Allotments – Rubbish clearance is proving difficult due to the narrow entrance to the site – the Clerk will continue to seek quotes.

Sheet Village Hall – Cllr. Biddlecombe will obtain quotes for prints of historic views of the village to create artwork for the walls of the hall for discussion at the next meeting.

24/92 Correspondence

- E-mail correspondence about the reappearance of Japanese Knotweed at Old Mill Lane was noted. This is being followed up with HCC.

24/93 Sheet Annual Parish Assembly – The APA will be held on Wednesday, 29th May at 7.00 p.m. Tim Slaney, CEO South Downs National Park, will give a talk entitled “National Parks – Past, Present and Future”. The meeting will follow the format of previous years, with refreshments following the talk, followed by a review of the Council’s work over the past year. All Sheet residents are welcome to attend.

24/94 Date of Next Meeting – The next meeting of Sheet Parish Council will be held on Tuesday, 11th June 2024 at 7.00 p.m. at Sheet Village Hall.

The meeting closed at 8.50 p.m.