

**DRAFT**

**SHEET PARISH COUNCIL**

**CHAIRPERSON:** James Plant

**CLERK:** Jenny Hollington

**Minutes of the Meeting held on 9<sup>th</sup> September 2025 at Sheet Village Hall**

Present. Cllrs. James Plant (in the Chair), Brian Bird, Ric Flatt, Robin Forrest, Lis Hartley, Owen Jonathan and Sue Wood (following co-option)

In Attendance: County Councillor, Russell Oppenheimer and Parish Clerk, Jenny Hollington

There were five members of the public present for the first part of the meeting.

- 25/159 Election of Chair – Cllr. Liz Hartley opened the meeting for the election of a new Chairperson following the retirement from the Council of Gail Martin over the summer. Cllr. James Plant was nominated by Cllr. Robin Forrest and seconded by Cllr. Ric Flatt and this was unanimously agreed. Cllr. Plant signed the declaration to accept Office and took the Chair.
- 25/160 Apologies – Apologies had been received from Cllr. Craig Stevens
- 25/161 Declarations of Pecuniary Interests – Councillors were reminded of their responsibility to declare any pecuniary interest on any item on the agenda. Cllr. Flatt declared a personal interest in item 25/170 (c) – funding for the Winter Warmer Café (his wife runs the Café) and confirmed he would not take part in discussion of this item.
- 25/162 Minutes – The Minutes of the meeting held on 8<sup>th</sup> July 2025 were approved as a correct record and duly signed.
- 25/163 Co-option of a Parish Councillor – There had been two applications for the role – both excellent candidates. Following discussion and vote by show of hands, it was agreed to co-opt Sue Wood. The Declaration to Accept Office was signed and Cllr. Wood took her place at the table.
- 25/164 Election of a Vice Chair – Cllr. Flatt was nominated for the role of Vice-Chair by Cllr. Jonathan, this was seconded by Cllr. Hartley and unanimously agreed.
- 25/165 Re-Allocation of Councillor Roles – Cllr. Hartley was appointed to join the Village Hall Committee alongside Cllr. Flatt, and Cllr. Wood agreed to take on Roads and Traffic alongside Cllr. Stevens. In Cllr. Stevens' absence, Cllr. Flatt is helping with SIDs, but it was felt that another Cllr. would be required in the longer term. It was agreed that roles and responsibilities of Cllrs. will be looked at in more depth over the coming months.
- 25/166 Public Comment – A member of the public present at the meeting hi-lighted the issue of dangerous parking at the far end of Inmans Lane (towards the London Road) impacting the ability of residents to access their own driveways and for residents to walk safely along the pavement. The Council was asked to consider the extension of double yellow lines further down Inmans Lane to prevent cars parking on both sides of the lane.
- 25/167 County Councillor's Report – Cllr. Oppenheimer's monthly report is appended to the minutes and was noted.

Cllr. Jonathan noted the DEFRA road and rail noise mapping service which shows parts of the village impacted by noise over 75 decibels- particularly the A272 close to the junction with Inmans Lane – Cllr. Oppenheimer explained that traffic noise comes under EHDC's remit as opposed to HCC but said there may be funding available towards a noise camera, to enable road noise to be monitored. He advised Sheet

PC to liaise with Cllr. Drew on this matter. Cllr. Platt suggested that noise levels could be used, in addition to road safety, as justification for speed restrictions.

25/168 District Councillor's Report – Cllr. Drew was not present at the meeting, and no report had been received.

25/169 Planning – Current planning applications were discussed:

A neighbour's comment was received in respect of the planning application for 27 Inmans Lane, Sheet – the resident expanded on comments previously e-mailed to the Council and to the Planning Officer.

|                        |                                                                                                                  |                                             |                 |
|------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|
| SDNP/25/02<br>689/HOUS | <b>Single storey side and rear extension, addition of a new front entrance porch and minor landscaping works</b> | 27 Inmans Lane,<br>Sheet GU32 2AN           | Support         |
| SDNP/25/02<br>938/TPO  | <b>Ash – Crown reduction (height and width) and remove all dead wood</b>                                         | Hurst Lodge, 16A<br>Pulens Lane GU31<br>4DB | Support         |
| SDNP/25/02<br>343/HOUS | <b>Permission for a side porch and associated works and retrospective permission for a log store/shed</b>        | 41 Town Lane,<br>Sheet GU32 2AF             | No<br>Objection |

25/170 Finance

- (a) Conclusion of Audit - The External Auditor (BDO) has confirmed that Sections 1 and 2 of the Annual Governance and Accountability Return are in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The relevant notice of conclusion of Audit will be advertised via the Parish Council website and noticeboards.
- (b) Grant Request – The application from the Sheet & Tilmore Allotment Association for a grant of £50 as a prize for the best kept allotment was approved.
- (c) Funding for the Winter Warmer Café 25-26 – It was agreed that there would be no charge for hall hire to enable the Winter Warmer Café to run at the Village Hall on Friday afternoons through the winter months.
- (d) Bank Reconciliation – The bank reconciliations to end of July and August had been circulated to all Councillors and were approved.
- (e) August Payments – A list of August payments had been sent to Councillors and had been authorised by Councillors with relevant authority:

| <b>Amount</b>    | <b>Payee</b>                  | <b>Service</b>                                      |
|------------------|-------------------------------|-----------------------------------------------------|
| £846.00          | Michael Smith Ltd             | Grass Cutting Contract                              |
| £634.61          | Petersfield Town Council      | Bin contract (April, May and June)                  |
| £555.00          | Sheet Music                   | Caretaking and cleaning - V. Hall                   |
| £1,195.24        | Jenny Hollington              | Clerk - June                                        |
| £148.71          | HMRC                          | Tax and N.I                                         |
| £429.60          | Autospeedwatch                | Data renewal - 2 x autospeedwatch cameras           |
| £670.00          | DNE Services                  | Re-decoration of meeting room - Village Hall        |
| £1,800.00        | DNE Services                  | Scaffolding - roof repairs - Village Hall           |
| £1,560.00        | DNE Services                  | Re-decoration of upstairs room - Village Hall       |
| £90.00           | Clear Round Pest Services Ltd | Wasps nest at the OBR                               |
| £60.00           | M. Triggs                     | Window cleaning - V. Hall (cheque 301738)           |
| £39.90           | J. Hollington                 | Refund - signage - no fires/bbq's (MF/Sheet Common) |
| <b>£8,029.06</b> |                               |                                                     |

| Amount           | Payee             | Service                                             |
|------------------|-------------------|-----------------------------------------------------|
| £180.00          | Michael Smith Ltd | Allotment grass - cut (outside of contract)         |
| £25.49           | HCC               | County Supplies - Paper Handtowels for V Hall       |
| £1,080.00        | Sequoia           | Silver Birch - Old Mill Lane                        |
| £2,364.00        | DNE Services      | Re-decoration of main hall - Village Hall           |
| £1,656.00        | DNE Services      | Lighting upgrade to LED - Village Hall              |
| £432.00          | DNE Services      | Strip woodchip paper in the main hall               |
| £378.00          | BDO               | External Audit 24-25                                |
| £83.24           | R. Flatt          | Refund - expenses (Village Hall)                    |
| £39.90           | J. Hollington     | Refund - signage - no fires/bbq's (MF/Sheet Common) |
| <b>£6,238.63</b> |                   |                                                     |

(f) September Payments – Payments for September were approved as follows:

| Amount            | Payee                  | Service                                                    |
|-------------------|------------------------|------------------------------------------------------------|
| £846.00           | Michael Smith Ltd      | Allotment grass - cut (outside of contract)                |
| £1,541.30         | D.B. Curtains Ltd      | Replacement curtains - Village Hall - £500 deposit paid    |
| £72.00            | Elite Playgrounds Ltd  | Quarterly play inspections                                 |
| £624.00           | DNE Services           | Re-decoration of inner lobby and toilets - Village Hall    |
| 786.00            | DNE Services           | New cupboards on stage area - Village Hall                 |
| £336.00           | DNE Services           | Removal of window between the hall and Lion House          |
| £1,776.00         | DNE Services           | Redecoration of kitchen, stairs and entrance hall - V Hall |
| £1,395.91         | Zurich Municipal       | Insurance 25-26 (long term agreement)                      |
| £10.95            | J. Hollington          | Refund - postage ASW camera return                         |
| £1,195.04         | J. Hollington          | Clerk, - September                                         |
| £148.91           | HMRC                   | NI contributions & Tax                                     |
| £45.38            | R. Flatt               | Refund - V. Hall interior noticeboards                     |
| £11,760.00        | DNE Services           | Roof repairs - Village Hall                                |
| £50.00            | STAA (Allotment Assoc) | Grant towards prizes for best kept plots at Sheet          |
| £240.00           | DNE Services           | Repair of the swings and shed roof - Sheet Rec             |
| <b>£19,751.49</b> |                        |                                                            |

(g) Instant Access (Higher Interest) Account – It was agreed to transfer £10,000 from the Instant Access Account to the Current Account within Unity Trust Bank to ensure funds were available to cover the September payments.

25/171 Insurance – The current cover was discussed, particularly in relation to the BMX track. The BMX User Group have their own insurance cover via BIKE Ltd, but some detail remains unconfirmed. It was agreed to liaise with Zurich about the cost of re-instating a level of PC insurance to ensure that all eventualities are covered. In the meantime, the current LTA would be renewed as is.

25/172 Roads and Traffic –

**Autospeedwatch Cameras** – Two cameras have been installed on the London Road and Cllr. Stevens has given Cllr. Flatt access to the records in his absence. Cllr. Flatt reported that 20-30 cars a week are exceeding speed limits, and 2 or 3 of these are persistent offenders. He also noted that putting up the camera signage appears to have had an impact on speed.

**Mill Lane** – There has been no feedback from HCC about the condition of the lane and parking issues – this will be chased again. Jetting of the drain close to Laundry Cottage is due to take place imminently.

**Waterworks Road** – Cllr. Plant will liaise with the residents closest to the barns about whether white lines would be appropriate at the junction of the access road and cutting back of the trees adjacent to the junction.

25/173 Water Champion – Cllr. Forrest undertook to contact Louise Barnetson to arrange to meet to discuss parish sewage/river issues.

25/174 Verge Alongside Church Field – The tree work has not yet been carried out – the Clerk was asked to chase a date for the works to be undertaken via Cllr. Oppenheimer.

25/175 Tree Safety Survey – Cllr. Forrest noted that there is a schedule of non-urgent tree works required at the Millennium Field which he will focus on in the coming months. In the meantime, the Silver Birch has been felled at Old Mill Lane, and he is liaising with the residents whose property adjoins the entrance to the Recreation Ground and own the cypress trees which are impeding vehicular access.

25/176 The Old Billiard Room –

Cllr. Plant said that feedback from Commercial Development Agents had confirmed that there is currently no demand for office space. The lack of easy access and parking is also a problem. During discussion, it was queried whether, if the property were to be sold, the income could be invested in infrastructure (e.g. the London Road/Pulens Lane/Inmans Lane junction) and it was agreed to investigate this possibility further.

Correspondence from the new Chairperson of the Lion & Unicorn Players about displaying signage at the site was discussed, but it was noted that this is not allowed under the terms of the lease.

25/177 Sheet Common –

**BMX Track** – It was agreed to ask the Legal Team at Hampshire County Council for a quote to review the draft Licence drawn up by Cllr. Jonathan.

**HMG Volunteers** – The Hampshire Monday Group volunteers have done an excellent job of clearing the bramble and bracken over the summer. The Open Spaces Working Group will monitor the situation and advise if re-booking of the group in the Autumn is required.

25/178 Sheet Recreation Ground –

**Quarterly Inspection Report** – Cllr. Forrest advised that he has repaired the broken signage as highlighted in the report. However, new swing cradles are required, and this will be followed up via Broxap. DNE Services repaired the loose bolts, reported by a resident, over the summer.

**Entrance Track** – It was agreed to ask APH to cut the hedge and grass along the entrance track. Cllr. Forrest will continue to liaise with the residents who own the low hanging trees. Cllr. Bird noted that the new path from the entrance at the Half Moon also needs some attention (resurfacing) and said he would liaise with the contractor who installed it.

**Silver Birch** – Cllr. Bird undertook to obtain a quote to fell the Silver Birch tree which is impacting residents' gardens.

25/179 Village Green – The abandoned vehicle has been reported to the relevant authorities.

25/180 Sheet Village Hall –

Cllr. Flatt gave a breakdown of costs involved in the refurbishment at the Village Hall over the summer. The biggest cost had been the first phase of roof repairs where the leak had occurred. The second phase of roof repairs will be carried out in 2026 when it is intended to apply for CIL funding to help fund the cost. The cost of new lighting, carpets, replacement of 2 large curtains, and installation of new cupboards came to £8,700 - well within the £10,000 budget set. The cost of redecoration had been slightly higher than anticipated - due to the choice of ceiling paint (£5,745 as opposed to £5,135).

New volunteers will now be required to look after the pots outside the village hall – several suggestions were made and will be followed up on.

25/181 Correspondence

- Grant availability from EHDC – noted and circulated to other parties who may be interested.
- Roots and Roofs – Action Hampshire Housing Team – details noted.

25/182 Meetings Attended

- SDNPA Planning Committee Meeting – Cllr. Martin attended to represent Sheet Parish Council before she retired. Cllr. Forrest and the Clerk had also been in attendance and both said it had been a frustrating experience.
- EHAP&TC AGM – Cllrs. Flatt and Stevens attended the meeting, details of which had been circulated.

25/183 Forthcoming Meetings

- River Rother Parishes and Community Event – Tuesday, 7<sup>th</sup> October – Cllrs. Forrest and Wood agreed to attend.

25/184 Date of Next Meeting – The next meeting of Sheet Parish Council will be held on **Tuesday, 14<sup>th</sup> October 2025** at 7.00 p.m. at Sheet Village Hall.

The meeting closed at 9.35 p.m.