

DRAFT

SHEET PARISH COUNCIL

CHAIRPERSON: James Plant

CLERK: Jenny Hollington

Minutes of the Meeting held on 13th January 2026 at Sheet Village Hall

Present. Cllrs. James Plant (in the Chair), Brian Bird, Ric Flatt, Liz Hartley, Owen Jonathan, Craig Stevens and Sue Wood

In Attendance: Nick Drew (District Councillor) – for the first half of the meeting
Jenny Hollington, Clerk

There were no members of the public present.

26/01 Apologies – Apologies had been received from Cllr. Robin Forrest.

26/02 Declarations of Pecuniary Interests – Councillors were reminded of their responsibility to declare any pecuniary interest on any item on the agenda – none declared.

26/03 Minutes – The Minutes of the meeting held on 9th December 2025 were approved as a correct record and duly signed.

26/04 Public Comment - None

26/05 .County Councillor’s Report – Cllr. Oppenheimer’s monthly report had been circulated to Councillors prior to the meeting and the details noted. The report is appended to the Minutes and will be made available to members of the public via the Parish Council website – www.sheetparishcouncil.gov.uk

26/06 District Councillor’s Report

- Cllr. Drew has requested a summary of compliance activity across the ward from EHDC Officers and, once available, this will be circulated to Parish Councils within the ward to enable them to ensure parish issues and concerns are kept on top of.
- Farnborough Airport – EHDC has submitted an objection to the expansion proposals – Cllr. Drew has recommended the purchase of a noise camera to monitor noise levels – he noted that, if approved, this could benefit Sheet PC in monitoring road noise on the London Road.
- Grants – Cllr. Drew’s funding pot will be renewed in May - he confirmed he would consider a grant to Sheet PC towards the cost of speed checks on the London Road, if appropriate.

26/07 Finance

(a) **Budget 26-27** – Following comments at the last meeting, the draft budget had been amended to reduce the amount reserved for the re-tiling of the remainder of the Village Hall roof to £55,000 and to include £5,000 towards the cost of a Highways consultant (speed on London Road) – the amended budget had been circulated to Councillors prior to the meeting and was approved.

(b) **Financial Regulations** – It was agreed to amend financial regulations 3.4 and 10.3 to read:

3.4 For small jobs/works (**less than £1,000.00**) where it is not practical to obtain three quotes, the Clerk will ensure that full details of the work to be carried out, and associated costs, are circulated to members of the Parish Council for review, before approval at a meeting.

And

10.3 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£1,000.00**. The Clerk shall report the action to the Council as soon as practicable thereafter.

With these two amendments, the Financial Regulations were approved.

- (b) **Financial Risk Policy** – Point 2.3 – the amount of expenditure requiring 3 quotes was changed from £500 to £1000 to align with the Financial Regulations (as above) and was approved.
- (c) **Bank Reconciliation** – The bank reconciliation to end of December had been circulated to Cllrs. ahead of the meeting and was approved. Balances on 31st December.2026: current account £11,634.98, deposit Account £81,743.08, Cambridge Building Society £80,000.44
- (d) **January Payments** – Payments were approved as follows:

Amount	Payee	Service
£846.00	Michael Smith Ltd	Grass Cutting contract
£30.00	Mythic Beasts	Website hosting
£634.61	Petersfield Town Council	Bin contract - July - Sept 25
£683.42	Petersfield Town Council	Bin contract Oct - Dec 25
£1,195.24	J. Hollington	Clerk - January
£148.71	HMRC	NIC & PAYE - January
£295.80	Kingfisher Direct	Floodsax for flood pod
£720.00	Sequoia	Crown lift of Leyland Cypress - entrance Sheet Rec
£705.00	Sheet Music	Caretaking & cleaning - V Hall
£1,452.00	Hart Landscaping & Tree Services	Verge clearance - Farnham Road - Phase 2
£7.90	Liz Hartley	Refund - Refreshments for HMG volunteers (Sheet Common)
£60.00	M. Triggs	Window Cleaner - Sheet Village Hall
£6,778.68		

Payments to be authorised by Cllrs. Flatt and Stevens.

26/08 Policies

- (a) **IT Policy** – A draft IT Policy had been circulated prior to the meeting and was reviewed – it was felt that further work is required to ensure all aspects of IT are covered and understood by Cllrs. – Cllrs. Plant and Stevens will meet in the next few weeks to progress this.
- (b) **ICO Publication Scheme** – Work on the document is on-going – the Clerk will continue to progress this.

26/09 Roads and Traffic –

London Road – There has been no response from Hampshire Highways, but it is hoped to arrange a meeting with Tim Lawton and/or a Safer Road Engineer in the coming weeks. In the meantime, Cllr. Jonathan has liaised with Paul Basham Associates, Road & Transport Planning, for advice on what would be required to support a case to reduce the speed limit on the London Road – they have recommended that an Automatic Traffic Count (ATC) is carried out to understand actual speeds and this would cost in the region of £500 per ATC. Accident records could also help support a case for speed reduction and Cllr. Jonathan undertook to research current figures.

Mill Lane –

- (a) **Sewage** - The heavy rains of the last few weeks have once again caused an overflow of sewage into residents' gardens. S. Water have confirmed that re-lining work has been carried out and have requested more time to investigate the on-going issue. Damian Hinds' office is aware of the situation and is applying pressure.
- (b) **Flood Pod** – Following discussion, it was agreed that further re-stocking of the Flood Pod would be discontinued now that the grant funding has been used. Remaining sandbags will be shared amongst residents that need/request them – Cllr. Plant will draft a letter to go to properties in Mill Lane most likely to suffer from flooding. Cllr. Drew confirmed that EHDC can offer support to residents if properties flood.

26/10 BMX Track – No response has been received from the HCC Legal Team in respect of the draft Licence. It was agreed that the BMX User Group should be asked to contribute 50% of the cost of the legal fees once the invoice for the legal advice is received.

26/11 Verge Alongside Church Field – The clearance work has been completed and has made a vast improvement. The remaining Ash tree which overhangs the Farnham Road will be reported to Hampshire, due to safety concerns.

26/12 Tree Safety Survey – In Cllr. Forrest's absence this item was deferred until the February meeting.

26/13 Sheet Allotments – Three quotes to clear the derelict plot which juts into the Millennium Field had been received from local contractors - following discussion it was agreed to accept the quote from N. Rook Blackstone in the sum of £830.00.

26/14 The Old Billiard Room – The Clerk was asked to send further information to the local Architect who had drawn up the original plans to enable him to provide a quote to apply for change of use to office space (B2).

26/15 Dog Fouling – Petersfield Town Council have indicated that they are prepared to empty two further dog waste bins, provided that the one in the Millennium Field is not on the far side of the field. It was agreed to liaise with PTC to confirm the position – it was suggested that this should be on the corner post where the dog leg around the allotments is. Once this is confirmed, the Clerk was asked to order two new bins (1 red and 1 green) to be fixed to wooden posts (Cllr. Bird to provide).

26/16 Millennium Field –

Hedge Line Correspondence – Nothing further has been heard from Hampshire following the Parish Council's response in respect of the repositioning of the surviving whips from along the hedge line of the allotments.

FOSS Annual Bonfire and Firework Event – The Clerk was asked to send the method statement to FOSS in respect of re-seeding the area, to be carried out in March.

26/17 Sheet Common – The HMG volunteers worked hard on brush cutting and thickening of the dead hedge around the BMX track. A broken step has also been repaired. The Lengthsman will be asked to clear the fallen tree on the bridleway.

26/18 Recreation Ground – The neighbouring resident's overgrown hedge which was impeding access has been dealt with.

26/19 Confidential Items – There were no members of the public present and Cllr. Drew had left the meeting.

- (a) **Appointment of a new Parish Clerk** – Three very worthy applicants had been interviewed. A recommendation by the interviewing panel was put forward and following discussion was unanimously agreed. The Chairman will write to offer the position to the successful candidate.
- (b) **Grass Cutting Contract** – A 10% increase in the contract price to cover rising costs associated with the contractor's equipment was approved subject to the inclusion of the entrance track to the Recreation Ground (currently outside the contract) and this price being held for 2-years.

26/20 Date of Next Meeting – The next meeting of Sheet Parish Council will be held on **Tuesday, 10th February 2026** at 7.00 p.m. at Sheet Village Hall.

The meeting closed at 9.37 p.m.