

SHEET PARISH COUNCIL

CHAIRPERSON: James Plant

CLERK: Julia Elliman

Minutes of the Annual General Meeting held on 12th May 2026 at Sheet Village Hall

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

In Attendance. Julia Elliman (Clerk) Cllr Drew (County and District)

26/86 Apologies – None

26/87 Election of Chair. Cllr. Plant was unanimously elected as Chair.

26/88 Election of Vice Chair. Cllr. Flatt was unanimously elected as Vice Chair

26/89 Roles and Responsibilities. It was agreed that Roles and Responsibilities as currently agreed, would continue to stand.

COUNCILLOR

RESPONSIBILITY

James Plant	Chair, Finance, Allotments
Brian Bird	Green Spaces Working Party, Recreation Ground, Lengthsman, Speed Cameras
Ric Flatt	Vice Chair, Green Spaces Working Party, Village Hall, Planning, Finance
Robin Forrest	Recreation Ground (play equipment), Allotments, Trees, Old Billiard Room
Liz Hartley	Green Spaces Working Party, the BMX Track, Allotments, Village Hall
Owen Jonathan	Roads & Traffic, OBR, BMX Track, Planning
Craig Stevens	Speed Cameras, Roads and Traffic, the BMX Track
Sue Wood	Planning, Roads and Traffic, Speed Cameras

26/90 Declarations of Pecuniary Interests – Councillors were reminded of their responsibility to declare any pecuniary interest on any item on the agenda. Cllr Plant noted that one of the Finance items pertained to his firm GTA Accounting.

26/91 Minutes – The Minutes of the meeting held on 14th Apr 2026 were approved as a correct record and duly signed.

26/92 Public Comment – None

26/93 County Councillor Report - Cllr. Drew thanked everyone who had voted and turned out for the elections and said he was delighted to have been elected as County Councillor. He stated that CON did not get a majority and thus leadership of the Council was still being discussed (CON, LibDem, REF). If CON was to win, they would be asking for a Judicial Review of the Local Government Review, as they believed it would be difficult to make it work given large parts of East Hants would be lost, including services and business rates.

Core issues at election included:

- potholes, which would require £15-20M more than the £60M allocated. The timeline for fixing them is between 2 weeks and 2 months, although he believed this was not working. He requested that residents report potholes and collect numbers not fixed over the 2-month timeline.
- Speeding/traffic calming was another important issue, relevant on almost every main road. He had spoken to the District Council to request more cameras. He had also requested, through County, more mobile police teams to give fines once the data was there. He reinforced the need

to use the cameras to get the required data to evidence the speeding and the importance of doing this before county disappeared.

26/94 District Councillor Report - Cllr Drew outlined the Local Plan work ongoing and the uncertainty being generated by the Local Government Review.

26/95 Audit 25-26

- (a) The Internal Audit due from Tim Light of Lightatouch on 6 May had been delayed and therefore would be considered at the meeting on 9th June 2026.
- (b) BDO Declaration of conflict of interest - deferred until 9 June 2026
- (c) Section 1 – Annual Governance Statement – deferred until 9 June 2026
- (d) Section 2 – Accounting Statements 25/26 – deferred until 9 June 2026
- (e) Notice of Public Rights – deferred until 9 June 2026

26/96 Planning – There were no objections to:

- (a) SDNP/26/0105/HOUS Old Orchard
- (b) SDNO/26/01379/HOUS 7, Village Street
- (c) SDNP/26/01380/LIS 7 Village Street

26/97 Village Green –

- A burn was noted on the grass – needs re seeding
- White posts to be cleaned (to be added to the Lengthsman list)

26/98 Finance – Items as per the Agenda:

- May payments were approved
- The March bank reconciliation was approved
- Cllr. Platt noted that Sheet was not currently covering the running costs of Sheet Village Hall and hire rates were not increased in FY 24/25 in line with inflation. He presented a review of local Village Hall hire rates and it was agreed that rates for Sheet Village Hall would be raised in line with these, but with a ‘residents’ rate’ added. Cllr. Plant wished to review Steep and Buriton charges before the change took place. 1 Jul was proposed for implementation, but the terms and conditions of hire would be checked to see that this was allowable.
- It was noted that the review of Allotment rates and contract was ongoing.
- It was agreed that GTA Accounting’s Payroll team would take on the Payroll for the Parish Council to ensure compliance. Cllr. Plant abstained from the discussion.
- It was noted that the new passbook for the Cambridge Building society account had arrived and a suitable replacement account discussed, with a decision to be made at the next meeting.

26/99 Policies and Regulations –

- The Retention Policy was approved.

26/100 IT – Cllr. Stevens was in the process of investigating IT services requirements. He would recommend a larger more corporate company for future support at the next meeting.

26/101 Roads and Traffic

- Speeding It was noted that more work been done and that both speed cameras were now working and up to 350 speeders a day were being recorded. It was however noted that the one outside the Half Moon needed some attention and would be checked. Police had been engaged in the monitoring process and had been to look twice. Cllrs. had been considering whether the speed cameras were set at the right level (46 mph) and it was agreed that this speed setting would be maintained for the time being. Consideration was also given to moving the warning signs as there should be one at either end of the speed check. It was agreed to pay for ASW licence renewal.
- Parking – It was agreed that people would be encouraged to report dangerous or illegal parking, but in the meantime, cones were possibly the only option as a deterrent. It was noted that these

should only be used on double yellow lines or where it was dangerous, as residents did need to park too.

26/102 Recreation Ground – Steeping Stones Playschool's request to put up a shelter (as a temporary structure) within their own curtilage was noted and there were no objections.

26/103 Mill Lane –

- Clean Island had been awarded contract to reline the leaking sewage pipes (4.3km) have started testing. Work will commence by Steep Farm.
- A resident of Mill Lane had expressed concern about the riverbank stability given planting/excavation for seating by a resident.
- Another resident suggested that the beech hedge along the lane was protruding and causing a menace. Bridge House hedge was also sticking out with other hedges and pots/planting causing obstruction. Residents would be contacted to request trimming and/or moving of obstructions.
- White lines were barely visible at the junction with Village Street; renewal would be pursued.
- The Clerk would email Laurence Godsden (SW Water) re damage to the bank.

26/104 Village Hall – The updated quote already agreed and budgeted for the repair of the roof was deemed reasonable, but another formal quote was requested rather than the email trail.

26/105 The Old Billiard Room – Cllrs. were due to meet with the architect on Friday 15th May to discuss plans for the OBR. The architect had advised that SDNP should be consulted regarding a potential change in intended use as planning had been granted for a dwelling. Consideration needed to be given to yields alongside future uses - it was decided to consider all options and pare down from there to form a recommendation and proposal. It was noted that the OBR could not continue to be left in its current deteriorating condition.

26/106 Millennium Field/Dog Waste – No response has yet been received from PTC. The Clerk would be meeting Ms Lisa Clements (East Hants Community Development Officer) next week to cover outstanding queries.

26/107 BT Phone Box – To be progressed noting correspondence suggestion early action was advised to ensure the box was not removed.

26/108 BMX Track – Cllrs. had met with Josh Byford to discuss the Licence agreement and were awaiting a response to some points of clarification from the Council. It was agreed that liability should be restricted to the assets of club/Insurance proceeds if Josh takes it on. The number of days use must be limited for a licence to be granted, and this was suggested as 100 per annum (tbc). A peppercorn rent would also need to be paid. It was noted that Josh could be the sole signatory if authorised by a Minute of club members. This licence would provide protection against complaints for the PC and provide the required regulation. The club would be asked to pay half the legal bill. Cllr. Hartley noted that she regularly inspected the track and the club kept it in good condition. Cllrs. would finalise the draft for signature.

26/109 Lengthsman – Items raised had been identified to Steep Clerk for tasking (April) and Clerk would chase again and add the cleaning of the white posts around the Village Green. Cllrs would consider whether the PC should pay for clearance on Farnham Road. The Clerk would go back to Highways about other trees which appeared to be at a dangerous angle.

26/110 Allotments – The Allotment agreement was being reviewed by Cllrs. with intent to increase rent and bring in a service charge to cover clearance, perhaps with a resident's rate. Cllrs. had inspected recently and for the most part found the allotments to be in good order (those which were not would be contacted) but felt it was clear that more money needed to be taken to cover the running costs. Most of those renting allotments were not Sheet residents. A financial review would be done first and then the Allotment Association model contract reviewed.

26/111 Correspondence - an email from a resident was discussed and the Chair agreed to research and respond.

26/112 Annual Parish Assembly 2026 – would be held on Thursday 14th May 2026. The Chair asked Cllrs. to write and present a short report on their areas of responsibility. It was agreed that the meeting would commence with Parish business, continuing with the Guest Speaker in the second half. The Chair had drafted a report to be included on the website.

26/113 Date of Next Meeting – The next meeting of Sheet Parish Council will be held on **Tuesday, 9th June 2026** at 7.00 p.m. at Sheet Village Hall.

The meeting closed at 8.45 p.m.

Julia Elliman
Clerk

3rd June 2026