

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st October 2008

Date: Tuesday 16th September 2008

Present: Mrs Y Boyd (YB), Mr A Jackson (AJ), Mrs P Pinkham (PP), Mrs J Scott (JS) Mr C Stride (CS), Mr K Twelvetrees (KT)

Apologies: Mr R Armistead (RA)(Chairman), Mr K Charman (KC)
Mr R Field (District Councillor)

Non-Attendance: Mr M Robinson (MR)

In Attendance: Mrs L Davies, Clerk

Members of Public: 3

As both the Chairman and Vice-Chairman had sent their apologies, YB proposed that Mr Jackson chair the meeting. Seconded by CS. All were in favour.

Action By

1. Apologies for Absence

Apologies were received and accepted from Mr Armistead and Mr Charman.

2. Declaration of Members' Interests

No interests were declared.

3. Minutes of the Last Meeting

The Minutes of the last meeting held on Tuesday 22nd July 2008 were approved as a correct record and signed by the Chairman.

4. Minutes of the Planning Committee Meeting

The Minutes of the Planning Committee Meetings held on Tuesday 12th August and Tuesday 2nd September 2008 were both approved as a correct record and signed by the Chairman.

5. District/County Councillor: Mr Field had sent his apologies.

With regard to West Sussex County Council (WSSCC), there were no matters of significance to report, although Shurlands Corner remained a concern. Mr Dunton was aware of the recent accidents and continued to press the Highways Department. The Clerk confirmed that re-texturing of the surface had been planned during August, but due to the wet weather, it had not been possible. Highways had now confirmed that the corner would be resurfaced. Vegetation had been cut back and temporary signage installed. Permanent signage was still being discussed.

Mr Dunton was pleased to report that WSSCC had won an award for promoting business waste recycling in the county. He was also aware that village skips were under threat as the contents went to landfill rather than recycling.

7.55 pm JS entered the meeting room. No interests were declared.

6. Public Questions: As the members of public had attended the meeting to listen to discussion relating to items later on the agenda, under Standing Order 10, the Chairman requested a motion to vary the order of business. All were in favour. The members of public were invited to address the Council.

Mr Newman, Chairman of the Sports Association, was aware that the Fair would be arriving this week and was concerned that damage would be caused to the Green. The Clerk confirmed that she had spoken to Mr Trickett, who would ensure that no vehicles travelled over the football pitch. Due to the wet weather, the Parish Council would monitor and arrange any repairs.

Clerk

Mr Newman had written to the Parish Council asking members to agree to the spraying of the Green. He explained that there was currently a plantain problem, particularly on the football pitch, and the ideal time for spraying was September. In addition, there were a considerable number of worm casts, which would form a muddy layer over the grass and would like the area to be sprayed with a worm suppressant in November. Mr Newman confirmed that the football season started on the 27th September. Two teams would play on Saturdays and one team on Sunday.

With regard to the positioning of the bins at the Pavilion, Mr Newman felt that a plan should be drawn up before any further decisions made. There were currently 6 recycling bins and one general rubbish bin, and he was concerned that screening would make access difficult. He was happy with the current position at the end of the Pavilion.

Mr Newman was concerned that during exceptionally heavy rainfall, the drainage in the area of the Pavilion was inadequate and the ground became saturated. Although the drains were cleared a year or so ago, there appeared to be no improvement. It seemed that water flowed down Butts Meadow, Wyatt Close and from Western Road, and with the drains being overwhelmed, accumulated around the building. Members agreed that the Clerk should contact WSCC in the first instance.

Clerk

Mr Newman requested a meeting with the Green Co-ordination Group. Clerk to organise.

Clerk

Mr Newman was pleased to report that the Pavilion had recently undergone exterior redecoration. Fascias and gutters would shortly be replaced and a new front door would be installed.

As the cricket season had finished, Mr Newman confirmed that the cricket nets had been removed and the basketball net could be reinstated on the concrete. KT to organise.

KT

The Clerk confirmed that the land drainage of the Green would be included on the October agenda.

7. Matters Arising from the Parish Council Meeting on 22nd July 2008

a. Village Hall Storage: The Village Hall Management Committee had now discussed the provision of additional storage for the hall and agreed to contribute to a larger shed to replace the existing Sideshow Shed. Size and cost details had been provided, although CS, as Chairman of the Sideshow Society, had found a possible alternative at a slightly reduced rate. He felt that separate access arrangements for the different storage areas should be provided to utilise the space more efficiently, which could potentially reduce the overall size. CS would discuss further with Mr Preston-Jones, who was investigating the options on behalf of the Management Committee. Based upon the proposal submitted by the Management Committee, the Parish Council agreed to a contribution of one-third, to a maximum of £1500. CS confirmed that the Sideshow was willing to contribute up to £1000, depending on the cost and proportion allocated for their use. Further details and confirmation of the proposal and costs at the next meeting. CS confirmed that the Sideshow would remove the existing shed, to coincide with the Bonfire Night.

CS

b. Village Emergency Plan: CS reported that he, MR and KC recently met to finalise the arrangements to provide emergency power for the Village Hall. As it was hoped that this scenario would never arise, they had agreed that a petrol generator would be the most cost effective, with petrol in an emergency being readily available from cars. The cost of solar power was prohibitive. The total cost of the generator, electrical work at the Village Hall and the other items on the equipment list, would cost a maximum of £1500. The Clerk confirmed that money had been included in the budget. Members therefore approved the expenditure.

CS/MR/KC

- c. Village Hall Car Park Drainage: A quote had now been received from E P Clark & Co Ltd to provide a drain along the south wall of the Village Hall to direct ground and surface water away from the building, for £1164.00 plus vat, and to provide a sump, drain and re-surface the area of the spring for between £300 and £500. This figure was more difficult to estimate as full details of the work involved would not be known until the area was excavated. E P Clark had also stated that it was possible that the spring would occur elsewhere and still prove a problem. Due to E P Clark's historical knowledge of the Village Hall and the specialist nature of the work, members agreed that no further quotes should be sought and instructed the Clerk to accept the quotation.

Clerk

- d. Youth Group: Nothing to report at present. Update at the next meeting.

YB

8.30 pm – Mr Duncton gave his apologies and left the meeting room.

- e. Condition of the Pond: The Aquatics Centre in Billingshurst had now tested the water. The PH and Nitrates were both within normal limits and there were no indications that further testing was required at the present time. Members hoped that the excess number of ducks would move on shortly. Position regarding the lilies to be discussed with Mr Preston-Jones who organised the last clearance about 5 years ago.

Clerk

- f. Position of the Bins at the Pavilion: Discussed after public questions. Although members had agreed in principle to the re-positioning of the bins to the north side of the Pavilion, some concern had subsequently been expressed that this would have a detrimental impact upon the appearance of the building from the Kirdford Road side. In view of Mr Newman's comments and his assurances that the area would be kept tidy, members agreed that the bins should remain in the current position.

- g. Clerk's Report On-going Matters:

- Telephone Pole on the Village Green: Confirmation had been received from British Telecommunication (BT) that the pole would be removed and the cables laid underground. The wayleave with the landowner was currently being agreed.
- Village Parking Proposals: Unfortunately Mr Chris Stark, who met with CS, had now left WSCC. His replacement would start shortly. In the meantime, the Clerk had written to BT to ascertain the line and depth of their cables along Kirdford Road.
- School Road One-Way System: Text had been included in the newsletter, due out any day, with a separate questionnaire on a reply card. Replies would be returned to the village shop, village hall post box or returned in the post. Hopefully more information would be available for the next meeting.
- Community Speed Watch: Unfortunately Inspector Woollerton had not responded to several emails sent by the Clerk for an update on the scheme and confirmation of the arrangements regarding the loan of equipment. She would continue to chase.
- Shurlands Corner: Discussed earlier in the meeting.
- August Bank Holiday Fete: It had been a success and a debrief would be held tomorrow. Members expressed their thanks and appreciation to the organisers for a great village event.

Clerk

Clerk

8. New Items for Discussion

- a. Spraying of the Village Green: Discussed after public questions. Briefing information had been sent to members in advance of the meeting. A formal request had been received from the Sports Association for the Green to be sprayed for weeds. In addition, due to the wet weather, there were a considerable number of worm casts, which could make the Green very muddy. A quotation had been received from Active Grounds Maintenance, who had undertaken previous work, for both applications. The weeds would need to be sprayed in September at a cost of £102 per hectare (the football pitch was approximately 1.6 hectares). The worm suppressant would need to be undertaken in November at a cost of £150 per hectare. Members agreed that the Parish Council would fund the spraying of the whole green and the peripheral areas, Little Green and up School Road. Although the Parish Council authorised the worm suppressant, the cost would be borne by the Sports Association, which was agreed by Mr Newman. Clerk to advise Active Ground Maintenance.

Clerk

- b. Playground Inspection Report: In the absence of MR, to be discussed at the October meeting.
- c. Litter Picking: As part of the nationwide campaign 'The Big Tidy Up', the Clerk had arranged another litter picking session on Saturday 27th September, meeting at the Sundial at 2.00 pm. Chichester District Council (CDC) would again provide equipment. Members were encouraged to support – please advise the Clerk.

ALL

9. Correspondence: Details of correspondence received since 22nd July was distributed prior and at the meeting. The following items were highlighted to members.

- A number of consultation documents had been received. Details had been included on the correspondence list. Any comments to the Clerk.
- Action in Rural Sussex (Airs) was launching a new initiative 'Improving Village Access to Health & Well-being'. Supported by CDC, AiRS hoped to bring health/well-being education and services to rural villages and Wisborough Green had been selected as a village to trial the scheme. A meeting would be held in Lodsworth on Tuesday 7th October, to which the Clerk, PP, JS and Mrs Hazel Barnes, Warden at Wyatt House, would attend.
- Confirmation had been received from Mr Richard Vause, Trustee for the Pavilion, that the work to the Pavilion stairs and balustrade had been undertaken.
- Clair Gamlin was a new Police Constable Support Officer (PCSO) for the Petworth area.
- AiRS had selected Wisborough Green as a case study in the North Chichester District on the Parish Plan and follow up action. RA and Mr Preston-Jones would be meeting with Faustina Bayo from AiRS at the end of the month.
- Angela Warwick, WSCC Highways, had inspected the entrance to the Wyatt Close and stated that surface repair was not necessary at the present time. Clerk to follow up and to also mention the condition of the road surface in Glebe Way.
- The AiRS and Sussex Association of Local Council's Annual General Meetings were highlighted on Friday 7th November at Ardingly.
- Notification had been received from WSCC that money was still available as a result of the Garmans development through the Developer Funded Highway Schemes. A request had been made for the lines to be repainted and money to be considered for the creation of additional parking spaces by the Green.
- The Flood Survey for Winter 2008/2009 had been received and members were asked to record any incidents of flooding. Clerk to ascertain if the collation of information helped the village.
- A request had been received from Mr & Mrs Yeo for a Bed and Breakfast sign to be placed on the bus shelter on the Billingshurst side to advertise to potential passing trade, in addition to the sign that would be erected in the wall. The Clerk gave details of a recent incident. Members felt that there were other Bed and Breakfast establishments in the area that did not have passing trade but were still successful, advertising on the website and through the various organisations. Members did not feel it appropriate to have a sign on the bus shelter.

Clerk

Clerk

Clerk

10. Finance:

- a. Accounts for Payment: The Clerk circulated the Cheque List for August and September, which was approved. All cheques dated 16th September 2008 unless otherwise stated.

2125	08.08.08	249.04	Scruples Signs & Designs – village parking signs
2126	08.08.08	491.16	Garden Care (Southern) Ltd – grass cutting & spraying sundial/car park
2127	12.08.08	471.52	WSCC – Clerk's Salary for July
2128	19.08.08	139.88	British Telecommunications plc – broadband and telephone charges
2129	19.08.08	1700.11	Lewis Marquees – final payment for hire of marquee for B/Hol weekend

		3051.71	

Retrospective approval.

2130	438.28	Garden Care (Southern) Ltd – grass cutting
2131	200.00	Mrs J E Miles – litter warden – payment for July and August
2132	334.88	Mazars – external audit fee
2133	507.60	Pro-Tec Security Management Ltd – security for marquee
2134	471.52	WSCC – Clerk's Salary for August
2135	174.70	Southern Water – allotment water

	2126.98	

The Clerk highlighted the Pro-Tec invoice. The Parish Council had previously agreed to make a 50% contribution based upon an estimated charge of up to £300. The amount, excluding vat, was £432.00. A comprehensive report had been received from the Security company, which the Clerk would review with the Chairman. As a result of the guard being present, the marquee had not sustained damage. Members confirmed the contribution of £150. Clerk to discuss further with the Horticultural Society.

Clerk

The Clerk had previously been asked to review the broadband and telephone charges. Having now spoken with BT, it appeared that an improved broadband service could be provided for £12.99 per month (instead of £17.99) on a 12-month contract. A new wireless router would be provided free of charge and the line would be upgraded for a faster connection. BT also suggested that the telephone package be changed to the All Day Plan. Although this would be an additional £4.95 per month, there would be no call charges. There would also be a 25% discount to mobile phones. Looking at the history of calls, BT had confirmed that this would be the most cost effective package, again offered on a 12-month contract.

Members agreed that the Clerk should accept these new terms.

Clerk

- b. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. There were no items to highlight or further questions.
- c. External Auditor's Report: The Clerk confirmed that the accounts had been approved.
- d. Budget Preparations: Members were reminded to give consideration to the budget for 2009/2010, which would be discussed further at the next meeting.

ALL

11. Planning Reports

- a. There were no applications to review.
- b. Chichester District Council Planning Decisions: The following were noted:

Application No:	Application and Reason	Decision
WR/08/01752/DOM	Mr G Edwards Green House Billingshurst Road Replacement garage.	Permit
WR/08/02106/FUL	Mr And Mrs Haines Lower Sparr Farm Skiff Lane Demolition of existing barn and construction of new stables.	Permit
WR/08/02251/TCA	Mrs Tricia Dixon The Gatehouse School Road Notification of intention to crown reduce by 3m 1 no. Conifer tree (T1), crown reduce by 35% 1 no. Conifer tree (T2) and fell 1 no. Sycamore tree.	Conifers – No TPO Ash removed from application

WR/08/02075/DOM	Miss C Jones Chapel Cottage Petworth Road Erection of conservatory to rear of property to replace existing.	Refuse Details were given
WR/08/02363/FUL	Mr Richard Pinkham (Churchwarden) St Peters Church School Road Extension to porch to form vestibule and vestry.	Refuse Details were given
WR/08/02187/DOM	Mr J Lambert The Old Coach House Billingshurst Road Erect a close boarded (Arris Rails) fence behind existing hedgerow.	Permit
WR/08/02252/DOM	Mr Richard Compton Northlands Farm Newpound Proposed replacement garage/store facilities.	Permit
WR/08/02255/FUL	Mr Richard Compton Northlands Farm Newpound Amendment to permitted garage/store to form swimming pool enclosure.	Permit
WR/08/02562/DOM	Mr and Mrs Farmer Old School Cottage, School Road Single storey rear extension.	Permit
WR/08/02568/LBC	Mr and Mrs Farmer Old School Cottage, School Road Single storey rear extension.	Permit
WR/08/02575/LBC	Miss C Jones Chapel Cottage Petworth Road Erection of white hardwood conservatory to rear of property, to replace existing hardwood conservatory.	Refuse Details were given
WR/08/02772/TPA	Mr Cato Stonex Wisborough Park House, Kirdford Road Crown reduce by 33% remove deadwood and crown clean on 1 no Oak tree within area A1. All subject to WR/59/01108/TPO.	Withdrawn
WR/08/02839/TCA	Mr Nick Maddalena Thornton Cottage Petworth Road Notification of intention to reduce by 5m and reduce western sector by 3m on 1 no. Silver Birch tree (marked on sketch plan as T1).	No TPO
WR/08/02687/ELD	Mr Tim Johns Fishers Newpound Lane Wisborough Green Billingshurst Use of space above garage as ancillary living accommodation for the main house.	Permit
WR/08/02978/TCA	Mr Akers Land Adjacent To South Lodge Petworth Road Notification of intention to reduce height by 1m on 1 no. Cypress hedge.	No TPO
WR/08/03080/FUL	Mr Stuart Clarke Mobile Home Old Helyers Farm Kirdford Road Retention of mobile home.	Permit

12. Other Reports

- a. Village Hall: In the absence of RA, the Clerk reported that the Village Hall Management Committee was currently looking at replacement chairs, at an approximate cost of £2-2500. They would like to make the purchase through the Parish Council. It was noted that the Pavilion had recently purchased new chairs, at a cost of £18.50 per chair. Management Committee to be advised. Clerk
- b. Workhouse:- Nothing to report.
- c. Allotments:- As an allotment had not been worked and the weeds were causing concern, a letter had been sent to the tenant advising that the tenancy would not be renewed in April 2009 if the allotment was not cultivated for the remainder of the season.
- d. Pavilion:- In the absence of RA, nothing to report.
- e. Green Co-ordination Group: In the absence of MR, nothing to report. Meeting to be organised. MR/Clerk
- d. Neighbourhood Watch: A number of burglaries in the area had been reported, oil and money having been stolen. A Staffordshire bull terrier had attacked a walker and his dogs in a field by The Luth. A Neighbourhood Watch Street Co-ordinator was required in Carters Way. PP to prepare a notice for the December newsletter if necessary. PP
- e. Footpath Group: Unfortunately, Sussex Rights of Way appeared to be protracting the implementation action for the dogleg proposal. Mr Preston-Jones, who led the negotiations, had requested that a letter be written to try to expedite the proposal. Members were in agreement. Clerk

13. Any Other Business

- a. YB was concerned at the potential ice hazard produced by the spring in Durbans Road. Mr Vickery asked to address the meeting. Being involved with a nearby property, he stated that investigations had been undertaken and in fact the water was from the mains. He was currently negotiating a new installation with the water company.
- b. YB had been advised that a painting of the Green had been offered to the Parish Council. It was a watercolour painted in the 1930's by Bevil, a local artist who lived in Kirdford Road, showing a cricket match on the Green with a newly planted conifer in the foreground. Historically it was of interest. Members agreed that a suitable place could be found for it in the Village Hall. YB to respond and obtain. YB
- c. CS advised that the drains in Kirdford Road were blocked. The drains in Durbans Road were in a similar state. Clerk to contact WSCC Highways. Clerk
- d. It was noted that the footrests by the village benches were worn and should be replaced. To include in next year's budget. Clerk
- e. On Saturday the Little Green (sundial green) sustained damage from vehicles. AJ had roped off the area for the Sunday event. Members agreed to review the situation after the fair and when the ground had dried. Clerk
- f. The Clerk stated that a letter had been sent to the property owner of North Cottage, next to the Cricketers Arms, requesting that the crazy paved area, providing vehicle access to his property, be repaired. It currently posed a trip hazard.
- g. A letter of thanks had been received from the Internal Auditor for her gift vouchers.

14. Date of Next Meeting:

Planning Committee on Tuesday 7th October 2008 at 8.00 pm (if required).
 Parish Council Meeting on Tuesday 21st October 2008 at 7.45 pm.

There being no further business, the meeting was closed at 9.10 pm.

Chairman: Date: