

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 17<sup>th</sup> February 2009

Date: Tuesday 20<sup>th</sup> January 2009

Present: Mrs Y Boyd (YB), Mr K Charman (KC) (Vice-Chairman), Mr A Jackson (AJ),  
Mrs P Pinkham (PP), Mr M Robinson (MR), Mr C Stride (CS), Mr K Twelvetrees (KT)

Non Attendance: Mr R Armistead (RA)(Chairman), Mrs J Scott (JS)

In Attendance: Mrs L Davies, Clerk

Members of Public: 3

In the absence of the Chairman, the Vice-Chairman took the chair and opened the meeting at 7.50 pm, welcoming all those in attendance.

Action By

### 1. Apologies for Absence

Apologies were received and accepted from Mr Armistead and Mrs Scott.

### 2. Declaration of Members' Interests

KT declared an interest in item 6c having submitted a quotation for consideration. AJ stated that he was a neighbour to Champions Farm, but it would not represent a prejudicial interest. No other interests were declared.

### 3. Minutes of the Last Meeting

The Minutes of the last full Council meeting held on Tuesday 18<sup>th</sup> November 2008 were approved as a correct record and signed by the Vice-Chairman.

The Minutes of the last Planning Committee meeting held on Tuesday 16<sup>th</sup> December 2008 were approved as a correct record and signed by the Vice-Chairman.

### 4. District/County Councillor: Mr Field sent his apologies.

There were no particular items that directly affected Wisborough Green which Mr Duncton wished to report. The issues related to the Petworth and Midhurst area; The Grange, the Rotherlea Care Home in Petworth and the gas works in the town. With regard to Shurlands corner, it appeared that the re-surfacing work had made an improvement. Members concurred although the Clerk would chase regarding the signage.

Mr Duncton reported disappointing attendance at the County Local Committee meetings. It was only when matters concerning schools or hospitals were on the agenda that attendance was good and he questioned whether the meetings should be discontinued. Members agreed that a representative would try to attend the next meeting.

Clerk

ALL

### 5. Public Questions: The Chairman invited PCSO Ian Luxford to address the meeting. PCSO Luxford gave crime statistics for the past year, explaining that burglaries had increased, particularly from sheds during the summer. Twenty nine incidents had been reported over the past year, 4 higher than the previous year, although this figure was lower than other parishes of a comparable size in the district. The arrangements for Speed Watch were progressing and 3 sites had now been assessed; two by the village shop and one in Kirdford Road. It was hoped that the scheme would be up and running in a month.

Four fixed penalty notices had been issued over the last couple of months to motorists parking on the double yellow lines. Members highlighted that cars were regularly parking around the junction on a Thursday, Friday and Saturday evening and requested police presence to deter motorists. The safety at the junction was a significant issue for the village.

Members also commented on the problems being experienced as a result of the activities of 3 youngsters in the village. Anti-social behaviour, burglary and vandalism could be attributed to these individuals and had been reported to the police. Members again requested police presence to deter this behaviour.

PP expressed her dissatisfaction at the way the recent distraction burglary had been reported to her and handled by the police. PC Luxford noted the comments made. Thanks were extended to PCSO Luxford for attending the meeting.

8.04 pm – PCSO Luxford and Mr Duncton left the meeting room.

There were no further questions.

#### 6. Matters Arising from the Parish Council Meeting on 18<sup>th</sup> November 2008

a. Emergency Plan: KC confirmed that the generator and basic equipment had now been received and the electrical installations in the Village Hall completed. A test of the generator and connections would be undertaken in the near future.

KC/MR/CS

b. Village Green Drainage: Details of drainage proposals from 3 contractors had been circulated to members in advance of the meeting. KC confirmed that each contractor had quoted for their own scheme to address the areas of concern; southern end of the Green, along Western Road, in front and behind the Pavilion, and along the edge of Kirdford Road to the Cricketers junction. KC had reviewed the quotations and prepared figures which would give a direct cost comparison. Concern was expressed that the proposals relied upon the present system flowing and following recent heavy rain, the water level in the manhole suggested that the outfall was not working. Members also discussed the area behind the Pavilion and whether it was worth draining in view of a possible plan to install a hard sports surface in the future. Members agreed that if this were ever to be endorsed, it was many years away and in fact drainage could make this area more useable, removing the need. After some discussion, it was agreed that:

- In the first instance, the current drainage system and outfall on the south end of the Green should be inspected and 'serviced' to assess the position before proceeding with any other work.
- Each contractor to be asked to submit a quotation for the above, and subject to a satisfactory outcome, to quote to verti-drain and sand the southern end of the Green.
- Each contractor to be asked to quote for their proposed drainage scheme as per the plans already submitted and to include verti-draining if felt necessary.
- Having done previous work on the Green, Active Ground Maintenance to be contacted to establish if they were able to quote for the proposal.

KC

Unfortunately, the next closing date for the Large Discretionary Leisure Grant was the 12<sup>th</sup> February, before the next Parish Council Meeting. Although KC and the Clerk would review the responses, it was unlikely that an application for this grant could be submitted. An application could however be made for a County Local Committee Grant.

Having submitted a quotation for the next item, KT declared a prejudicial interest and left the meeting room.

c. Village Trees: Three quotations had been received from local tree surgeons. The Clerk explained that each contractor had quoted based upon a specification produced by Mr Twelvetrees, who acted as the Parish Council's Tree Warden. There was a large difference in price. The cheapest contractor was known to YB and had undertaken very satisfactory work for her. This contractor had also been used by the Parish Council previously although the ground levelling had not been totally satisfactory. Members discussed the merits of each contractor, but agreed to offer the work to the cheapest, understanding that additional work may be required to fully undertake the

specification. It was felt that this would still represent a saving on the other quotations. Members expressed their thanks to KT for preparing the specification. Clerk to make the arrangements.

Clerk

KT returned to the meeting room.

d. Youth Group: An article was prepared for the last newsletter, but sadly no volunteer help was generated. YB was disappointed that at the present time it was not possible to establish a club for the youngsters. Members expressed their thanks to YB for all her help.

e. Clerk's Report On-going Matters:

- Newsletter: The schedule for publication dates for 2009 had now been received from the printer. The March edition would be distributed during the week commencing 23<sup>rd</sup> March, the printer requiring the editorial by 6<sup>th</sup> March. It was agreed that the following articles to be included:

KC/Clerk

- Village Green drainage.
- Note about scheme for bulk buying central heating oil.
- Provision of possible hard sports surface (Clerk to liaise with Mr Newman)
- Billingshurst Village Car Service – possible article to be included, with a view to discussing at Annual Parish Meeting in April. Clerk to speak with RA with a view to inviting Mr Johnston to speak at the Parish Council Meeting in February.

MR  
Clerk

Clerk/RA

- Highways Update: The following update had been received from West Sussex County Council (WSSC) Highway's Department:

- An order had been raised to replace some of the granite sets in School Road.
- The officer had inspected the site of the new property (White Croft) in Newpound Lane and could see no evidence of verge damage which action could be taken on.
- The potholes in Newpound Lane had been filled and the road had been identified for tar and chippings in April 2009.
- The fingerpost sign at the crossroads was being repaired and would be replaced in the near future.
- The jetting crew had attended and cleared the gullies in Wyatt Close and the access road to the Pavilion. Their report showed that there may be a broken pipe and an order had been raised for further investigation. The Clerk would follow-up.

Clerk

Members requested that the following items be reported to WSSC Highways:

- The puddle on the south side of the pedestrian crossing.
- The drains in Kirdford road appeared to be blocked with silt from the fields. There was a natural spring in the road and with the water being unable to drain away, caused a hazard particularly in icy weather.
- The hole that had recently been repaired in Kirdford Road, opposite the playground, was now breaking up again.
- Durbans Road was recently closed twice due to flooding at the brook.

Clerk

- Parking Proposals: CS confirmed that he would be meeting with British Telecommunications on Friday 23<sup>rd</sup> January to review the depth of cabling along the edge of Kirdford Road.

## 7. New Items for Discussion

a. Balloon Club: A request had been received from the Balloon Club of Wisborough Green to hold their annual Charity Balloon Lift Off on the Green on Friday 11<sup>th</sup>, Saturday 12<sup>th</sup> and Sunday 13<sup>th</sup> September 2009. The flights would take place from dawn to 9.00 am and 4 .00 pm until dusk. The date had already been agreed by the Sports Association. Members had no objection. However, due to the amount of traffic experienced this September, the Little Green would need to be roped off, with parking cones, parking signs and marshals to ease the traffic congestion. Clerk to send agreement form and advise accordingly.

Clerk

- b. Marquee for August Bank Holiday Weekend: The Horticultural Society had obtained 3 quotations for the supply of the marquee for the Bank Holiday event; Lewis Marquees Ltd (the previous provider) at £2045.80, Inside Outside at £2446.50 and Bees at £3540, all excluding vat. The Horticultural Society was very happy with the quality of the marquee and service previously provided by Lewis Marquees and recommend that this quotation be accepted. Members were all in favour. Clerk
- c. School Summer Fete: The Chair of the school PTA had contacted the Clerk regarding an 'It's a Knockout' attraction that they would like to include at their Fete on the Green in June. It would involve an obstacle course, including an inflatable, which would be organised and run by a Billingshurst company. This company held its own insurance and would provide a risk assessment. Members had no objection. Clerk
- d. Grass Cutting Contract for 2009: A comparison chart for 2 quotations for the grass cutting contract was distributed to members. Both had quoted on the same specification, although the price for the competing contractor was more competitive. Although there were many benefits to remaining with the existing contractor, the Clerk was asked to obtain more trading information and references for the unknown contractor. To be reviewed and discussed at the next meeting. Clerk

9.00 pm – YB and member of public left the meeting room.

- e. Village Pond: Although it had previously been agreed to review the pond this summer, with a view to organising a clearance in autumn 2009, Mr Preston-Jones had recently spoken to Mr Paul Leavens, Dip. Hort, a specialist consultant for water gardens, ponds and lakes. Mr Leavens had offered his advice, free of charge, stating that the correct time to do a clearance would be in April. Members agreed that his advice should be sought and if he recommended a clearance in the spring, members of the Council would happily be involved and help with the organisation. The cost of the previous clearance had been grant funded. Clerk to advise Mr Preston-Jones. Clerk

8. Correspondence: Details of correspondence received since 18<sup>th</sup> November 2008 was distributed prior and at the meeting. The following items were highlighted to members.

- Mr Richard Bairstow, Wisborough Green Trust, had confirmed that the Trust was now in a position to pay the £250 contribution to the Parish Plan.
- The Royal British Legion had sent a letter of thanks for the generous donation.
- A letter from St Peter ad Vincula PCC had been sent to the RA complaining about the new shed in the village hall car park. RA had responded to say that the storage was required for the many activities being held in the hall as providing storage in the hall would have compromised the open space and restricted use. Although the shed did occupy more space, it had a lower profile and was not visible from the church. The current colour had made it conspicuous, but it would be re-painted with a less obtrusive colour. RA had stressed that the Parish Council was also keen to preserve and maintain the village.
- The agenda for the Chichester District Council Annual Parishes Meeting had been circulated to all. RA had agreed to attend, but unfortunately KC was no longer able to due to business commitments. Members were asked to give consideration and advise the Clerk if interested. Otherwise the Clerk would attend. ALL
- Draft Statements of Truth for the allotment registration had now been received from Hedleys Solicitors. The Chairman and Clerk would complete and the registration would be submitted. RA/Clerk
- The WSCC Infrastructure Works Programme for 2009/2010 had been received. Carriageway surface dressing was planned for Newpound Lane and Skiff Lane at a gross estimate of £14869 each.

9. Finance:

- a. Christmas Tree Electricity: The Clerk stated that the managers of the Three Crowns Public House had requested that a donation for the electricity be made to CHASE rather than receive payment themselves. Members agreed to a £25 payment, particularly as the new LED lights consumed less electricity. Clerk to write letter of thanks and organise payment. The Clerk highlighted that this would be a Section 137 payment. KT advised that the lights had been vandalised and one strand

cut. He anticipated that these were repairable, but thought that a further stand for next year would give a better effect. Clerk to order.

Clerk

KT also expressed his concern at the current arrangement for the power and questioned whether a permanent power source could be installed. Members felt that such an option would not be cost effective for the 3 or so weeks that the tree was in position, but agreed that a permanent spigot with cover should be installed in the ground and an RCD unit purchased. KT agreed to arrange in the autumn. Members extended their thanks to KT for organising the tree.

KT

- b. Accounts for Payment: The Clerk circulated the Cheque List for December and January, which was approved.

December (Retrospective approval – dated as indicated)

2159	(22.11.08)	2538.00	Viking Direct – 120 banqueting chairs for Village Hall
2160		185.06	English Woodlands – tree for Harsfold Lane
2161	(09.01.08)	225.00	K Twelvetrees – repairs to the Green following Fair's visit
2162		264.38	Garden Care – clearing of leaves from Green and ditches
2163		264.38	E P Clark – 3 replacement manhole covers
2164		100.00	Mrs J E Miles – litter warden
2165		471.52	WSCC – clerk's salary for November
2166		421.19	Mrs L Davies – Perspex for bus shelter window and Christmas tree lights
2167	(27.12.08)	17.25	Shredder Waste Paper – shredding of planning documents from filing
2168		25.00	Broker Network Ltd – insurance for garage and emergency plan equipment
2169		872.91	Mr C Harvey – installation of water heater in Village Hall
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		5384.69	

January (Cheques dated 20<sup>th</sup> January 2009)

2170		471.52	WSCC – clerk's salary for December
2171		466.25	WG Village Hall – Workhouse Insurance
2172		258.64	CDC – rental and emptying of 1100 ltr bins at Village Hall and Pavilion
2173		40.00	Action in Rural Sussex – annual subscription
2174		100.00	Mrs J E Miles – litter warden for December
2175		32.70	Mrs L N Davies – ink cartridges and postage
2176		83.64	Mr I F C Davies – installation of bus shelter window
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		1452.75	

- c. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The Clerk highlighted the payments for Village Hall improvements and confirmed that a donation would be received from the Village Hall Management Committee. There were no other items to highlight.
- d. Budget and Precept Request for 2009/2010: A draft budget had been distributed in advance of the meeting. The Clerk gave explanation to the figures and highlighted the inclusion of additional costs that had not been available at the November meeting. Members all agreed that the Precept request for 2009/2010 should be £31,000 – no increase on last year. Clerk to advise CDC.

Clerk

10. Planning Reports

- a. The following applications were reviewed. Details of the application and plans had been circulated in advance of the meeting.

<b>Application No:</b>	<b>Application and Reason</b>
WR/08/04875/FUL	Mr And Mrs Lawrence Wells Pallingham Quay Barn, Horsebridge Hill Emergency access track adjacent to existing gallop to land north-west of Pallingham Quay Barn. The application had been reviewed at the December Planning Committee meeting and objections raised. Information had subsequently been received from CDC relating to the appeals and the inspector's comments regarding the track. This information was relayed to members and the plans reviewed. Members agreed to object to the provision of an emergency access track adjacent to the current gallops. No justification had been given for a separate track, instead of utilizing the gallops, for the occasional occurrence when flooding might prevent access via the main track.
WR/08/04870/FUL	Mr A Neale (T-Mobile) Sandpit Copse, Fittleworth Road Installation of 3 no. additional antennas and associated additional equipment cabinet. <u>No Objection</u>
WR/08/05062/DOM	Ms Jane Warren Mulder Little Copse Fittleworth Road Erection of a timber garden building. O.S. Grid Ref. 502721/122328 <u>No Objection</u>
WR/08/05137/DOM	Mr And Mrs Marshall Champions Farm Newpound Lane Alterations and extensions to existing garage block to form a garden study and fitness area. <u>No Objection</u>

- b. Chichester District Council Planning Decisions: The following were noted:

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/08/03936/DOM	Mr Colin Beasley, Thayres Cottage, Newpound Replacement of derelict shed/garage.	Permit
WR/08/04400/FUL	Mr Marco Valesi Arun Holt Cottage, Wakestone Lane, Bedham Demolition of existing dwelling and replace with new family dwelling.	Permit
WR/08/04445/FUL	Mr Stuart Field Westholme Farm, Newpound, General purpose agricultural building 16.0 x 9.0 x 3.0 to eaves.	Permit

WR/08/04479/DOM	Mr And Mrs T T Allen And D A Dupont Burdocks Fittleworth Road Proposed single storey side extension.	Permit
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11. Other Reports

- a. Village Hall:- The Clerk had received details from Willards, the Village Hall electricians, regarding the lights. In addition to the light being moved to illuminate the back entrance, Willards suggested that a further light linked to the sensors be installed above the back toilet windows, which would illuminate the far end of the car park and access to the church. This would cost an additional £236.00 plus vat. In view of the comments received from those using the Village Hall, members agreed that lighting the car park was a safety concern and as such, the work should be undertaken without delay.
- b. Workhouse:- The Clerk, in consultation with the RA, had submitted a planning application for the Village Hall and Workhouse windows. A letter had now been received from CDC requesting further information be submitted; a design and access statement, heritage statement and elevation plans. AJ and Clerk to submit the information and consult a local architect as required.
- c. Allotments:- Nothing to report. KT agreed to speak with Mr Preston-Jones regarding the hedging plants.
- d. Pavilion:- The Sports Association Annual General Meeting was held on Tuesday 13<sup>th</sup> January. No further information known. Nothing further to report.
- e. Green Co-ordination Group: Nothing to report.
- f. Neighbourhood Watch: KT and PP both expressed concern that information regarding the youngsters was not being included in crime statistics, even though the incidents had been reported. KC suggested that the PCSO for our area, Clare Gamblin, be invited to report at a future meeting. PP would be attending a briefing meeting shortly and would raise her concerns about the reporting of incidents. PP also reported that notes were being left on car back windscreens, distracting the driver and allowing the car to be stolen. Banking scams were also on the increase.
- g. Footpath Group: The rangers had recently inspected the village and made the following report:
  - The bridleway opposite Fishers Farm through to Durbans Road had been inspected. The ranger had agreed that it was sunken, muddy in places and with only very shallow ditches remaining allowing water to accumulate on the surface. Despite this, she felt that the bridleway was still in an acceptable condition. There were other bridleways in the district in a far worse condition that required attention. She would however add it to the Parish Return to ensure that County Hall were aware. If this was a popular route and the Parish Council had funds available, there may be an opportunity to combine funds and undertake repair sooner.
  - Hangman's Lane was a G road and therefore technically the responsibility of the Highways Department, but as she could see it was a well used and a valuable route, she would try to arrange for the vegetation to be cut back with a strimmer.
  - Several stiles would receive additional steps.
- h. North East Parishes Forum: KC and the Clerk attended the meeting on the 4<sup>th</sup> December 2008. Both WSCC and CDC made budget presentations which had been most interesting and gave explanation to the difficulties experienced by both councils with reduced funding by central government – details had been circulated to all members. A further presentation had been made by Faustina Bayo of Action in Rural Sussex regarding Parish Plans. It posed the question as to whether the current Parish Plan should be updated. Although the village had not changed significantly since the Plan was published in 2004, members agreed that a review would be beneficial. To be included on a short agenda in the future.

Clerk

AJ/Clerk

KT

Clerk

12. Any Other Business

- a. It had been reported to MR that a 16 year old girl had been working unsupervised behind the bar at the Pavilion. Clerk to notify Mr Newman, Chairman of the Sports Association. Clerk
- b. It had been noted that after football matches litter was often left on the Green. Also, plastic glasses and bottles were visible on the Green after evening opening. Although not all of the bottles could be attributed to the Pavilion, Clerk to advise Mr Newman of both comments. Clerk
- c. Although the vegetation had been cut back and the fence replaced along the Glebe Field which was a great improvement, damage to the verge was reported. The Clerk confirmed that she would be writing to the property owners. Clerk
- d. An injury had been sustained to a child as a result of broken glass around the bottle banks. The Clerk was aware that Mr Preston-Jones monitored the area, but she would check the frequency with him. Members agreed that it may be necessary for a warning sign to be erected. Clerk

13. Date of Next Meeting:

Planning Committee on Tuesday 2<sup>nd</sup> February 2009 at 8.00 pm (if required).  
Parish Council Meeting on Tuesday 17<sup>th</sup> February 2009 at 7.45 pm

There being no further business, the meeting was closed at 10.17 pm.

Chairman: .....

Date: .....