

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 16th March 2010

Date: Tuesday 16th February 2010

Present: Mr K Charman (KC) (Chairman), Mr J Donovan (JD), Mr A Jackson (AJ), Mr M King (MK), Mr P Mahoney (PM), Mr N Parsons (NP), Mr M Robinson (MR)

Apologies: Mrs Y Boyd (YB), Mr C Stride (CS)

In Attendance: Mrs L Davies, Clerk
Mr C Duncton (County Councillor)
Mr R Field (District Councillor)

Members of Public: None

The Chairman opened the meeting at 7.45 pm and welcomed all in attendance.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mrs Boyd and Mr Stride.
2. Declaration of Members' Interests: Being Chairman of the Scout Group, Mr Jackson declared a prejudicial interest in the possible donation. As his wife was an organiser for the PTA Fayre, Mr King declared a personal interest in the application to use The Green. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 19th January 2010 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:
County Councillor
 - West Sussex County Council (WSSC) was holding an event to discuss the issues raised during the recent severe weather. The Sussex Associations of Local Councils (SALC) would be representing the Parishes and any comments should be forwarded to them.
 - The budget had been set at a 2.5% increase which was the lowest increase since Council Tax was introduced.
 - The next County Local Committee (CLC) meeting would be held in Capron House, Midhurst on 30th March. The proposed car parking charges was the main item on the agenda. Both he and his wife, who was a District Councillor, had declared an interest and would therefore not participate in discussion.
 - The Grange at Midhurst was to undergo re-development. Chichester District Council (CDC) had decided not to take up space and there was now concern regarding Day Centre provision. The area was desperately short of facilities for older people and an alternative space was required.
 - There were leadership changes at the Council; the Chairman, Mark Dunn, had stood down and the Leader, Henry Smith, would be standing for Parliament in Crawley and would therefore resign sometime in May.
 - Mr Peter Griffiths, the Cabinet Member for Schools and Education, had visited Wisborough Green Primary School. He was extremely pleased with the school and its achievements. He also had the opportunity to discuss the all weather sports area.
 - AJ had seen that WSSC was planning to allocate extra funding to pothole repair and asked about the timescale. Mr Duncton confirmed that 500 temporary repairs were being undertaken a day and that £2.5 million had been allocated to repairs. Unfortunately, funding also had to be found for unexpected major road works at Duncton due to subsidence outside the Seaford College entrance.

District Councillor

- CDC had recently undertaken Service reviews as it was necessary for the Council to save approximately £3 million per year due to reduced income and lower government grants. Most savings had now been finalised and it was agreed at a December meeting that £2.6 million per year could be saved. The majority of changes would not affect the delivery of services; most were internal savings or savings made by combining with other agencies. With regard to capital schemes, the District Council still had a considerable sum as capital, partly from the sale of housing stock to Martlet Homes; in the region of £50 million was available to spend over the next few years. The development of Tower Street Museum and the Sports Centre at Midhurst would most certainly proceed but the Council would be looking carefully at all capital schemes to make savings. CDC had originally planned to include a library and day services in the Sports Centre at Midhurst but had now withdrawn to reduce costs.
- The Council Tax had been increased by 2.5% for the coming year, which was a relatively small increase and in line with WSCC.
- Many people fought to stop the implementation of car parking charges in rural car parks, particularly in view of the current economic situation. The decision to implement was made at the December meeting, but would not be introduced until the Civil Parking Enforcement (CPE) had been in place for several months. CPE would involve non-police traffic wardens monitoring parking which had previously been the responsibility of the police. The implementation had now been delayed several times and as yet, the Minister had not signed the official designation to make Law. Due to the impending election, it might not be signed before Parliament was dissolved. WSCC also needed to agree and take to CLC meetings for ratification. The most likely start date was April 2011. Mr Field expressed his concern about the parking scheme; the impact upon local businesses and workers, and potential parking problems on the roads. He did not feel that it made economic sense when taking into consideration the capital costs of installing equipment, employment of staff and the potential impact upon local businesses, which was concurred by members of the Parish Council.
- Mr Field asked if the Parish Council was aware of the proposed Conservation Area Character Appraisal. The Clerk confirmed that an appointment had been made for Friday 26th February at 10.00 am. Mr Field agreed to contact the CDC officer as he had been informed of a different date.
- Having now moved south of Chichester, it was a long journey for Mr Field to attend meetings. The District Councillor for the Fernhurst Ward who lived in Tillington, Mrs Norma Graves, had therefore kindly agreed to attend meetings on a regular basis. However, Mr Field was happy to attend should there be an issue to discuss.
- Mr Field was aware that Mrs Janet Carter had been in contact with CDC regarding her possible development site in Wisborough Green. AJ explained that the Parish Council had undertaken a housing survey as part of the original Local Development Framework (LDF) consultation and several possible sites were identified. Whilst there was some empathy for Mrs Carter's proposal, it was thought inappropriate in isolation. Some of the potential development sites identified were outside the Settlement Policy Area, including Mrs Carter's, and at that time, CDC policy would not permit. The Parish Council would be keen to establish if policy had been adjusted as there were limited options available within or immediately adjacent to the Settlement Policy Area. Mr Field explained that the current consultation was aimed at identifying the larger sites, rather than looking at specific sites for each village, but would keep the Parish Council informed.

Mr Field

8.20 pm - Mr Field left the meeting room

5. Public Questions: There were no members of public present.

6. Matters Arising from the Parish Council Meeting on 19th January 2010:

- a. Emergency Plan: In light of the recent severe weather and power failure, the Emergency Plan Team had undertaken to review the Plan. KC confirmed that he had completed his section and was awaiting comments by MR and CS. However, the Parish Council was now in receipt of a copy letter sent to the Management of Wyatt House from Independent Living Association, a charity providing Advocacy for people with physical disabilities. Having been contacted by a resident, they were concerned that residents of Wyatt House were left without support and were requesting Emergency Plan information. The Clerk believed that an Emergency Plan was prepared by the previous warden; the Parish Council had given permission for the Village Hall to

be used as an emergency refuge and had provided details of key holders. A copy of the Plan to be obtained in order for it to be dovetailed into the village plan.

Clerk

- b. All-Weather Sports Surface: PM confirmed that the governors were quite happy for the school grounds to be considered as a possible location for the surface and could see the benefits for both the school and community. YH had spoken to the Cabinet Member for Education and Schools, who viewed the scheme very favourably; she had emailed WSCC, but was still waiting for an official response in writing. The area that would be available measured 41 x 16 metres, narrowing to 10 metres. PM felt it unlikely that there would be any funding available through the school although a verbal commitment to help with the upkeep had been made. There were some concerns about the impact on neighbouring properties and whether the school was in the Conservation Area. Members agreed that:
- Size of courts to be checked to ensure that the possible area was an adequate size for the playing court and surround. Plaistow court to be viewed.
 - Specification to be prepared with possible costings. PM confirmed that he had information from several companies that could provide details.
 - Although usage figures for the Plaistow court had been obtained, potential demand for a village court was fundamental in the decision process. A village consultation to be considered when specification and cost details known. Details of the Southwater consultation process were available.

PM

8.40 pm – Mr Duncton left the meeting room.

- c. Kirdford Road/Durbans Road Lay-bys: Details had now been sent to 3 local contractors inviting tenders for the work for further discussion at the March meeting.
- d. Youth Group: MK stated that 2 applications had been received for the Youth Worker position and interviews held last week. The interview panel consisted of himself and the Clerk, as well as 2 representatives from the West Sussex Youth Service and 2 young people who currently attended the Purple Bus. He was delighted to say that Miss Jodie Davis, who was a village resident, had been appointed. She would be integrating with the Purple Bus group, with the first meeting in the Village Hall planned for Thursday 29th April. Although the Youth Service was being very helpful and supportive, WSCC had now advised that they would be unable to employ the Youth Worker possibly due to their cost cutting measures. Although the Youth Service would still offer direct support and training, and WSCC could offer the payroll service, employment and personnel issues would be the responsibility of the Management Committee. As such, the Management Committee would be meeting for the first time on Monday 22nd February to consider the structure and adopt a Constitution. The Management Committee was currently made up of Parish Council members as well as Mr J Welch from the West Sussex Youth Service, however, it was hoped that this was an interim measure and that other village residents would become involved. Volunteer helpers were also required.
- e. Litter Warden: The Clerk stated that Mrs Beverley Twelvetrees had accepted the Parish Council's terms and commenced on 1st February 2010. She was a contractor and not an employee.
- f. Junior Football: The Clerk had sought advice from the Parish Council's insurance company. The Parish Council's policy only provided Public Liability cover as landowners and therefore any organised activity, which was not a sub-committee of the Parish Council, was required to arrange its own Public Liability cover. The insurance company also had concerns about the consent form, stating that no consent form would remove liability as this was not recognised in a court of law. They therefore suggested that the group contact the Football Association for advice. The Clerk had therefore written to the organiser to advise and confirmed that whilst the Parish Council was keen to support and gave formal permission for the use of the Green, the Agreement form could not be sent until the Parish Council was satisfied that the insurance arrangements had been addressed.

- g. Clerk's Report on On-Going Matters:
- Highway Update: Still waiting for confirmation of when the jetting team would return to the village to jet the drains around the Pavilion and at other locations in the village.
 - Fingerpost Repair: The WSCC recommended contractor had inspected the fingerpost sign at the bottom of Skiff Lane and quoted £318.00 for the repair. The Clerk would make a grant application and if successful, this would reduce the cost to the Council to £159.00.

7. New Items for Discussion

- a. Objectives for 2010: Following the last meeting, the Chairman had circulated some draft objectives for consideration. After some discussion, it was agreed that the objectives for 2010 would be:
- Youth Group – up and running.
 - Lay-bys – final decision and start date if agreed to proceed by the Parish Council.
 - All-weather Sports Surface – to bring to final decision as far as Parish Council's involvement was concerned.
 - Parish Action Plan – review plan and finalise action/datetime for Parish Plan consultation in 2011.
 - Playground – assessment of current condition and consider options available
- b. Wisborough Green School Summer Fayre: A request had been received for the School PTA to use the Green for a school fete on Saturday 12th June 2010. Details would be similar to last year, set up from 9.00 am with the Fayre open from approximately 12 noon until 5 pm. The Cricket Club had confirmed that no fixtures were to be held. Members had no objection. Clerk to issue Agreement form.
- c. Wisborough Green Table Tennis Club Grant Application: A letter had been received from Mr Philip Midwinter who was now the organiser for the Table Tennis Club. The Club was established in the summer/autumn of 2008 and ran on a Wednesday afternoon in the Village Hall. There were 27 members on the list and since Christmas, 16-20 regularly attended the session. Two tables were used which had been lent to the Club, although one was awkward to move from the shed, being slightly too high for the door. A request had therefore been made to the Parish Council for a contribution to a new table; to replace the awkward one which would be held in reserve as numbers dictated. It was necessary to purchase a sturdy table to cope with moving across the car park, but due to the height restriction of the shed there were few tables available. A table had been sourced which cost £480 including vat and delivery. The Village Hall Management Committee had agreed to make a contribution of £250 and the Club could contribute £100. Mr Midwinter had also kindly offered the use of his table to the Youth Club.
- The Clerk explained that the Club was an informal gathering and therefore not constituted. As such, the issue of ownership could potentially arise should the Club cease. If the Parish Council were to make the purchase, with donations from the Village Hall Management Committee and the Table Tennis Club, not only would it benefit from re-claiming the vat, ownership would be retained by the Parish Council and a table secured for Youth Club use. Both Mr Midwinter and Mr Harris of the Village Hall Management Committee were happy with this arrangement. The cost to the Parish Council would therefore be £58.52. Members were happy with these arrangements, but stated that any maintenance issues would need to be undertaken by the Table Tennis Club.

Clerk

8. Correspondence: Details of correspondence received since 20th January 2010 was distributed prior and at the meeting. The Clerk highlighted details as necessary.

- WSCC – Minerals and Waste Development Framework – informal engagement on 'options'. Comments by 26th February 2010.
- CDC – North East Parishes Forum to be held on Thursday 10th June hopefully at Northchapel Village Hall.

- Invitation to attend a Public Debate; development vs protection on Wednesday 10th February at Pulborough Village Hall at 8 pm. Details circulated.
- South East Coast Ambulance Service NHS Trust – detailed the proposed changes and membership. Circulated to all.
- WSCC – feedback from questionnaire and meetings with Town & Parish Councils regarding communication with WSCC, information provided by WSCC, value of CLC meetings. Summary of results and actions.
- WSCC – consultation on opening hours for libraries in West Sussex.
- Action in Rural Sussex – details of Village Hall Workshops. Details forwarded to Village Hall Management Committee.
- SALC – winter bulletin. Circulated to all.
- SALC – results of South Downs National Park ballot for West Sussex representatives – circulated to all. Successful candidates: David Burden (Northchapel) and Alun Alesbury (Stoughton).
- Midhurst & Petworth Neighbourhood Policing monthly news – circulated to all and on website.
- Rural Services Network – newsletter – circulated to all.
- Gerard Darteyre – would like to twin with an English speaking town of a similar size. AJ gave a brief explanation of his understanding of twinning based upon his family's experience. There appeared to be no established group in the village that might consider taking on the organisation. JD agreed to discuss with his wife; she taught French within the school and there could be some educational benefits. Clerk to email details to JD. Clerk/JD
- CDC – details of Enforcement Strategy implemented on 4th January. Details forwarded to AJ.
- British Telecom – had made slight changes to the terms of kiosk adoption – BT would retain the electricity supply at their expense in the short term. Advising in case it changed the Council's view regarding the Newpound kiosk. Members confirmed that they were still happy for the box to be removed. Clerk
- WSCC Resources and Performance - County Council was organising an event to discuss the impact of the recent severe winter weather on West Sussex and how it could be improved in the future. Unfortunately limitations of space preclude extending invitations to all but feedback welcomed via CLC, County Councillors, SALC.
The following comments to be forwarded to SALC:
 - Keeping highways/access was the key to success. Members therefore supported the resurrection of the scheme to involve local farmers/contractors to retain snowploughs and clear roads.
 - Improved communication with agencies providing services to elderly, ie, Meals on Wheels. The Council had been unaware that the kitchen in Petworth could operate but it was the delivery caused difficulties. Clerk

9. Finance:

Having declared an interest in the Scouting Association, AJ withdrew from the meeting room whilst this donation was considered. He returned for the remainder of the discussion.

- a. Donation Requests: A list of requests received over the year, along with details of the payments agreed for last year, was circulated for consideration in advance of the meeting. Councillors discussed each request and agreed to support the following charities, to be paid in March 2010 unless otherwise stated.

4Sight	£40
Wisborough Green Scout Group	£250
Wisborough Green Minibus	£250
Sussex Air Ambulance	£250
Victim Support	£150
Purple Bus	£150
Sussex County Playing Fields Association	£15
St Catherine's Hospice	£100
Girlguiding Dounhurst District	£25
St Peter Ad Vincula	£1000 (paid in June 2010)
The Royal British Legion	£100 (paid in November 2010)

Members agreed that if no request was received then the Parish Council should not feel obliged to make a donation. As such, all recipients to be notified that donations will only be considered for those charities/organisations that make a request.

Members considered the request from the Parochial Church Council to increase the donation to £1500. Whilst members appreciated that their expenditure had increased, there were constraints within the Parish Council's budget and as such, an increase was not possible. The donation payments made were over budget which was sanctioned by members.

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

Cheque Number	Total	Details
2289	26.01.10 23.50	Spatial Technology (UK) Ltd – annual subscription for online mapping service
2290	37.90	C Stride – food supplies to make soup for elderly during power cut
2291	1972.10	CDC – annual charge for emptying of 23 litter bins and 2 dog bins
2292	733.23	Lewis Marquees (Westbourne) Ltd – deposit for August marquee
2293	833.09	W SCC – clerk's salary
2294	57.86	Mrs L N Davies – postage and leaving gift for Mrs J Miles
2295	153.34	Mr I F C Davies – installation of 6 posts and ditching around Little Green and Cricketer's junction
2296	2738.54	JDM Electrical – various electrical works in Village Hall
	----- 6549.56	

Cheques dated 16th February 2010 unless otherwise stated.

- c. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. She stated that the expenditure to date was now using the reserve but highlighted the anticipated income in the next couple of months. There were no further questions.

Clerk

10. Planning

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

Application No:	Application and Reason
WR/09/04871/DOM	Mr James Young Smale Farm Barn Newpound Change of use of hovel to games/entertaining room. <u>No Objection</u>
WR/09/04872/LBC	Mr James Young Smale Farm Barn Newpound Change of use of hovel to games/entertaining room. <u>No Objection</u>
WR/10/00383/DOM	Mr Roger Moorey 5 Carters Way, Wisborough Green First floor side extension built over existing garage. <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/09/04777/LBC	Mr J Young Smale Farm Newpound Wisborough Green Replace existing crittall windows with single glazed painted softwood casements having leaded lights.	Permit
WR/09/04998/TCA	Mrs Ann Lewis Springfield The Luth Wisborough Green Billingshurst Notification of intention to fell 1no. Elaeagnus.	No TPO

11. Other Reports

- a. Village Hall: The Clerk had now received a lengthy reply from the Managing Director of Willards Electricals giving their version of discussion and events and a breakdown of the costs. Unfortunately, with the time that had now elapsed, it would be very difficult to dispute. Although a quotation had been received for the initial installation (£236) there had been a misunderstanding with the Village Hall Management Committee and the incorrect light was fitted. Willards therefore stated that they charged fairly for two separate jobs and the additional work required two operatives due to the height. The total cost was £515.25 plus vat. As a gesture of goodwill, they had since removed the cost of the pole (£39.90). The total payable by the Parish Council was £558.78 including vat. Members discussed the possible options available, but agreed that the invoice should now be settled. On a positive note, the experience had encouraged the Village Hall Management Committee to use a local contractor. The Clerk to speak with the Village Hall Management Committee regarding a small donation towards the work.

Clerk

The Clerk explained that storage was an issue in the Village Hall, particularly now that space was required for the Youth Group. Although equipment could be stored in the shed, it was obviously not ideal for some items. As such, she was discussing with the Village Hall Management Committee the possibility of building a large cupboard that would incorporate the filing cabinets and the History Group's cabinet, but also fully utilise the space available above.

- b. Workhouse:- As far as the Clerk was aware, a full specification had not been received from the consultant, although Mr Pinkham, Churchwarden, was keen to meet further with the Parish Council. Members therefore agreed that the Chairman and Clerk should meet with Mr Pinkham and give a full briefing to Council at the next meeting.

KC/Clerk

- c. Allotments:- Nothing to report.

- d. Pavilion:- The Trustees were aware that a new Manager was to be appointed. Nothing further to report.

- e. Green Co-ordination Group: Nothing to report. MK confirmed that he had forwarded the last Playground Inspection Report and Risk Assessment to a company that offered playground maintenance and would update members when further information was available. The playground fencing had not been completed – clerk to contact the contractor.

MR
Clerk

- f. Neighbourhood Watch: Fortunately nothing specific to report for Wisborough Green. However, there was concern about security firms cold calling and offering to inspect properties. The recommendation was to use companies approved by Trading Standards.

- g. Footpath Group: Nothing to report.

12. Any Other Business

- a. It was noted that the canvas canopy outside the Cricketers Arms had been re-positioned. AJ explained that he and the previous chairman had met with Mr Vit, the manager, to discuss the provision of a covered seating area following the introduction of the smoking ban. The canopy had been a temporary arrangement, but having been re-positioned due to the construction of a more permanent area, it was now encroaching onto the pavement. It was agreed that KC and AJ would speak with Mr Vit.
- b. A further Spring Clean had been advertised in the next newsletter. It was agreed that the Clerk should organise the date prior to the first verge cutting and notify accordingly.
- c. The Clerk advised that the Parish On-line Mapping Service had already been used to produce maps to help with the newsletter distribution and the lay-by tenders.
- d. The next North East Parishes Forum meeting would be held on Thursday 4th March at Bury, 6.30 pm for a 7.00 pm start. The Chairman and Clerk were unable to attend.

KC/AJ

Clerk

13. Date of Next Meeting:

Planning Committee Meetings on Tuesday 2nd March 2010 at 8.00 pm, if required.
Parish Council Meeting on Tuesday 16th March 2010 at 7.45 pm.

There being no further business, the meeting was closed at 10.05 pm.

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Chairman

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Date