

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 20<sup>th</sup> April 2010

Date: Tuesday 16<sup>th</sup> March 2010

Present: Mr K Charman (KC) (Chairman), Mr J Donovan (JD), Mr A Jackson (AJ),  
Mr N Parsons (NP), Mr C Stride (CS)

Apologies: Mrs Y Boyd (YB), Mr M King (MK), Mr P Mahoney (PM), Mr M Robinson (MR)  
Mr R Field and Mrs N Graves (District Councillors)

In Attendance: Mrs L Davies, Clerk  
Mr C Duncton (County 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, Mr King, Mr Mahoney and Mr Robinson.
2. Declaration of Members' Interests: Being Chairman and Secretary of Fete Society respectively, Mr Jackson and the Clerk both declared a personal interest in the request to use the Village Green. Being Group Chairman, Mr Jackson also declared an interest in the Scout Hut Lease. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 16<sup>th</sup> February 2010 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:  
County Councillor: Mr Duncton arrived later in the meeting (9.15 pm) having been delayed at a previous meeting. The following points were highlighted:
  - With regard to road safety and the discussion at the North East Parishes Forum, Mr Duncton advised that the Safety Road Partnership based in Shoreham held the statistically information and was an interesting place to visit.
  - Isling Bridge, between Wisborough Green and Kirdford, would be closed for 5 days from Monday 22<sup>nd</sup> March for essential bridge repairs.
  - Drungwick Lane would be closed from Monday 30<sup>th</sup> March, again for bridge repairs.
  - West Sussex Rights of Way had taken back authority to maintain footpaths and rights of way in the South Downs National Park, which had previously been undertaken by the South Downs Joint Committee.
  - The next County Local Committee meeting would be held on Monday 30<sup>th</sup> March at Capron House, Midhurst at 7.00 pm. Parking issues and charges was the main agenda item. The problem of speeding at Alfold Bars in Loxwood would also be discussed.
  - The budget had been set at a 2.5% increase which was the lowest increase since Council Tax was introduced. A further £20 million would need to be saved over the next 2 years which could be challenging.
  - A tractor was recently stolen from Kirdford so a warning had been issued for residents to be vigilant and secure outbuildings/sheds. A horsebox was stolen in Surrey and thanks to the tracking device, was recovered in Newpound and the culprits arrested.

- The Snow Summit was held last Thursday – no information available to date. The Chairman highlighted that Hampshire still operated the system of using farmers to clear roads who were then reimbursed. Mr Duncton was still pursuing.

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

6. Matters Arising from the Parish Council Meeting on 16<sup>th</sup> February 2010:

8.55 pm – NP entered the meeting room and declared no interests.

- a. Junior Football: At the last meeting, insurance concerns had been highlighted. This had now been resolved as the Sports Association had kindly agreed to include on their policy. The Chairman had therefore contacted Mr Alan Bull, who voluntarily coached the children, to discuss the current arrangements and to reiterate the Parish Council's support. Mr Ball was happy to continue with the arrangements which were not affiliated to the Sports Association, but highlighted that whilst he was currently happy to be involved, at some point in the future his circumstances would possibly change. It was a significant activity for the village, which currently attracted 50-60 children from within as well as outside the village; it also offered a social gathering for the parents. As CS often watched his grandchildren and as his son-in-law was also involved in the coaching, he agreed to keep a watching brief and feedback to the Council as required. Agreement form to be issued.

CS/Clerk

- b. Emergency Plan: A meeting had now been arranged to undertake a final review of the revised Plan. As a result of the article in the last Parish Council newsletter, only one resident had applied for the 'At Risk' register as well as a resident on Fittleworth Road who highlighted that the road had been impassable to non 4-wheel drive vehicles. Several offers of help had however been received.

The warden at Wyatt House had confirmed that the accommodation had an Emergency Plan although it was currently being updated in light of the recent weather conditions and the problems experienced. Home Group was also investigating the possibility of providing generator back up. A copy of the Emergency Plan would be provided to the Parish Council when completed.

Clerk

Chichester District Council (CDC) had recently written to request details of any temporary shelter that could be used in an emergency situation including details of key holders. CDC had been informed that the Parish did have an Emergency Plan which was currently being updated and would be forwarded on completion.

Clerk

- c. All-Weather Sports Surface: The Clerk confirmed that Mrs Holmes, Head Teacher at the school, had not heard from West Sussex County Council (WSSC) and had agreed to pursue. The Clerk had explained that the Parish Council was unable to proceed further until written confirmation of WSSC's approval had been received.

- d. Kirdford Road/Durbans Road Lay-bys: Four quotations had now been received, details of which were distributed. The Clerk explained that all contractors had received the same specification and highlighted the possible variances within the quotations. The local companies provided the most competitive quotes, approximately £22,000.

A letter of discontent had been received from the residents at Park Cottage expressing their concerns regarding the visual appearance of parked cars on the open side; the letter was passed to all to read. Whilst the comments were acknowledged, it was also highlighted that drainage work incorporated into the lay-bys would potentially be of benefit to the property.

The Chairman stated that it was obviously a large sum of money and the Parish Council would need to consider carefully the impact upon future budgets and whether it represented wise use of money, particularly as it was possibly a contentious issue for some. CS explained that the creation of additional off-road parking had been investigated as a result of several accidents and near misses at the junction. With cars parking in Durbans Road, visibility from Kirdford Road, particularly to the left, was severely restricted. WSSC had since stated that the double yellow lines in front of the Cricketers Arms should have been longer to keep visibility clear. The provision of further off-road parking would allow for the lines to be extended whilst providing an alternative safe parking area. The extension of the existing Durbans Road lay-by would again remove on-road parking to keep visibility to the right clear. Several sites had been considered and comments had been requested at an Annual Parish Meeting (April 2008), but these options were

favoured and acceptable to WSCC Highways. AJ explained that the current kerb on the Green was installed to prevent the erosion of the Green due to highway repairs. Cars had previously pulled up onto the Green but this was discouraged with posts due to the damage caused. Although cars currently parked in Kirdford Road, CS felt that if close to the junction, this again caused an obstacle for those turning into the road. The playground lay-by had been included as desirable rather than to address any safety concern; it was agreed that the Council could consider not undertaking to reduce costs. Members considered the different funding options available and the impact upon future projects. The Precept currently allowed for £6-6500 of projects annually. After further discussion, it was agreed that:

- A decision could only be made with more members present. The decision could have longer term financial implications for future Councils.
- Clerk to obtain loan information from the Public Works Loan Board.
- Clerk to enquire into costs of extending double yellow lines in front of the Cricketers Arms.

Clerk

- e. Twinning with French Town: JD had made further enquiries. The town, Lacroix-Falgarde, was located in the south west of France near Toulouse with a population of 2000 people and a town budget of 4 million euros. Having looked further into Twinning in general, it did not have to be facilitated by a Council but could involve an Association within the village. He had made some initial enquiries to gauge interest. Having responded tentatively to the enquiry, explaining that no Twinning Association was currently established in the village, he was sent a standard presentation. The French Twinning Association was speaking with 3 other villages and would be meeting next week to consider further. Members were happy for JD to continue communication.

JD

- f. Clerk's Report on On-Going Matters:

- Highway Update: A date for the jetting team to visit the village to jet drains around the Pavilion and at other locations had still not been confirmed. The Clerk was continuing to chase.
- Fingerpost Repair: A grant application had been made to WSCC to help finance the necessary repairs to the Skiff Road sign. No news to date.
- Registration of Scout Hut Land and Scout Lease: Having been in contact with the Scout Association, it appeared that they also did not hold a copy of the Lease. It was therefore likely that a new Lease would have to be drawn up in addition to registration of the Land.
- Youth Group: The Management Committee had now been established and the Constitution adopted. A bank account was currently being set up. The next Management Committee meeting would be held on Wednesday 24<sup>th</sup> March 2010.

Clerk

## 7. New Items for Discussion

- a. Wisborough Green Fete Society: A request had been received for the Society to use the Green for the August Bank Holiday Fete on Monday 30<sup>th</sup> August 2010. Details would be similar to last year, set up from 8.30 am with the Fete open from 1 pm. In addition, the Society had requested permission to erect an advertising board on the verge in Kirdford Road as previously. Members had no objection. Clerk to issue Agreement form.
- b. End of Season Pitch Repairs: A request had been received from Mr John Newman, Chairman of the Sports Association, for work to be undertaken on the football pitch at the end of the season. He hoped that members would agree that work carried out over recent years during April had been extremely beneficial in supporting all the activities that took place on The Green. Last year the Sports Association undertook the work as the Council undertook the drainage project. This year the Sports Association hoped the Council could fund the major portion of the cost; the weather had severely tested the financial resources of the Football Club as a result of greatly reduced match fees due to cancellations. The pitch was currently in a reasonable condition and a minimum programme of works was suggested. The plan would be to spread sand down the centre of the pitch, fertilise and verti-drain, and re-seed the goal mouths. The anticipated expenditure was in the region of £1400-£1500 and the Sports Association was willing to contribute. Members confirmed that the Council would be happy to contribute a proportion up to £1000, but before the figure was confirmed, a quotation to be obtained from Active Ground Maintenance.

Clerk

Clerk

c. Meeting Dates for 2010/2011: Although details had previously been circulated, to be re-emailed. Clerk

8. Correspondence: Details of correspondence received since 17<sup>th</sup> February 2010 was distributed prior and at the meeting. The Clerk highlighted details as necessary.

- Mrs Sandie Yeo of Old Pond Cottage Bed & Breakfast had written to request permission to erect an 'A' board outside her B&B on the A272. As Mrs Yeo had previously applied to the Parish Council, details were emailed to all for approval, which was given. She was advised to follow guidelines on size and not to obscure visibility at School Road junction.
- Comments had been received from a local resident regarding the update of the Emergency Plan and the Saturday morning children's football. Forwarded to KC who had spoken directly.
- An invitation had been received from Action in Rural Sussex (AiRS) to attend West Sussex Rural Forum 'Rural Affordable Housing – delivery and innovation during a recession' at Billingshurst Village Hall on Tuesday 23<sup>rd</sup> March from 9.30 am to 1.00 pm.
- A resident in Durbans Road had written to the Council to express his concern at the noticeable increase in heavy vehicles using Durbans Road as a cut through, possible due to satellite navigation systems. He felt that the speed was excessive and dangerous, and was asking for Council support.

Members agreed that in the first instance the Clerk should contact the company concerned to ascertain if a temporary project was being undertaken locally and to ask the resident if he were able to record details to gauge the problem. Clerk

- Horsham District Council – Core Strategy Review – press release had been circulated to all. "The Council will not now proceed with further work on sites Adversane/North Heath and Pulborough as potential strategic development locations in the period to 2026. Focus attention on various sites elsewhere including East of Billingshurst."
- The Parochial Church Council had emailed to thank the Parish Council for considering the increase in grant.
- CDC – Press Release – The Federation for Small Businesses has declared CDC the overall winner of its most Small Business Friendly Council award.
- CDC – Press Release – Chichester had lowest Council Tax in County.
- Tim Rollings of Fishers Farm Park had emailed regarding the newsletter. He liked the layout and content but questioned why more local companies were not included. The Clerk responded that the newsletter was produced free of charge to the Parish and that the Council provided the text only and was not involved in obtaining the advertising. The publisher had experienced some difficulty in obtaining advertising (knock on effect from the old printer) which was possibly why 2 solicitors were advertised. The Council was also aware that many of the local businesses already supported the Ad Vincula and Fete programmes which all relied on the advertising revenue. The new publisher was aware of Ad Vinc and business listing on the website and in time, more local adverts might appear. Comments to be passed onto publisher. Thanked for feedback.
- WSCC – Review of West Sussex Youth Services – budget savings announced – future focus on where there was the greatest need. WSCC wanted to offer more targeted support for vulnerable young people whilst retaining universal, targeted and specialist services. The realignment of resources would involve difficult decisions about the future of some centres and projects, including some closures.  
Members questioned whether this would impact upon the Youth Club. Having established the club and once the Youth Worker was trained, it could operate independently if required. The availability of grant funding was potentially the only issue.
- AiRS – committed to help and support communities undertaken/implement projects to address identified issues. Contact AiRS if help required.
- A letter had been received from the Citizen's Advice Bureau Arun & Chichester requesting a donation for 2010/11.  
Members agreed that the donation would be considered in February 2010. Clerk to respond accordingly. Clerk
- CDC had confirmed the precept would be paid on 16<sup>th</sup> April and 17<sup>th</sup> September 2010.

9. Finance:

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

<b>Cheque Number</b>	<b>Total</b>	<b>Details</b>
2297		Error
2298 (16.02.10)	558.78	Factor 21 – Willards Electrical invoice for outside light at Village Hall
2299 (07.03.10)	109.09	British Telecommunications – broadband and telephone
2300	40.00	4Sight – Donation (Section 137)
2301	250.00	Wisborough Green Scout Group – donation
2302	250.00	Wisborough Green Minibus Association – donation
2303	250.00	Sussex Air Ambulance Fund – donation (Section 137)
2304	150.00	Victim Support – donation (Section 137)
2305	150.00	West Sussex Rural Mobile Youth Trust – donation (Section 137)
2306	15.00	Sussex County Playing Fields Association – donation (Section 137)
2307	100.00	St Catherine's Hospice – donation (Section 137)
2308	25.00	Girlguiding Dounhurst District – donation (Section 137)
2309	833.09	West Sussex County Council – clerk's salary
2310	22.91	Garden Care (Southern) Ltd – generator repair
2311	37.21	Mrs L Davies – printer paper, notepad, filing tabs and mileage allowance
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	2791.08	

Cheques dated 16<sup>th</sup> March 2010 unless otherwise stated.  
The Section 137 payments were highlighted.

- b. 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.
- c. Internal Auditor for Year End March 2010: Mr Peter Evans had previously indicated that he would again be able to undertake the Audit. Members agreed to the appointment.

10. Planning

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

<b>Application No:</b>	<b>Application and Reason</b>
WR/10/00784/TCA	Mrs Eunice Etheridge 2 Butts Meadow Wisborough Green Billingshurst West Sussex Notification of intention to fell 1 no. Juniper tree and remove part of Leyland Cypress hedge. <u>No Objection</u>
WR/10/00715/EXT	Mr G Kilford Elm Cottage Billingshurst Road Wisborough Green Billingshurst Two storey side extension forming sitting room with two bedrooms over (WR/05/01716/DOM). <u>No Objection</u>

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

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/09/04661/FUL	Mr James Young Smale Farm Newpound Wisborough Green Billingshurst Erection of garage and farm office building following demolition of poultry shed and nissen hut.	Permit
WR/09/04629/FUL	Mr D Mitchell The Old Wharf Newpound Wisborough Green Billingshurst Construction of clay flood protection bund measuring 550m in length.	Withdrawn
WR/09/04871/DOM	Mr James Young Smale Farm Barn Newpound Change of use of hovel to games/entertaining room.	Permit
WR/09/04872/LBC	Mr James Young Smale Farm Barn Newpound Change of use of hovel to games/entertaining room.	Permit

#### 11. Other Reports

- a. Village Hall: The Village Hall Management Committee had kindly made a donation of £150 toward the outside light as well as £250 towards the table tennis table. The Clerk was now receiving the minutes of the Management Committee meetings and it was agreed that they should be emailed to members. Clerk
- b. Workhouse:- The Chairman and Clerk met with Mr Richard Pinkham, Churchwarden, regarding the Mortuary wall. The Consultant's information to date was discussed and it was agreed that the Parish Council would continue with the investigations. The consultant had indicated that he would charge £1500 to produce a specification and up to £3000 to project manage. The Clerk had since spoken with Mr Ian Wightman, the Listed Building Adviser at CDC, who, having inspected the wall, advised that a specialist building company, in consultation with CDC, would adequately provide the necessary information. The Clerk would therefore make further enquiries. Clerk
- c. Allotments:- The Clerk explained that the allotment tenancies were due for renewal on 1<sup>st</sup> April. Tenants were currently charged £17.50 for the large allotment, £9 for the half allotment and £6 for the small allotments which generated a yearly income of £250.00. The water charge for this year was approximately £160.00, which was down due to the wetter summer but was usually in the region of £200.00. . Occasional maintenance work was undertaken; the gate on the northeast corner would shortly be replaced for £148.00. Members agreed that the allotment rents should be increased to £19.00, £10 and £6.50 being approximately 10% increase. Clerk
- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: In the absence of MR, nothing to report. The Clerk to contact MR to discuss the Playground repairs – update at the next meeting. Clerk/MR
- f. Neighbourhood Watch: Unfortunately a burglary had recently occurred in School Road; entry was gained through the back French windows. A tumble dryer, including clothes, was also stolen from an outbuilding at Brick Kiln Common.

- g. Footpath Group: Nothing to report.
- h. Conservation Area Character Appraisal: CDC was undertaking a review of the Conservation Area to remove any anomalies and to take into consideration the key positive and negative features for the village. The Clerk had walked around the village with CDC representatives, a consultant and Richard Birstow of the History Group on 26<sup>th</sup> February. She had previously discussed the proposals with the KC and AJ. The main area that they proposed to include was the Park's paddocks. A public consultation meeting would be held over 2 days in the Village Hall, hopefully in May.
- i. Community Led Plans – database training: The Clerk had attended the course on 2<sup>nd</sup> March. She explained that a website had been developed by the South East Rural Community Council with the aim to have a central point to hold Action Plan data. The website ([www.clp-se.org.uk](http://www.clp-se.org.uk)) allowed community action plans in the South East to be viewed and a registered community user was able to update actions and add comments. County and District Councils could access information to link to their own strategies and reports could be compiled to show comparisons with other communities. The Wisborough Green actions had already been entered and as a registered user, had now been updated by the Clerk. One councillor on the course confirmed positive feedback from CDC.
- j. North East Parishes Forum: AJ attended the meeting on 6<sup>th</sup> March. There were 2 main presentations, the first concerned traffic noise created by engine speed and tyres which was a difficult problem to solve. The second was an enthusiastic presentation by Superintendent Steve Barry from Sussex Police whose responsibility was to manage the roads in Sussex. There were over 100 fatalities and nearly 1000 serious accidents annually and this figure had remained very similar for a number of years; it was now his challenge to reduce. He had given details of the different groups and risks and the tactics they were now being used. He confirmed that 130 police officers were deployed on the roads, although these officers had to attend other incidents if in the vicinity.

## 12. Any Other Business

- a. It had been reported to CS that there was again a dog fouling problem in the village. Although a further note would be put in the next Parish Council newsletter, it was acknowledged that the problem possibly related to those travelling through on the A272. Clerk
- b. Mrs Twelvetrees, the new litter warden, had asked if she could submit one annual invoice in arrears. Obviously if her trial period was unsatisfactory, she would invoice for the work undertaken. Members had no objection to the request. Clerk
- c. The Clerk reminded members that the Annual Parish Meeting would be held on Thursday 22<sup>nd</sup> April at 8.00 pm. An advertisement had been included in the April Ad Vincula magazine and posters would be displayed, along with the A272 sign board. The format of the evening would be similar to previous years, with a review of the last year and objectives for 2010, followed by the accounts and then questions and answers. Mr Rich Howarth, the West Weald Landscape Project Manager, had confirmed his attendance and would make a 30 minute (maximum) presentation; he would provide a projector etc. KC agreed to organise the refreshments. Clerk/KC
- d. The table tennis table had now been delivered and had been used. A £100 donation had been received from the Club along with a thank you letter. Being the property of the Parish Council, it would need to be insured on the Parish Council's policy. Clerk to arrange. Clerk
- e. Arrangements for the August Cricket event were progressing and a formal request to use the Green and all relevant information would be provided for the next meeting. Clerk
- f. A resident had telephone regarding the condition of the top of Harsfold Lane. Having spoken to Mr Preston-Jones who lived in the lane, she understood that the road maintenance was the collective responsibility of the residents. AJ confirmed and stated that the Parish Council had previously declined to contribute. Clerk to advise resident. Clerk
- g. The 'Durbans Road' sign at the Loxwood end was at a precarious angle. Clerk to arrange repair. Clerk
- h. CS asked if there had been any further progress with the installation of the new 'The Long Croft' sign. The Clerk had been advised that its installation was imminent, along with the replacement School Road sign.

- i. The Chairman had been contacted by a resident on behalf of her son who was struggling to find larger association housing within the village. He, his wife and 2 children currently lived in a one bed-roomed flat and although larger houses in Butts Meadow had been available, they were offered to families from outside the village. It was agreed that the Clerk should follow up with Mr Field and CDC, as a similar situation had previously been highlighted to them.

Clerk

13. Date of Next Meeting:

Planning Committee Meetings on Tuesday 6<sup>th</sup> April 2010 at 8.00 pm, if required.  
 Parish Council Meeting on Tuesday 20<sup>th</sup> April 2010 at 7.45 pm.  
 Annual Parish Meeting on Thursday 22<sup>nd</sup> April 2010 at 8.00 pm.

There being no further business, the meeting was closed at 9.35 pm.

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Chairman

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Date