

## Wisborough Green Parish Council

### Draft Minutes of the Parish Council Meeting to be agreed on 15<sup>th</sup> February 2011

Date: Tuesday 18<sup>th</sup> January 2011

Present: Mr R Bowes (RB), Mr K Charman (Chairman), Mr J Donovan (JD),  
Mr A Jackson (AJ), Mr M King (MK), Mr N Parsons (NP), Mr M Robinson (MR)

Apologies: Mr P Mahoney (PM)  
Mr R Hamilton (RH) – message received after the meeting.  
Mr C Duncton (County Councillor), Mrs N Graves (District Councillor)

In Attendance: Mrs L Davies, Clerk

Members of Public: 19

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 Mr Mahoney. Mr Hamilton's apologies were received after the meeting.

#### 2. Declaration of Members' Interests: Being the next door neighbour, KC declared an interest in the planning application for Field View, Newpound Lane. No other interests were declared.

#### 3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 16<sup>th</sup> November 2010 and the Planning Committee meeting held on Tuesday 7<sup>th</sup> December 2010 were approved as a correct record and signed by the Chairman.

#### 4. District/County Councillor Update:

County Councillor: Mr Duncton had sent his apologies as he was attending the County Local Committee meeting. However, he would appreciate feedback on the West Sussex County Council (WSCC) Winter Management Plan and action taken in December.

District Councillor: Mrs Graves had sent her apologies.

#### 5. Public Questions: The members of public confirmed that they were attending in relation to The Three Crowns planning application. As there were no other questions, the Chairman proposed that the Planning Committee Chairman, Mr Jackson, give a summary of the current situation before public questions and comments were taken. All members were in favour.

7.48 pm – Mr Donovan entered the meeting room and declared no interests.

AJ summarised the comments made at the Planning Committee meeting held on 7<sup>th</sup> December 2010 and the objections raised by the Council and forwarded to Chichester District Council (CDC). Since that meeting, amended plans had been submitted. AJ gave details of the proposed changes, demonstrating on displayed plans:

- Same physical position but lobby space had been removed. Provision for boiler house and storage space at rear. Now 2 separate buildings accommodating the 5 bedroom suites.
- Roof elevation dropped. Gable/hip ends to give better sight lines.

AJ read from a letter received from the applicant which explained that previous comments had been considered in the new plans. AJ had also received a telephone call from the applicant who stressed that he was looking at the business as a long term proposition and wished to make the Three Crowns a viable village public house.

Public questions and comments were invited by the Chairman. The comments are not recorded in order of discussion but combined for clarity.

- Concern was expressed about the loss of amenity. The position of the building would remove a valuable garden. AJ demonstrated on the plans the depth of garden that would remain. The applicant had explained that re-organisation and clearing in the garden had provided additional garden space near to the railings (this had previously been a refuse area). The members of public did not consider this to be as desirable as the main garden area. Building in the garden would remove any possibility of further commercial use which had occurred in the past, ie, marquee for wedding and other events.
- There were concerns relating to future use and development. It was questioned why such a development was required and whether the scale of development was appropriate for the village.
- The general view was that the principle of development should be opposed. The future of The Three Crowns should be as a public house and not a development site.
- The concern regarding the drainage and natural springs was again raised. AJ explained that this was essentially a Building Regulation matter. The applicant had responded to say that the problem had been addressed when the kitchen was relocated.
- Being in a sensitive area, the issue of lighting was raised. From the plans, AJ could see no significant lighting and was potentially in keeping with residential requirements.
- AJ confirmed that the amended plans confirmed that the building would be clad in stained dark wood. The finish was a sensitive issue and the amended plans were more specific about the finishing.
- It was felt that the roof line would severely impact upon the neighbouring properties.
- The property owner of Forge Cottage expressed concern that her tree overhung the proposed scheme and that construction would potentially affect the root system and be detrimental to the tree. She was advised to contact CDC directly. AJ confirmed that the proposal would also involve the removal of one smaller tree.
- AJ reminded the meeting that the application site was within the designated development area of the village, and as such the default would be that development could be permitted. However, with the site also being within the Conservation area, other considerations would need to be addressed. Any objections would need to be supported on planning grounds. There was some validity to comment on commercial grounds particularly as CDC planning policies related to viability of businesses in rural villages.
- AJ explained that historically the Parish Council wished to support local businesses and unfortunately there appeared to be a reduction in use of the public house; at the present time it was closed. Comments from the public implied that the village wished to see a prosperous and well supported public house. However it was the opinion of those present that this intent of support was frustrated due to the public house not meeting the needs of local customers; by example being closed many times in recent weeks. The implication being that the need to diversify could be reduced, and that this view should be expressed to CDC.
- Although the applicant had given explanation to the parking and acknowledged that no designated parking area was available, concern was again expressed.
- The concern regarding possible noise was reiterated.

The Chairman thanked the members of public for attending. The public questions section was now closed and Parish Council discussion would resume.

**6. 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/10/05064/FUL (Amended Plans)	<p>JMG UK LLP The Three Crowns, Billingshurst Road Proposed single storey guest bedroom accommodation.</p> <p>After some further discussion, members agreed that the Parish Council would <u>object</u> to the amended plans, and that the pervious comments were still relevant. Additional comments to be made:</p> <ul style="list-style-type: none"> <li>• Although reduction of the roof line was acknowledged, the change in visual appearance would still be considerable.</li> <li>• Loss of amenity value of garden area remained a strong feeling with the village.</li> <li>• Confirmation that the village wanted The Three Crowns to be a successful village public house, but were concerned that the business direction was diverging from the local market and migrating towards services for visitors. This questioned the level of the need to diversify and the capacity of Bed and Breakfast accommodation which risked over supply within the village.</li> <li>• Reiterate strength of concern from many village residents.</li> </ul> <p>AJ stated that the access arrangements for the proposed construction were not a planning issue.</p> <p>NP felt that it was inappropriate for the Neighbourhood Watch Coordinator to use that circulation list to email information regarding the meeting. The comment was noted.</p>

8.30 pm – all members of public left the meeting room.

WR/10/05193/DOM	<p>Mr Hartley Field View Newpound Lane Loft conversion and insertion of roof velux windows to side elevation. KC withdrew from discussion. <u>No Objection.</u></p>
WR/10/05663/DOM	<p>Mr Tim Rendell Brook House, Newpound Lane New first floor extension. New pitched roofs to existing flat roofs on house, garage and porch. <u>No Objection.</u></p>

WR/10/05645/DOM	Mr Tim Worrall 3 Glebe Way Demolition of existing conservatory. Construction of new conservatory. New glazed roof to sitting room. New porch and internal alterations. <u>No Objection.</u>
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b. Chichester District Council Planning Decisions:

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/10/03193/LBC	Mr And Mrs P Barry Potters, Bedham Partial demolition and replacement of rear extension.	Permit
WR/10/03347/DOM	Mr And Mrs P Barry Potters, Wakestone Lane. Bedham Partial demolition and replacement of rear extension.	Permit
WR/10/04122/DOM	Mr Philip Juniper Havenlea, Newpound Single storey rear extension. O.S. Grid Ref. 506171/126849	Permit
WR/10/04149/DOM	Mr G Walsh Stones, Fittleworth Road To extend existing lounge and provide balcony over accessed by new double door.	Permit
WR/10/04346/FUL	Mr And Mrs B Yeo Old Pond Cottage Billingshurst Road Change of use of three bedrooms and part of dwelling to bed and breakfast. Erection of single storey rear extension.	Permit
WR/10/03944/DOM	Mr Paul Clark 1 Chapel Cottage Petworth Road Installation of underground calor gas tank in front garden.	Permit
WR/10/04475/LBC	Mr David Wates Brinkhurst Cottage Malham Farm Conservatory to south elevation and porch to east elevation. Detached garage. Replacement windows and internal alterations.	Permit
WR/10/04482/LBC	Mr & Mrs John Massey Oldsmith, Fittleworth Road Removal of interior stud partition wall (erected 1995) between kitchen and study to create a kitchen-dining area.	Permit

WR/10/04377/DOM	Mr David Wates Brinkhurst Cottage Malham Farm Wisborough Green Billingshurst Conservatory to south elevation and porch to east elevation. Detached garage.	Permit
WR/10/03746/DOM	Mr Leslie Allen-Vercoe Burdocks, Fittleworth Road Two storey side extension.	Permit
WR/10/04903/TCA	Mr Peter Corthine Blakeney, Petworth Road Notification of intention to reduce in height by approximately 2m on 4 no. Sycamores trees.	No TPO
WR/10/04900/LBC	Mr Tim McMath Old Barn, School Road, Wisborough Green Removal of an existing concrete lintel to front elevation of reading room (amendment to WR/09/00146/LBC).	Permit
WR/10/05322/TCA	Mr Tim Edwards Cleve Cottage Billingshurst Road Notification of intention to crown reduce by 33% on 1 no. Weeping Willow (T1).	No TPO

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

- a. Winter Management Plan: The severe weather in December had been unexpected. Having not been involved in the early discussion, it had been a learning curve for RB, which involved several discussions with Mr Leon Clark of E P Clark & Co Ltd who was undertaking the snow clearance and gritting on the Council's behalf. It was acknowledged that Mr Clark responded quickly and did a good job, particularly outside the village shop and village hall. During the episode at the beginning of December, contact from Kirdford Parish Council highlighted that WSCC was willing to pay local farmers and contractors to undertake snow clearance; this information had been ambiguous in the original communication. They did however react quickly and gave verbal agreement for E P Clark to undertake some clearance. To date the cost to the Parish was £360 plus vat; Mr Clark had invoiced WSCC directly for 2 machines for 4 hours - £280. Two tons of the grit had been used, leaving 3 tons in reserve; a further supply had been ordered. It was agreed a review of the Winter Management Plan should be undertaken with Mr Clark in the spring. To consider the provision of a grit spreader for more economical use of grit and to review the snow plough situation.

A letter of thanks to be sent to WSCC.

RB/KC/MR  
Clerk

- b. Surface Water Drainage around the Pavilion: Having investigated the problem around the Pavilion building and undertaken several onsite inspections with contractors, it was suggested that the initial course of action was to clear the ditch along the north side of Kirdford Road (boundary of Park Cottage) which was currently silted up and full of leaves. By doing this, it was hoped that the outlet pipes from the Green would be revealed. The Clerk gave details of the 3 quotations obtained. Members agreed that the quotation from Howards Garden & Leisure (Garden Care) for £370 plus vat should be accepted. The owner of Park Cottage had been advised of the Parish Council's plans and was happy with the arrangements.

Clerk

- c. Objectives for 2011/2012: The Chairman had circulated suggestions in the autumn and received some feedback. Obviously being an election year, he stressed that the new Council after May could have a different view. The Parish Action Plan (PAP) was obviously a key objective which would incorporate and give clarity to many of the issues the Council was investigating. MK stressed that the New Localism Bill, which would hopefully go through Parliament later this year, could have a major impact and it was agreed that any decisions should be made once the details

were known. In the interim, MK, KC, AJ and the Clerk would meet to discuss further and formulate a consultation schedule.

MK.KC/AJ  
Clerk

- d. Affordable Housing: A paper prepared by PM was circulated for initial discussion; he had unfortunately been unable to arrange a meeting with AJ and RH. In his absence, he had asked for member's initial thoughts. Members agreed that the document was a valuable and helpful starting point and agreed that there was now an opportunity for the Parish Council to take the lead and be proactive if it chose to do so. With housing and development being such a contentious issue, clear public communication was vital; misinformation was unhelpful. It was agreed that PM, AJ and RH would form a discussion group to exchange initial ideas with a summary circulated to all for future discussion. AJ emphasised that with potentially such a contentious issue, all members should be clear on the Council's view and ensure that any comments made outside the meeting were expressed clearly as either a Council or personal opinion.

PM/AJ/RH

- e. Parish Action Plan: JD stated that he had reviewed the 2004 Plan and concluded that an update was required. Due to work commitments, he was unable to join the review group at the present time. Action as discussed under item 7c.

- f. Improvements to Junior Cricket Facilities: Due to other commitments, MR had been unable to arrange the meeting. He was now able to do so and would report at the next meeting. Having spoken to the owner of Park Cottage, the Chairman confirmed that their paddock would not be available.

MR

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

- Highways Update:

- As a result of the Road Safety meeting held in October, a number of issues had been discussed with the WSCC Highways Officer: double white lines on the A272 down from the shop, police speed checks and a 40 mph buffer on the western side of the village. Due to the officer's ill health, the Clerk had been unable to progress. She would now pursue through another officer and Mr Duncton, County Councillor.
- A number of flooding concerns had been reported to WSCC and would be pursued: School Road by the White House entrance, the pond outlet, and Newpound Lane on the Champions Farm corner and at Moonsbrook Cottage.

Clerk

- Enclosure of the Playground: The Open Spaces Society had now responded and confirmed that the playground could be fenced, stating that "Section 29 of the Commons Act 1876 and section 12 of the Inclosure Act 1857 refer to damage, injury to the soil and inclosure. If the land is registered as a village green it is protected under section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876, it is an offence to damage or encroach upon a town or village green. The terms are very wide and cover any act which injures the green or interrupts its use for recreation.

Section 29 also covers permanent encroachment or enclosure, i.e. fencing off part of a green, erecting a building. However the offence is only committed where the encroachment is made 'otherwise than with a view to the better enjoyment of the green'. The provision of facilities to assist in 'the enjoyment' of recreation is not a breach of the sections. It is important that nothing is placed on the land unless it is with a view to the better enjoyment of the green. This is sadly a very 'grey area' and there are very few court cases to assist. In addition once land is registered local people have a right to use the whole of the land for lawful sports and pastimes and these rights must not be infringed."

- Section 106 Contribution: WSCC legal department had been advised that Hyde Martlet would not agree to the variation and had requested that the funds be returned. The Clerk had since received a request from a Garmans resident for a drop kerb at the school end of the pavement. This request had now been made in the hope that these funds could be used. The Clerk had also been advised that Section 106 contracts were now not so restrictive and as such, WSCC held a central fund for deserving projects. Members agreed that the possible extension to the Durbans Road lay-by be submitted for consideration.

As a Garmans resident, MR was aware that school parents were parking on the pavement, restricting visibility for pedestrians and making it extremely hazardous to cross. The school

Clerk

had been notified and the Headteacher, Mrs Emberson, had written to parents but the problem persisted. Although 'zig zag' white lines could be installed, members acknowledged that it was unlikely to resolve the problem.

- Young Driver's Scheme: As a result of the newsletter article, one response for a Parish Council subsidised place on the WSCC Scheme had been received. The Clerk had requested proof of attendance before a cheque would be issued.
- March Newsletter: The newsletter schedule had been altered slightly for 2011. As such, the Spring edition would be disturbed on 14<sup>th</sup> February; copy was required by 28<sup>th</sup> January 2011. Members were asked for any contributions. Having previously prepared an article relating to the Parish Council's responsibility for The Green, MK suggested that an article on the Village Hall or Allotments might be appropriate. KC/Clerk
- Spring Litter Picking Session: Members agreed that session should be organised on Saturday 2<sup>nd</sup> April, meeting at the Sundial at 2 pm. To be advertised in the newsletter. ALL
- Scout Hut Lease and Land Registration: Having now completed the filing and made enquiries with solicitors and the Scouting Association, the Clerk confirmed that the Lease for the Scout Hut land, dated either 1974 or 1975 could not be located. Members agreed that the Clerk should seek further advice from Hedley and Co Ltd who registered the allotment land. Clerk

#### 8. New Items for Discussion

- a. Litter Warden: Mrs Twelvetrees had been contracted to undertake litter collection in the Conservation Area from 1<sup>st</sup> February 2010. As such, it was necessary to confirm the arrangements for the forthcoming year. Members were happy with the arrangements and agreed that the contract should be renewed on the same terms. Any feedback would be appreciated. Clerk
- b. Grass Cutting Contract: Last year the Clerk had obtained two quotations based upon the same specification; Howard Garden and Leisure had been the most competitive. A quote for the 2011 season has been obtained which showed a 3.15% increase. Members agreed that it was desirable to support a local company and were happy with the work undertaken by the company. It was hoped that the leaf clearance in the Kirdford Road ditch could be included as part of the contract. Clerk
- c. Wisborough Green School Summer Fayre: A request had been received for the School PTA to use the Green for a school fayre on Saturday 11<sup>th</sup> June 2011. Details would be similar to last year, set up from 8.00 am with the fayre open from approximately 12 noon until 4 pm. The Cricket Club had confirmed that no fixtures were to be held. Members had no objection to the fayre but agreed that more information about the horses was required before permission could be given; being early in the summer there was potential for damaged ground. Clerk to advise and issue Agreement. Clerk
- d. 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 9<sup>th</sup>, Saturday 10<sup>th</sup> and Sunday 11<sup>th</sup> September 2010. The flights would take place from dawn to 9.00 am and 4.00 pm until dusk. Members had no objection and were pleased with the parking arrangements for 2010. Clerk to send agreement form. Clerk
- e. Annual Parish Meeting on Thursday 21<sup>st</sup> April 2011: Members agreed that as the meeting was just before the Easter Weekend, attendance could potentially be low. As such, a speaker would not be organised. The meeting would open with the Chairman's report, followed by the accounts and then a question and answer session. Refreshments would be provided. Clerk

#### 8. Correspondence: Details of correspondence received since 17<sup>th</sup> November 2010 was distributed prior to the meeting. The Clerk highlighted details as follows:

- CDC – slides of presentations made at the Annual Meeting with Parishes. Circulated to all by email.
- Sam Irving – Official opening of affordable housing development in Funtington postponed due to weather. Opening in New Year.
- WSCC – details of revised mobile library service provision. To make savings of £65,000 they had looked at how they could achieve maximum community benefit for the lowest cost.

- WSCC – would not provide salt bins but if parishes provide, WSCC would fill free of charge. Alternatively they would provide 1 ton bulk bags.
- Rural Services Network – weekly rural news – circulated to all.
- Sussex Police – message from Chief Inspector Ali Darge – circulated.
- Sussex Biodiversity Partnership Newsletter – forwarded to MK for information.
- CDC – details of budget preparations for CDC and WSCC due to cancelled North East Parishes Forum Meeting – circulated.
- Sussex Biodiversity Partnership - promoting website [www.biodiversitysussex.org](http://www.biodiversitysussex.org). Forwarded to MK.
- West Sussex Fire and Rescue Service – decisions on proposals for 2011/12 confirmed. Cost savings as well as improved service; no impact on Billingshurst or Petworth.
  
- Mrs Aija Hamilton – response to newsletter – recommending Oaks to replace Horse Chestnuts. Details forwarded to MK.
  
- Rural Services Network – weekly rural news – circulated to all.
- Lower Tidal River Arun Project Team – latest newsletter including details of drop in sessions being held in January – details circulated.
- WSCC – details of CLC meeting to be held in Petworth on Tuesday 18<sup>th</sup> January.
- SALC – Meeting of South Down National Park Representatives and parishes within National Park on 2<sup>nd</sup> February at 11.00 am in the Holmes Chamber. Arundel Town Hall. MK was unable to attend.
- John Lee on behalf of Wey and Arun Canal Trust – asked by Trust to liaise with the Parish Council on matters concerning the trust and the canal. They have asked Me Lee to attend at least one meeting a year. In addition they would like to make a presentation to the Council about the rust and the restoration work. **Members agreed that a presentation would be interesting and should also be considered for a future Annual Parish Meeting. Clerk to organise.**
- CDC – consulting on CDC's Biodiversity Action Plan 2011-2014. Details forwarded to MK.
- Environment Agency – Flood Protection Exhibition at Westgate Leisure Centre, Chichester on 25 January from 2.30 – 7 pm. Poster displayed.
- Action in Rural Sussex – information regarding community led planning process and support available from AiRS. Circulated by email.
- WSCC – consultation on changes to adults' social care. Details available at [www.westsussex.gov.uk/adultcarechange](http://www.westsussex.gov.uk/adultcarechange) Proposals would stop funding social care for people with only a moderate (medium) level of need and to continue to fund those with substantial and critical needs. Poster displayed.
- CDC – Council tax base been established. 755.1 for Wisborough Green (755.4 last yr).
- Copy letters regarding the Three Crowns application (objection).
- CDC – confirmation that the Conservation area boundary changes were approved by the Executive board on 2<sup>nd</sup> November. Changes now being advertised
- Consortium of Builders – details of exhibition of proposals for land east of Billingshurst; Friday 14<sup>th</sup> 3 – 7 pm and Saturday 15<sup>th</sup> January 10 – 2 pm. Details circulated by email.
- The Royal British Legion – details of Great Poppy Party Weekend on 10<sup>th</sup> – 12<sup>th</sup> June 2011 celebrating the 90<sup>th</sup> birthday of The Royal British Legion. Details had been forwarded to the School PTA.
- Mrs Pam Warburton – had offered to pay for the restoration of two family benches. Offer gratefully received. Mrs Warburton was aware of the costs involved.
- WSCC Landscape Character Appraisal – details passed to MK for information.

9. Finance:

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

<b>Cheque</b>			
<b>Number</b>	<b>Total</b>	<b>Details</b>	
2380	17.11.10	106.66	British Telecommunication plc - Broadband and telephone charges
2381	17.11.10	480.00	Jarvis Sports – table tennis table (donation received from Youth Club)
2382	23.11.10	275.00	K Twelvetreets – removal of war memorial chestnut and planting of maple
2383	07.12.10	357.79	Playdale Playgrounds Ltd – new ramp for climbing frame
2384	22.12.10	5069.54	Newpound Building Services – repairs to north wall and preliminary work on east wall
2385	03.01.11	833.09	West Sussex County Council – clerk's salary for November
2386		211.50	I F C Davies – 20 posts around village and re-erection of The Long Croft sign
2387		299.40	Chichester District Council – rental and emptying of 1100 ltr bins
2388		528.76	E P Clark & Co Ltd – replacement inspection cover and winter management plan
2389		869.46	Mrs L N Davies – wood for new cupboards, paper and ink cartridges
2390		120.00	M A Fuller – supply of Christmas tree
2391		30.00	Great Ormond Street Hospital – donation on behalf of Mr Fuller for Christmas tree
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		9181.20	Cheques dated 18 <sup>th</sup> January 2011 unless stated otherwise.

The clerk highlighted her high expense cheque due to the purchase of the wood for the committee room cupboards.

- b. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. There were no further comments or questions.
- c. Budget Preparations 2011/2012: A further draft budget and explanation notes had been circulated in advance of the meeting. The Chairman gave further explanation to potential expenditure. Members adopted the budget for 2011/2012 and agreed the Precept request for 2011/2012 as £33,000 due to a number of substantial projects being considered. Clerk to advise CDC.

Clerk

11. Other Reports

- a. Village Hall:-

- Village Hall Annual General Meeting: KC attended the meeting on 29<sup>th</sup> November 2010. Unfortunately attendance was poor and with a number of committee members being unwell, the meeting was cut short. The Chairman's report and account information had been circulated. There was nothing specific to report; the hall was doing well and being well managed.
- Incident at Village Hall: There had unfortunately been a further rowdy party at the Village Hall on 20<sup>th</sup> December. A letter of complaint had been written to the Village Hall Management Committee (VHMC) copied to the Parish Council, to which KC had responded. Mr Harris, Chairman of the VHMC, had visited the complainant and expressed apologies. The matter had now been discussed by the VHMC which had decided to refuse such parties in the future.
- Committee Room Cupboards: Members were delighted with the new cupboards and expressed their thanks to the VHMC.

Clerk

- b. Workhouse:-

- Mortuary Wall: The work to the north wall had now been completed with some preliminary work to the east wall, both to a very high standard. Planning for the remaining work on the east wall had now been submitted; further diagrams and photographs had been requested. Unfortunately no further communication from the Churchwardens had been received. Members agreed that further discussion should be pursued once the planning permissions had been confirmed. There was also the issue of the tree removal to discuss.
- Path Repair: When obtaining quotations for the Mortuary wall, the clerk had also asked for a price to repair the back path to the Workhouse; it was uneven and broken up. Newpound Building Services was the only contractor who quoted (£635) but the Clerk had not brought to the Council's attention as other quotes had not been obtained. Although this part of

KC/Clerk

the quotation was not accepted, by his own admission, Mr Giles did not read the quotation acceptance correctly and unfortunately the work was undertaken. Members agreed that the path needed repair and that Mr Giles had submitted the most competitive quotes for the wall work. Members considered other payment options but agreed that the invoice should be settled.

- Replacement Windows: The Clerk had written to CDC confirming that the work would be undertaken but expressing concern that the Council was expected to make a cosmetic change at a time of spending reviews. Notification had now been received from Mr Reg Hawks, Enforcement Officer, that the work should be undertaken by the end of June; a compliance visit would be undertaken at the beginning of July. Members agreed that the Clerk should obtain an updated quotation and schedule the work with Chartwell Windows Ltd.

Clerk

- c. Allotments:- Nothing to report.
- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: Nothing to report.
- f. Neighbourhood Watch: No incidents to report. Several advisory notices had been sent out via the Neighbourhood Watch Coordinators.
- g. Footpath Group: Nothing to report.
- h. Youth Club: Nothing to report.
- i. CDC's Annual Meeting with Parishes: KC attended the meeting on 17<sup>th</sup> November. Early information was given regarding the 28% budget savings that were required. The presentations were subsequently circulated to members by email.

## 12. Any Other Business

- a. At the last meeting, RH had agreed to investigate litterbin use with a view to reducing the number and CDC costs. This decision would need to be made at the March meeting. Clerk to advise RH.
- b. Mr Killingbeck had notified the Clerk that he would be unable to raise the flag on 19<sup>th</sup> February, 23<sup>rd</sup> April and 2<sup>nd</sup> June. Clerk to ascertain if RH would be available.
- c. Members noted that the Cricketers Arms had a gazebo over the entrance, encroaching onto the pavement, in addition to the smoking area that was created to remove this need. Members also commented on the length of time that the events marquee had been erected in the summer months. Whilst members recognised the need for a temporary marquee for events, it was agreed that Mr Vit, the publican, should be reminded that Parish Council permission was required in advance.
- d. Election Process: CDC had now forwarded initial information regarding the election in May. The Clerk advised that she would be holding the nomination forms and would deliver/post on request. CDC would shortly be providing advertising literature and the Clerk would advise members accordingly. Details would also be included in the forthcoming newsletter.
- e. The Clerk advised that the Section 137 allowance for the next financial year from 1<sup>st</sup> April would be £6.44 per elector (1197 x £6.44) being £7708.68. The Clerk gave explanation to Section 137 and confirmed that the limit had never been reached.
- f. In the autumn, MK and the Clerk had met with the VHMC to discuss the Leader grant programme and a possible funding application. Initially for the Youth Club, it was subsequently decided that the grant would perhaps be more applicable to consider for the Village Hall, developing a community building for the 21<sup>st</sup> Century. The VHMC had discussed and agreed to nominate 2 representatives to investigate further, with Parish Council support. KC and RB agreed to join the working party.
- g. The recent severe weather had potentially damaged the surface of Durbans Road; MR reported there was now loose gravel around the Cricketers Junction. WSCC Highways to be advised.
- h. As an update to the fatal car accident in August 2010, MR explained that the driver had now had a court appearance. One casualty was still severely affected and in residential care.
- i. MR commented that the storage shed was extremely dark and it was difficult to re-store equipment after the Youth Club sessions. Clerk to investigate battery powered lights.
- j. For budgeting purposes, the Clerk had obtained a quotation to make improvements to the children's playground. Details had been circulated in advance of the meeting and a plan was

Clerk/RH

Clerk

Clerk

Clerk

KC/RB

Clerk

Clerk

displayed. Members agreed that these initial ideas warranted further discussion and requested that the Clerk obtain further suggestions and quotations.

Clerk

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 1<sup>st</sup> February 2011 at 8.00 pm (if required)  
Parish Council Meeting on Tuesday 15<sup>th</sup> February 2011 at 7.45 pm.

There being no further business, the meeting was closed at 10.10 pm.

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Chairman

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Date