

## Wisborough Green Parish Council

### Draft Minutes of the Parish Council Meeting to be confirmed on 18<sup>th</sup> January 2011

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

Present: Mr R Bowes (RB), Mr K Charman (Chairman), Mr J Donovan (JD), Mr R Hamilton (RH),  
Mr M King (MK), Mr P Mahoney (PM), Mr N Parsons (NP), Mr M Robinson (MR)

Apologies: Mr A Jackson (AJ)  
Mrs N Groves (District Councillor)

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

Members of Public: 1

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 Jackson.

#### 2. Declaration of Members' Interests: Being on the Youth Club Management Committee, both MK and JD declared an interest in possible funding for the Youth Club. MK also declared an interest in the Cricket Club's application; his son was a member. Holding official positions in the Club, both RB and RH declared an interest in the Cricket Club application. No other interests were declared.

#### 3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 19<sup>th</sup> October 2010 were approved as a correct record and signed by the Chairman.

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

##### County Councillor:

- Following the Government's Spending Review it had been confirmed that West Sussex County Council's (WSCC) funding would be reduced by 30% over 4 years. Cabinet Members had anticipated the reduction and reviewed their portfolios accordingly. The County was already a low funded county and as such, difficult decisions would have to be made.
- A seminar would be held next week to discuss day care provision. The day care provision at The Grange was likely to be phased out which would impact upon many residents in the Petworth and Midhurst areas.
- The Chief Executive at County Hall had been removed; his salary and proposed increase could not be justified. His replacement was being appointed.
- Cabinet meetings, which had previously been held behind closed doors, were now open to the public; details were available on the website. In addition, full County Council meetings and Select Committee meetings were now available on webcast and attracted large audiences.
- Mr Duncton had received a copy of the Road Safety meeting minutes. He offered his support to the 40 mph buffer on the west side of the village but explained about the need for Traffic Regulation Orders and the lengthy procedure involved.

District Councillor:

- Mrs Graves had sent a District update which had been circulated to members in advance of the meeting.

5. Public Questions: There were no public questions.

6. Matters Arising from the Parish Council Meeting on 19<sup>th</sup> October 2010:

- a. Wyatt House Emergency Plan: The Plan had now been received. It included details of the role of the nominated residents who would act in an emergency situation should the warden or Home Group representative be unavailable. Copies had been provided to the Village Emergency Team. The warden was also looking into the provision of a generator supply for the communal lounge and kitchen.

7.55 pm – MR entered the meeting room and declared an interest in the Youth Club funding request.

- b. WSCC Guidance on preparing a Local Winter Management Plan: KC explained that WSCC was keen for Parish Councils to undertake remedial measures to clear snow and ice in extreme weather conditions. WSCC had provided details of the main areas it covered and Parish Councils had been invited to cover other areas within their Parishes, perhaps with the help of local contractors or farmers. A briefing document had been prepared by MR and KC and circulated in advance of the meeting. MR and KC had met on several occasions to discuss the feasibility and implications of the plan and to consider the options available. Mr Leon Clark of E P Clark and Co Ltd had confirmed that the grit mix could be stored at his yard and had provided costings for the spreading and snow clearance. The village had coped in the past and undertaking the plan potentially set a precedent. Indications from WSCC suggested that the grit mix next winter would not be available free of charge and the future cost would be in addition to the costs charged by E P Clark & Co Ltd. Members considered the options available and agreed that the plan would only be implemented in extreme weather conditions, such as those experienced in January 2010. The areas to be treated would be those essential to keep the village operational and were linked to a Village Emergency Plan situation. The areas to be treated were agreed as: hill in Butts Meadow, Wyatt Close, outside the village shop, School Road footpaths, village hall access and bus stops. Additional clearance might be undertaken should the Village Emergency Team consider necessary. Members agreed that the Emergency Team would enact the plan on behalf of the Council and sanctioned an initial expenditure of up to £250 to E P Clark & Co Ltd, with a further £250 being available on approval by the Emergency Team members. Further funding would require full Parish Council approval. If implemented, a review would be undertaken after the event.

Details to be included in the newsletter along with re-publicising the 'self help' information first printed in the WSCC Connections magazine. MR and KC to approve.

Some concern was expressed about liability – Clerk to make enquiries from the Council's insurance company.

MR/KC

Clerk

- c. Community Speed Watch/Road Safety Meeting: A meeting was held with Ms Tracey Webb, from WSCC Highways, on 29<sup>th</sup> October 2010 as a result of observational information provided by the Community Speed Watch Group; minutes of the meeting had been circulated to members as well as to the Community Speed Watch Group. KC highlighted that the key area of concern was the A272. Ms Webb had suggested that the double white (no overtaking) lines could be extended from the shop down the hill. In addition, a 40 mph buffer zone (such as the one on the east side of the village) could be created. Members agreed that applications for both proposals should be made. County Councillor support would be required.

Ms Webb had also confirmed that more public policing of speed could be undertaken and would be happy to forward the necessary requests.

The B2133 was another area of concern although the speed indicator device (SID) could not be used on this road. Ms Webb would arrange for a traffic number/speed monitor to be installed to assess the potential problems.

Ms Webb had highlighted that Loxwood were considering the purchase of a SID; the devices were now improved and cost considerably less than a few years ago. Members agreed that there were other items in the budget that had a higher priority.

Clerk

Clerk

- d. **Playground:** The Clerk had forwarded details of possible enclosure to the Open Spaces Society for advice regarding the Enclosure Act. An acknowledgement had been received but no further information was available at the present time.

A representative from Wicksteed Leisure had now surveyed the playground and would provide a quotation to update on a phased basis. He had however highlighted the age of the junior swings and subsequently provided an advisory notice recommending replacement; spare parts were no longer available. MR confirmed that the RoSPA inspection had highlighted the age and construction of the swings on several occasions and concurred that replacement should be considered, particularly as the cradle swings, which were a similar age, failed in 2009. The Clerk indicated that the cost would be in the region of £6500. Members asked the Clerk to investigate Wicksteed Leisure's grant funding assistance scheme and whether payment options were available to allow for the playground to be refurbishment in one exercise.

Clerk

- e. **Surface Water Drainage around the Pavilion:** Mr John Newman, Chairman of the Sports Association, the Clerk and Mr Ben Whiffin from WSCC Highways met with a drainage contractor on Monday 25<sup>th</sup> October. Although there had been heavy rain on the Friday and Saturday, the Sunday had been dry but yet the drain was full. This confirmed that there was an obstruction but unfortunately prevented the use of the camera. The contractor had provided a quotation to locate, repair the potential problem and create an additional inspection chamber for in excess of £2000. As an alternative, the Clerk had ascertained that the equipment required to locate the drain run could be hired for approximately £100 per day but a working party would be required. Having sought local knowledge, it appeared that the ditch on the north side of Kirdford Road was silted and the drain on the Green side not functioning. Members agreed that the Clerk should seek a quotation from a local contractor.

RH offered his help to locate a possible inspection chamber by the practice football goal.

Clerk  
RH

- f. **Affordable Housing:** The presentation at the last meeting highlighted an issue of some significance for the Parish Council to address. Although a review of the current Parish Plan had indicated that a new Parish Plan was required, members considered affordable housing to warrant earlier enquiries. It was therefore agreed that a small working party should produce Terms of Reference and consider broader representation from the community. Membership was agreed as AJ, PM and RH.

AJ/PM/RH

8.50 pm – the member of public left the meeting room.

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

- Highways Update: A resident of Woodstock Cottage, Durbans Road had reported that the 40 mph speed limit sign and corner chevrons had been knocked out by accidents and the hedge cutter. A car had again been through his hedge and he requested that the signs be replaced. This had been organised with WSCC; a 'slow' would also be painted on the road. WSCC had advised that the reduction to a 30 mph speed limit could be considered. Members agreed that the clerk should pursue.

Clerk

- Section 106 Contribution: Nothing further to report. WSCC legal department was pursuing and had now spoken with Hyde Martlet.

Clerk

- Christmas Tree: A local tree had been sourced. The Carol Service at St Peter's would be held on Sunday 19<sup>th</sup> December, but as the children broke up from school on Friday 17<sup>th</sup> and the school had organised several Christmas events during that last week, it was agreed that the tree would be erected on Friday 10<sup>th</sup> December at 4 pm. All help would be appreciated.

All

- Maple: The dying Horse Chestnut by the War Memorial had been removed and replaced with a Maple in time for the Remembrance Day Service; it was an Acer Rubrum 'Red Sunset'

## 7. New Items for Discussion

- a. Cricket Club – request to improve junior cricket facilities on The Green: A letter had been received from the Cricket Club giving details of the current membership of the junior club and the need to address the lack of facilities and to prevent wear out of the square. The primary needs were:
1. To improve the practice nets; to develop permanent nets where the wicket was not simply a mat laid over concrete but was a permanent playing surface.
  2. To lay an artificial wicket on the side of the square which was required both for practice but to also allow for junior matches to take place without damage to the main square.

The information provided in the letter differed slightly from the circulated plan which showed the desired locations of the proposals, in order of preference;

1. Practice nets - behind the Pavilion, along the edge of Kirdford Road or on the Little Green.
2. Artificial wicket – Western Road side of the square, within and outside the existing square. It would be almost invisible and had been used successfully at other clubs eg. Rudgwick.

Members were delighted that the Club was such a success and in principle were keen to offer support, however, there were a few concerns regarding the proposals and further clarification would be required before approval could be given. It was also important that the needs of other users were taken into consideration. After some discussion, it was agreed that MR would organise a Green Co-ordination Group meeting for the following points to be discussed:

MR

1. Practice Nets:
  - Confirmation of size, look, manoeuvrability, construction. If drawn to scale, the area involved appeared to be 50 metres long.
  - Members expressed concern that Site One cut the Green into two and that it was undesirable to have sport extended to the Little Green.
2. Artificial Wicket:
  - In principle members were happy with the proposal but had concerns about the location on the Western Road side. RH explained that the square had originally been located to allow more room on the Durbans Road side and therefore location on this side would remove any possible damage to property.
  - If the Council were to agree, the wicket would need to be no longer than the current square and incorporated into the existing cordoned off area; the square could not be enlarged.

## 8. Correspondence: Details of correspondence received since 20<sup>th</sup> October 2010 was distributed prior to the meeting. The Clerk highlighted details as follows:

- Kirdford Parish Council – minutes of planning meeting which AJ attended. Forwarded to AJ and KC.
- Action in Rural Sussex – e-bulleting for Village Halls – forwarded to Village Hall Management Committee.
- Census Area Manager – details of the 2011 census. Working closely with county, district and parish councils to encourage completion. Details to be included in February newsletter.
- Sam Irving, Rural Housing Enabler – copy of presentation forwarded to councillors on email.
- Chief Inspector Ali Darge – Chichester District Commander – details of recent investigations.
- Southern Water – plans showing sewers and water mains around village green.
- Lone Le Vay, CDC – confirmation that the Conservation Character Appraisal and recommendations for the boundary changes and Article 4 Direction were approved by the Executive Board. Progressing implementation but may take a little time because of the fairly complex legal procedures involved.
- CDC LDF update – circulated by email and available on website and notice board.
- Wicksteed Leisure – advisory notices regarding replacement of the swings. Forwarded to MK and KC for information.
- Open Spaces Society – quarterly newsletter forwarded to MK.
- Western Sussex Hospitals NHS Trust – annual report.

- South Downs National Park newsletter – circulated by email and available on website and notice board.
- SALC – details of 2011 census and promotional material for next newsletter and website/notice board.
- Action in Rural Sussex – assistance available free of charge for preliminary drawings/designs for village hall improvements. Forwarded to Village Hall Management Committee.
- South Downs Consultations – consultation be carried out by Defra and the SDNPA on Governance and Engagement arrangements. Encouraged to 'Have your say'. To respond by 1<sup>st</sup> February 2011. **MK agreed to complete on the Parish Council's behalf.**
- Action in Rural Sussex – link to latest newsletter. Circulated to PC members and Village Hall Management Committee.
- SALC – details for community group funding – forwarded to MK for Youth Club.
- Reg Hawks, Enforcement Officer, CDC – discussed response with Team Manager. Have agreed that council could have time to rectify the situation as requested. Need clear commitment and timescale for completion of the works; suggested within the next 6 months. Details to be submitted to the Historic Buildings advisor for his approval.
- CDC – agenda for Annual Meeting with Parishes on 17<sup>th</sup> November – forwarded to KC.

9. Finance:

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

<b>Cheque Number</b>	<b>Total</b>	<b>Details</b>
2370	1080.00	Chartwell Wooden Windows – deposit for new windows on south side
2371	10.57	Broker Network – for insurance review
2372	170.00	Chichester District Council – planning fee for Mortuary Wall repairs
2373	23.50	Shredder Waste Paper – shredding of old papers from filing cabinets
2374	199.00	English Woodlands – supply and delivery of Maple and staking system
2375	9.73	Mr A F Jackson – annual domain/website fee (paid to 1&1 Internet by credit card)
2376	524.05	Garden Care (Southern) Ltd – grass cutting contract
2377	870.74	West Sussex County Council – clerk's salary and payroll charges
2378	100.00	Royal British Legion – donation for wreaths (August and November) (Section 137)
2379	22.02	Mrs L N Davies – magenta ink cartridges and postage

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 £3009.61 Cheques dated 16<sup>th</sup> November 2010

- b. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The Clerk had received confirmation from the auditor that vat could only be claimed on the amount that the Council had paid for the Village Hall floor, therefore vat could not be reclaimed on the £5000 deposit paid by the Village Hall Management Committee (VHMC). The VHMC had been advised and would therefore reimburse the Parish Council for £1605.16 which also included the electrical work carried out earlier in the year. It was possible that being a Listed Building the VHMC might be able to reclaim the vat directly from Customs and Excise, and would therefore make enquiries.
- c. Budget Preparations 2011/2012: A draft budget had been circulated in advance of the meeting. Each budget item was considered and the following questions raised for consideration at a future meeting:
- CDC Litter Collection:  
 A reduction in the number of litter bins or bi-weekly collection in winter months to be considered. RH to monitor use over the coming weeks.

RH

As revenue generating organisations, it was questioned why the Parish Council paid for the rental and emptying of the 1100 ltr bins for the Pavilion and Village Hall.

- Management of the Green: it was agreed that KC and the Clerk would look at the total costs. It was questioned whether other users of the Green should contribute to the upkeep.

KC/Clerk

- Youth Club: A proposal document prepared by MK and JD, members of the Youth Club Management Committee (YCMC), was circulated. MK explained that supported by the Parish Council, a successful Youth Club had now been re-established. This valuable service to the community provided facilities for the recreation and personal development of the young people. Although grant funding had been secured for equipment and initial set up costs, it was proving more difficult to obtain funding for running costs, such as hall hire and insurance. The Fete Society had generously provided funding for the Youth Worker for 3 years. To ensure continued success, MK and JD were requesting that the Parish Council helped with these running costs and that £1200 was allocated in the Parish Council budget for the next 3 years to cover the costs of the hall hire and insurance. With this security in place, the YCMC was confident that it could raise funds for activities and equipment and therefore the future of this 'village service' would be secured. The Club currently did not charge an attendance fee to ensure that it was available to all and would be undertaking fund raising activities.

There was some concern that supporting the Youth Club in this way was setting a precedent and that other village clubs had received limited financial support. MK stressed that the Parish Council had instigated the project and that funding for youth services was being dramatically reduced or withdrawn. Grant funding continued to be sought and if successful, support from the Parish Council would not be called upon. After some discussion, it was agreed that the Parish Council would support in this way for one year only.

- The Wisborough Green Trust to be approached regarding financial support of the tree replacement programme.

KC/Clerk

The Clerk to be notified of any other items for inclusion as soon as possible. KC and the Clerk would prepare a further draft budget for discussion at the January meeting at which the Precept request would be confirmed.

All

## 10. Planning

- 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/10/04482/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. <u>No Objection</u>
WR/10/04377/DOM	Mr David Wates Brinkhurst Cottage, Malham Farm Conservatory to south elevation and porch to east elevation. Detached garage. <u>No Objection</u>

WR/10/03746/DOM	<p>Mr Leslie Allen-Vercoe                  Burdocks, Fittleworth Road                  Two storey side extension. Substitute Plans.                  The Parish Council acknowledged that previous concerns relating to size had been addressed to some extent and that the design was more in keeping with the original building. However, the Council was still concerned with the scale and bulk of the proposed design and felt that the extension would significantly alter the prominence of the building from public view, being quite visible on the skyline.</p>
WR/10/04903/TCA	<p>Mr Peter Corthine                  Blakeney, Petworth Road                  Notification of intention to reduce in height by approximately 2m on 4 no. Sycamores trees.  <u>No Objection</u></p>

b. Chichester District Council Planning Decisions:

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/10/03926/LBC	<p>Mrs Tricia Jayne Dixon                  The Gatehouse, School Road                  Removal of gas fire and installation of wood burning stove and new flue liner.</p>	Permit

11. Other Reports

- a. Village Hall - Premises Licence update: A briefing note had been supplied to members in advance of the meeting. Following the unfortunate incident in late June when there was a reported problem concerning under-age drinking, the Village Hall Management Committee (VHMC) suspended the formal application process. Following two recent private parties held without complaint, it was agreed that the application should be progressed. Having sought further advice from CDC, the formal application went forward on 2<sup>nd</sup> November 2010. Provided there were no objections from any of the responsible authorities, the new Licence would come into effect on 1<sup>st</sup> December 2010. The application not only included the supply of alcohol but regularised certain anomalies under the current licence. Members were happy with the information and arrangements and had no further comments or questions.
- b. Workhouse:-
- Mortuary Wall: Due to the need to stabilise the North Wall, repairs were now well underway and being undertaken to a high standard. Following the last meeting, a letter to confirm previous conversations regarding cost liability had been written to Dr Graham Parr, Churchwarden. Unfortunately the Churchwardens had not met to discuss although verbal acknowledgement of the letter had been received.
  - Replacement Windows: Mr Reg Hawks, Enforcement Officer at CDC, had discussed the Parish Council's response with his Team Manager. They had agreed that the Parish Council could have time to rectify the situation as requested but they required a clear commitment and timescale for completion of the works, suggesting within the next 6 months. The Clerk confirmed that the alterations would cost £1128 excluding vat.  
 Although members were aggrieved that the Council was expected to make a cosmetic change at a time of spending reviews, after some discussion, it was agreed that the matter should be resolved and the amendments would be undertaken within 6 months. Clerk to advise CDC.
- c. Allotments:- Nothing to report.

Clerk

- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: Nothing to report.
- f. Neighbourhood Watch: No incidents to report.
- g. Footpath Group: Nothing to report.
- h. Youth Club: Nothing to report.

12. Any Other Business

- a. RH thanked the Clerk for arranging the replacement 30 mph speed limit sign in Butts Meadow; the reduction in speed was noticeable.
- b. Having been allocated Road Safety as an area of interest, RB asked for further explanation of this role.
- c. As the cricket nets had now been removed, it was agreed that JD, MK, MR with help from Mr Davies, would re-position the basketball net on Saturday 20<sup>th</sup> November at 12 noon.

KC

JD/MK/MR

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 7<sup>th</sup> December, Tuesday 21<sup>st</sup> December 2010 and Tuesday 4<sup>th</sup> January 2011 at 8.00 pm (if required)

Parish Council Meeting on Tuesday 18<sup>th</sup> January at 7.45 pm.

14. Clerk's Salary Review: Details had been circulated to members in advance of the meeting. The Clerk was asked to withdraw from the meeting room.

The Chairman explained that the Clerk's last salary review was undertaken in November 2008, effective from 1<sup>st</sup> December 2008, when her salary scale was increased to SCP 26 (from SCP 19) and hours increased to 15 per week, with an additional one hour per week for the website.

A national salary review was undertaken by NALC and from 1<sup>st</sup> April 2009, SCP 26 was increased from £11.402 per hour to £11.549 per hour. Unfortunately, the Council did not undertake a review at this time. The rates were not increased by NALC in April 2010, therefore the SCP 26 rate of £11.549 per hour was still applicable. Members recorded their thanks to the clerk for her continuing high quality effort and commitment and unanimously agreed to implement the review to £11.549/hour backdated to April 2009.

The Clerk returned to the meeting room and was advised accordingly.

There being no further business, the meeting was closed at 10.25 pm.

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Chairman

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Date