

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st February 2012

Date: Tuesday 17th January 2012

Present: Mr K Charman (KC) (Chairman), Mr R Hamilton (RH), Mr A Jackson (AJ),
Mr M King (MK), Mrs S Overington (SO), Dr J Sutcliffe (JS), Mr C Vit (CV)

Apologies: Mr J Donovan (JD), Mr P Mahoney (PM)
Mr C Duncton (County Councillor)

In Attendance: Mrs L Davies, Clerk
Mr J Ransley (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 Mr Donovan and Mr Mahoney.
2. Declaration of Members' Interests: Being a neighbour, AJ declared an interest in the planning application for Champions Farm. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last Parish Council meeting held on Tuesday 15th November 2011 were approved as a correct record and signed by the Chairman.
The Minutes of the Planning Committee meetings held on Tuesday 6th December 2011 and Tuesday 6th December 2012 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

County Councillor:

- Mr Duncton had sent his apologies.

District Councillor:

- The first Cabinet meeting of the year looked at two transformation initiatives:
Provision of Public Conveniences: the number had been reduced and before closing any more, the Cabinet had asked officers to look at establishing a Community Toilet Scheme whereby local business such as shops, café's, pubs, etc were supported by Chichester District Council (CDC) to sign up and make their facilities available to the public. This could increase the number of facilities available and reduce costs. Such schemes existed in other districts and Mr Ransley had lobbied hard for such a scheme to be implemented here. The alternative being considered was a coin operated payment scheme which Mr Ransley was not convinced would be cost effective with the installation of new equipment.
Members stated that the facilities provided in Wisborough Green were well used by those travelling along the A272 and underpinned key charity events held on the Green each year.
Mr Ransley explained that CDC would explore options and work with Parish Councils to provide facilities where required. Not all facilities were used to the same degree and as such, the Cabinet would be considering over the next 6 months. From memory, he thought that the village toilet facilities cost approximately £13,000 per year to service. As the removal of the facilities would be of some significance to the village, it was agreed that it should be an agenda item for the next meeting.

Clerk

Equity Support for First Time Buyers: The second initiative was to look at providing equity support to help people of all ages get on the housing ladder and ease the pressure on the housing list. This would be done by way of changing an existing fund established to work with Housing

Associations on specific developments into a roll over fund more generally available. It would provide equal opportunity to all Chichester district residents for any new housing in the district.

- Neighbourhood Plans: The Government will be responding by the end of the month to confirm whether CDC and Kirdford Parish had been successful in their application to become one of the frontrunner communities to establish a Neighbourhood Plan, the first in the District. There was a useful PowerPoint presentation on Neighbourhood Plans available on www.pas.gov.uk
- Bus Service Review: He and other councillors continued to work with WSCC and the bus companies on finding a way to maintain appropriate services across the district. He hoped that a further meeting would be held shortly and would advise. A number of residents in Wisborough Green and Kirdford had reported problems to him.
- Broadband Upgrade for Plaistow: The Council had approved a financial contribution of £30,000 to upgrade the broadband delivery in Plaistow which had one of the four last non- digital exchanges in the country.
- Members' Allowances: Council spent a long time debating Members Allowances which had not changed in the last 8 years and voted through an increase that would add £24,091 to the overall cost per annum.

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

6. Matters Arising from the previous meeting and on-going matters:

- a. Mortuary Wall: The Chairman confirmed that a letter had been sent to Dr Graham Parr, Churchwarden, to formalise previous verbal conversations and to forward information regarding party walls received from the Council's solicitor. No further communication had been received but he hoped to arrange a meeting in the near future.
- b. Community Led Plan (CLP): The first part of the process was the CLP questionnaire, distributed to all households in the village in November 2011, which set out to establish a baseline of information on a range of issues to be developed further at the consultation event on 20th and 21st April 2012. 217 questionnaires were completed (33% of households) with 20% completed online. It was acknowledged that the Community 21 website helped with the data input and analysis, and members were encouraged to look at the website for the statistical information (<http://wisboroughgreen.community21.org/>). Members of the CLP working group had analysed the information and MK had now combined the results which were presented in the circulated report. There were 12 key issues which the CLP working group would now consider further to take forward to the consultation event:
 - Future CLP consultation needs to reach a broader age range.
 - The 'Traditional Village Setting' is the best thing about living in Wisborough Green.
 - Speeding and parking are the worst things.
 - Fuel poverty or Fuel Vulnerability is a problem for a significant number of residents.
 - The shop/ Post Office is a key facility which, although most people do not depend upon, they use and value highly.
 - The Green is another key facility, well cared for in the majority's opinion but perhaps its use is over dominated by special interest groups.
 - Strong agreement on the need for more housing over the next 10-15 years.
 - Support for small developments, phased delivery and the need to maintain the strategic gap.
 - Only a fifth of respondents regularly use public transport but for those who do it is a poor service.
 - The Parish Council is seen as doing an adequate job but could communicate better.
 - Village communication style, changes required.
 - Faster broadband.

KC

Thanks extended to all those who contributed to the survey data input and analysis and to MK for preparing the summary report. The next CLP working group meeting was on Tuesday 31st January at 8.00 pm.

- c. Playground Refurbishment: Having reviewed the quotations, it became apparent that, apart from the equipment, there were also differences in the specifications. SO and the Clerk had therefore prepared a specification and asked the 3 companies to re-quote. A chart showing the results was circulated. Although there were still slight differences in the specifications, the information now supplied highlighted these areas. The Clerk had now received a specification for the required tree work and would make an application to CDC. It was agreed that meetings should be arranged with the potential contactors to discuss the specification as a matter of urgency with SO, KC, RH and the Clerk in attendance. The following points to be considered:
- It was highlighted that with such a large project there was potential for over run costs and such an allowance should be considered.
 - Lead time and duration of work to be confirmed. To coincide with the Olympics, it was hoped that work could start after the half term week (from 11th June 2012) and be completed by the start of the school summer holidays (20th July 2012).

Clerk/SO/KC/RH

With regard to grant applications, the Clerk confirmed that the village had unfortunately been unsuccessful in its bid for a Natwest Community Force grant, but had received 30% funding (up to a maximum of £15,000) from Chichester District Council which members acknowledged with grateful thanks. A further £2000 had been pledged by the Fete Society and the Council had just received a £500 donation from village residents – a letter of thanks had been sent from the Chairman.

The County Local Committee would be considering the Council's application for just under £3000 on 24th January but the Clerk felt it unlikely that more than £1500 would be received. A further application had just been submitted to The Lord's Taverners for £3592 to specifically fund the fully inclusive roundabout which could accommodate a wheelchair. An expression of interest submitted for a Leaderbid had been accepted and an application for £10-15,000 would be submitted, which would be determined at the end of May 2012.

Clerk/JS

It was agreed that further fund raising efforts should be considered and KC questioned whether the substantial local businesses at Newpound might consider supporting. Members agreed that a letter from the Chairman should be sent. SO agreed to prepare a list of other funding raising ideas which would hopefully encourage village ownership and pride in the new playground. The Clerk had today received a telephone call from Climbing Bears Playgroup which was considering a fundraising event on the Green to mark the Olympics. It was agreed that this might be the ideal opportunity to launch the playground with an official opening by a local sports celebrity. Further consideration at the next meeting.

Clerk/SO

Members confirmed that the village playground refurbishment was being undertaken to mark the events of 2012 – the Queen's Diamond Jubilee and the London Olympics – and as such, no further provision for children's mementos could be made within budget.

- d. Parking Concerns in Butts Meadow: As advised in the meeting reported, the Clerk had met with Lori West of Hyde Martlet on 29th November 2011 to discuss the provision of designated parking spaces for the 5 bungalows at the bottom of Butts Meadow. The Clerk had been advised that the amenity land still remained in the ownership of CDC and as such, an application to create a parking area would need to be submitted by Hyde Martlet, which included a traffic survey; RH had kindly agreed to undertake. Unfortunately, recent correspondence received from the resident who originally raised the issue stated that he was still unhappy with the current parking situation and wished to continue to pursue the matter vigorously. Members agreed that the response from Hyde Martlet was extremely positive. The residents who parked on the grass had been granted permission on medical grounds and as such, members did not feel it appropriate to pursue particularly as a permanent resolution for all was being offered. However, members agreed that a timeframe should be obtained from Hyde Martlet. The Clerk would provide the necessary paperwork to RH to undertake the 2 week traffic survey and a response outlining the timeframe would be sent to the complainant. The Parish Council and Cllr Ransley would write in support of Hyde Martlet's application at the appropriate time.

Clerk/RH

- e. Parking Concerns in Newpound Lane: SO had met with Mrs Trudy Emberson, Headteacher at the Primary School, to consider the parking issues associated with school runs. Mrs Emberson was very supportive of any scheme to alleviate the traffic problems at the front of the school and would

be pleased if the school and Parish Council could work together to lobby for improved parking within the grounds. The conversion of the grass verge outside the entrance into parking spaces was also discussed which could provide additional parking spaces for Garmans' residents out of school hours. SO also highlighted to members that it was likely the school role would increase; currently 12 out of 20 pupils were from Wisborough Green. Mrs Emberson was currently reviewing the school's Travel Plan and would provide the Council with a copy in due course. She would also continue to remind parents about the one-way system in School Road.

It was noted that the Garmans properties had all been provided with 2 parking spaces and that the outside pavement parking was a relatively recent happening. It was unfortunate that once the residents starting parking on the pavements it had encouraged others to do so. Although there was some concern that improving arrangements at the front of the school might encourage more parents to use this entrance, it was agreed that:

- The issue should be addressed jointly.
- SO and CV would work with the school to provide a more detailed proposal.
- In the interim, a letter to be written to all Garmans' residents to explain the series of actions and to ask for their cooperation to reduce the pavement parking.

SO/CV

Clerk

With regard to the parking issue at the Bat & Ball entrance, a letter had been written to the residents concerned explaining the problems being experienced. The resident had telephoned the Clerk to discuss the situation and would endeavour to remove the car further off the road.

f. Health & Safety Policy: Following comments at the November meeting, the Policy had now been revised and circulated. Members agreed to adopt the Policy as circulated.

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

- Highways Update: The Chairman and Clerk met with Kevin Macknay of WSCC Highways on 22nd November to consider a number of village issues. As there had been no further contact since, the Clerk would pursue the outstanding items and try to ascertain a time scale from WSCC.

Clerk

- Pavilion drainage – agreed to investigate further with a camera and also investigate the collapsing gully outside The Grange and ascertain that gullies in the area were clear – it could be a contributing factor to the accumulating of water at the Cricketer's junction.
- Kirdford Road surface water concerns – proposed that a surface drain be installed at the lowest point near to the junction taking water into the existing drainage system.
- Drainage ditch opposite the Cricketers Arms – WSCC agreed to dig out. Although potentially more cost effective to have used E P Clark & Co Ltd, this has not been sanctioned by WSCC. The Chairman confirmed that he had also met with the property owner of Park Cottage to consider the boundary line. Although a boundary was normally the centre of a water course, it seemed preferable that the Parish Council should take responsibility for the ditch as it was an essential part of the village drainage system. The boundary line had therefore been established as the far bank, which members endorsed.
- Surface water problems in School Road – WSCC agreed to the installation of a new gully outside Clovers.
- Double white lines on the A272 west side of the village. WSCC had agreed to undertake the appraisal of the existing double white (no overtaking) lines through the village.
- Results of traffic survey at Newpound – the data had been received however the Clerk had requested WSCC's interpretation of the results. Will be circulated in due course.
- Surface Water concerns at Moonsbrook Cottage, Newpound Lane – the Clerk would be meeting with Fiona Baker of WSCC on Thursday to discuss possible improvements which had been suggested by the new owners. It had been a longstanding problem although it appeared that the backing up of water also affected their garden.
- Potholes on the B2133, Kirdford Road opposite the playground, Glebe Way and School Road had been reported by the Clerk.

- Scout Hut Registration: The application had now been submitted to Land Registry. An inspection was necessary but hopefully the registration would be confirmed shortly.

- Civil Parking Enforcement: CDC had confirmed that out of hours enforcement had been sanctioned and officers would attend.

- Winter Management Arrangements at Bedham: Although the grit bins outside Mockbeggars and Cold Harbour Farm were in place, the residents in the area had all contributed to purchase a grit spreader. A local farmer had therefore been contracted by WSCC to snowplough and grit Bedham. Two local residents had kindly agreed to monitor the grit bins. With the new arrangements in place the provision of grit at these locations could be reconsidered for next winter.
- Bus Service Review: The Clerk confirmed that a response to the latest consultation had been sent from the Parish Council.
- March Newsletter: As the copy deadline was shortly after the February meeting, it was agreed that the newsletter would focus on the CLP results. MK would prepare the article.
- Spring Litter Picking Session: It was agreed that a further session should be organised and the date confirmed as Saturday 31st March 2012 at 2.00 pm. Clerk to advertise.

Clerk

7. New Items for Discussion

- a. Wisborough Green Sports Association – request for cricket improvements: Mr John Newman, Chairman of the Sports Association, had written to explain that as the Cricket Club had graduated to the County League, there was an obligation to provide sight screens at both ends of the ground. The Club would therefore be making a similar screen to that used at the A272 end and requested permission for it to be positioned behind the Pavilion when not in use. Members were delighted at the Club's success but were also aware of the many comments in the recent CLP survey with regard to the use of the Green by specialist groups. Members therefore granted permission for the provision of a further screen on the condition that:
- It was of a similar size and design to the existing.
 - It was positioned behind the Pavilion after every match and not left in position.
 - The approval was given on the basis that it was a requirement of the County League and would be reviewed if circumstances changed in the future.

Clerk

The Cricket Club was also concerned about the condition of the concrete practice surface and wished to re-lay or resurface in the near future. Mr Newman had confirmed that if renewed, it would be the same size but might be moved towards the football pitch, which would be done in consultation with the Football Club. There was some concern that the nets had previously been left up in a poor state of repair. CV understood that new nets were being purchased which would be removed at the end of each session. There were some reservations about the potential impact upon the football field. Members agreed to the request on the condition that:

- The Football Club was happy with any plans to the slight re-positioning.
- The disturbed areas to be made good.
- The basket ball sprocket to be re-sited (if necessary) to be central to the concrete pad.

Mr Newman had also advised that he would be standing down as Chairman at the Annual General Meeting next week but would continue his sport connection as Secretary to the Cricket Club.

- b. Balloon Club – request to use the Green for Balloon Charity Lift off in September 2012: Mr Brian Smith had written for permission to use the Green for the Annual Balloon Festival on Friday 7th, Saturday 8th and Sunday 9th September 2012. All arrangements would be as previous years. Members were delighted to support the event but requested that 'no parking' cones be used through the centre of the village to prevent the parking problems experienced this year. Clerk to issue Agreement form.
- c. Wisborough Green Horticultural Society – request to use the Little Green: A request had been received for the Society to hold a Plant Sale on the Green on Saturday 5th May 2012. Teas would be served within the curtilage of the Upfield Stores. Members were again delighted to support this event and were pleased to see that the Little Green was being used. Clerk to issue Agreement form.
- d. Wisborough Green Horticultural Society – marquee request: A request had been received to erect a marquee on the Green for the August Bank Holiday Show. The Horticultural Society had made a provisional booking of the marquee from the previous provider; Lewis Marquees Ltd, who had agreed to hold the 2010 price for one last year. Members were happy to accept this quotation.

Clerk

Clerk

In addition, the Horticultural Society asked the Parish Council to consider a contribution towards the security costs. It was anticipated that an event would be held on the Friday and Saturday nights and any additional charges would be covered by the organisers. Members agreed to contribute 50% of the Horticultural Society's element to a maximum of £350.00. Clerk to advise and issue Agreement form.

Clerk

- e. Provision of a Village Defibrillator: The Clerk explained that many local villages, including more recently Kirdford, had installed a public defibrillator which was available for public use 24 hours a day. Although the Parish did have two emergency responders, they were accessed via the ambulance service and were only available when on duty. The Clerk had been advised by Mr Paul Berry of Billingshurst Emergency Assistance Team (BEAT) that the ambulance service were positively encouraging the provision of this equipment and would be willing to provide the village with a defibrillator and cabinet, free of charge. Equipment could be installed in shops, but again, access would be limited by the shop's opening hours. Alternatively and more ideally, it could be installed in a cabinet outside a village amenity (power supply required) and be available 24 hours with easy access. In an emergency situation, the key code would be given out over the telephone by the ambulance service which would change after use. Members agreed to the provision and although the Village Hall was not central to the village, it was perhaps more accessible and familiar than the Pavilion or public toilets which were also suggested. The Parish Council would incur installation charges and there would potentially be a small charge for power, but this would be discussed. It was agreed that the Clerk should discuss further with the Village Hall Management Committee.

Clerk

- h. Annual Risk Assessments: The Clerk advised that a number of Risk Assessments now required updating. For ease of future reviewing, the Clerk requested that they be undertaken by the February meeting.

Village Centre Assets – KC

Pond – MK

Village Hall Car Park – AJ

The Green – SO

Playground – RH

Benches – CV

The Clerk would provide the necessary forms for updating by email.

Clerk

8. Correspondence: Details of correspondence received since 16th November 2011 was distributed prior and at the meeting. The Clerk highlighted details as necessary (bold).

- Rural Services Network – weekly email news digest – circulated.
- Rural Services Network – weekly email news digest – circulated.
- West Sussex Fire & Rescue Service – report on public consultation on a potential merger available shortly. Notification that insufficient financial information available to enable WSCC and East Sussex Fire Authority to take a decision on the merger at their meetings in December. Decision postponed until 2012.
- **Came & Company – Parish Council insurance company – confirmation that equipment in the storage shed was covered subject o £250 excess. Improvements to shed security had now been made.**
- WSCC – Third decision regarding the bus service review to be undertaken in April 2012. Details of Bus User Survey for completion by 17th January 2012. Details emailed for individual responses. Response completed on behalf of the Parish Council.
- **CDC – confirmation that Planning Permission was not required for the playground refurbishment.**
- Sustainable Gov update – circulated

- Rural Services Network – weekly email news digest – circulated.
- **Village resident – details of Incredible Edibles in Todmorden as reported in the Sunday Times (27th November). Wondered if it could be reproduced in WG and whether it was a project that the Parish Council felt was feasible. The Clerk had requested that the information be added the residents CLP survey. Members agreed that this was unfortunately an initiative that the Council was unable to pursue at the present time due to other commitments with the CLP process. Members felt that it should be directed to the Horticultural Society for their comments on feasibility. The village was perhaps in a different situation to Todmorden; rural with many people already growing vegetables in gardens and on the allotments. Clerk to respond accordingly.** Clerk
- Sustainable Gov update – circulated
- Action in Rural Sussex – Details of the Rural Community Broadband Fund which had been designed to supplement investment that was being procured by County Councils to create broadband improvements. Expressions of interest in by end of January 2012. Workshops arranged. Details circulated. **As the results of the CLP survey were known and Broadband highlighted as an issue, the Clerk would investigate the scheme further.** Clerk
- Sussex Police Newsletter – circulated.
- Rural Services Network – weekly email news digest – circulated.
- **Resident reported noisy dogs in Butts Meadow that were left outside and barked at 3 or 4 am disturbing neighbours. CDC Environmental Health contacted for advice. Advised that the resident should contact them directly as evidence would need to be collated. Resident advised.**
- WSCC – details of WSCC Social Enterprise Fund and WSCC Members' Big Society Fund. Awards would be made to those organisations that demonstrated the best positive social impact and the greatest growth and sustainability. Details circulated. Deadline for March submission 24th February 2012.
- South Downs National Park – stakeholders' newsletter – circulated.
- CDC Changes to Council's Scheme of Delegation. Review concluded that present level of delegation should remain largely unaltered with the exception of planning applications for lawful development certificates (suffix ELD and PLD) and tree works (suffix TPA and TCA) which should be determined under delegated powers where an objection was lodged by either a Parish Council or other statutory consultee. Existing Area Committee Structure should remain unchanged.
- CDC – Chichester in Partnership Ebulletin – circulated.
- Sustainable Gov update – circulated
- Rural Services Network – weekly email news digest – circulated.

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- Sustainable Gov update – circulated
- Rural Services Network – weekly email news digest – circulated.
- **Letter from residents at Westland, Fittleworth Road. Had now moved tree stumps away from road edge having discussed with Highways. The would dearly like there to be a more sensible limit on Fittleworth Road as very often people drove far too fast and wondered if it had ever been considered by Council. The Clerk confirmed that she had written to acknowledge the letter and thanked for action over the stumps. Explained that speeding was an issue on many village roads and sadly was a problem on the A272 through the village even with signs and road markings. Said would mention at the next Highways meeting.** Clerk
- **Mr P Evans – Internal Auditor. Half year internal audit undertaken before Christmas. There are no matters to bring to member's attention.**

- WSCC – notification that Access Ranger will be visiting parish shortly. Details forwarded to JS and MK.
- Sustainable Gov update – circulated
- SALC Winter Newsletter – circulated.
- AiRS – details of restructuring – circulated.
- Rural Services Network – weekly email news digest – circulated.

- **Notification that The Oil Club has formed an Oil Buying Group for Kirdford and Wisborough Green and asked for details to be publicised. Details circulated to members. Members were unaware of this scheme but agreed that further enquiries should be made before being advertised in the village.** Clerk
- CDC LDF quarterly newsletter – circulated.
- Sustainable Gov update – circulated
- Rural Services Network – weekly email news digest – circulated.

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/11/05251/EXT	Mr And Mrs Marshall Champions Farm Newpound Lane Application to extend planning permission WR/08/05137/DOM. Alterations and extensions to existing garage block to form a garden study and fitness area. <u>No Objection</u>
WR/11/05300/FUL	Mr Stuart Clarke Old Helyers Farm, Kirdford Road Permanent stationing of mobile home. The Parish Council did not object to the permanent stationing of the existing mobile home, providing that the existing condition 2 in the previous permission 08/03080/FUL was retained. "The occupation of the mobile home shall be limited to a person or persons solely or mainly employed in the equestrian business occupying the plot known as Old Helyers Stud Farm, Kirdford Road, Wisborough Green, RH14 0DD and outlined on drawing no. 1. "
WR/11/05389/TCA	Mrs Ann Beasley The Grange, Kirdford Road Notification of intention to crown raise (remove the lower limbs) by up to 5 metres on 1 no. Leylandi Cypress tree. <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/11/03705/COU	Mr Timothy McMath (Wisborough Green Cricket Club) Land Adjacent To The Park, Durbans Road Change of use of agricultural field to community cricket pitch for 5 years during April to September only.	Permit with conditions on use
WR/11/04158/LBC	Hall And Woodhouse Ltd Bat And Ball, Newpound Proposed erection of single storey extension to form restaurant/function facility. Erection of glass roof to courtyard. Internal alterations including new disabled toilet and improvements to existing toilets.	Withdrawn

WR/11/04186/DOM	Mr Thomas Dawson Skiff Cottage Kirdford Road To extend to the NW aspect of the existing property (two-storey). Remove and replace existing barn/garage with new barn/garage. Replace front dining room bay window with doors.	Permit
WR/11/04163/LBC	Mr John Hamilton 3 Old School Cottages School Road Replacing existing softwood double glazed units (not original) with similar hardwood units. The replacement units are to the rear of the property and comprise of French door, side panels and window units above. The current units are rotting and need to be replaced.	Permit
WR/11/04383/DOM	Mr & Mrs N Stuart Ivy Cottage Wisborough Green External staircase, dormer windows to front and rooflights to rear of existing detached garage to enable use of first-floor as ancillary accommodation.	Permit Size of windows reduced
WR/11/04573	Mr Alaistair Bell Wharf Farmhouse, Wisborough Green Two storey side extension. O.S. Grid Ref. 506821/125959	Permit
WR/11/04692/DOM	Mr J Bolam Jays Farm Newpound Lane Demolition of existing ancillary stabling and storage and replacement with new ancillary building on same footprint plus retrofit energy efficiency improvements to existing building.	Permit

- c. Three Crowns Appeal: The Planning Inspectorate in Bristol had dismissed the appeal and upheld CDC's decision. The Inspector had cited many of the concerns raised by the Parish Council.
- d. Enforcement Matters: With regard to the caravan parked on the field in Kirdford Road, a breach of planning control had been identified and the caravan had been removed. No further update on the two outstanding matters.
- e. Planning Committee Meeting: Following the meeting on 3rd January 2012, a letter had been received from the architects for the proposed refurbishment, remodelling and extension of Arun Holt Cottage giving explanation to the proposal. As the Planning Committee Chairman, AJ gave further explanation to the proposals and the Committee's concerns. Members agreed that AJ should respond to the architect, if considered necessary.

Clerk/AJ

The Clerk stated that she had also received a telephone call from the resident at 1 Harsfold Cottages, Harsfold Lane, who was disappointed at the Parish Council's response to their application to extend. Again, AJ gave explanation to the proposal. The Clerk had stated to the resident that the Parish Council was only a consultee and that the decision was made by CDC. She advised the resident to discuss further with the CDC planning officer – CDC could dismiss the Parish Council's comments.

9. Finance:

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

Cheque Number	Total	Details	
2477	15.11.11	159.02	British Telecommunication plc – Broadband and telephone charges
2478	15.11.11	500.00	St Peter Ad Vincula – donation for churchyard and clock (2 nd instalment)
2479	06.12.11	48.74	Southern Water – allotment water (estimated reading)
2480	06.12.11	500.00	Kevin Twelvetrees – removal and planting of new horse chestnuts
2481	06.12.11	859.76	WSCC – clerk's salary and administration charge
2482	19.12.11	133.00	English Woodlands – rooted Christmas tree
2483		344.30	Eyelevel Publishing – layout, print and distribution of CLP questionnaire
2484		10.79	A Jackson – 1&1 Domain registration
2485		1328.05	WSCC – clerk's salary for December and back payment
2486		243.75	CDC – rental and weekly emptying of bins at Pavilion and Village Hall
2487		340.91	Wisborough Green Village Hall – Workhouse Insurance
2488		84.58	Mrs L Davies – Website fee, office supplies, postage and mileage expenses

		£4552.90	

- b. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. There were no further questions.
- c. Budget Preparations 2012/2013: A further draft budget and explanation notes had been circulated in advance of the meeting. The Chairman gave further explanation to potential expenditure and reserve provisions. Members adopted the budget for 2012/2013 and agreed the Precept request for 2012/2013 as £34,000 due to a number of substantial projects being considered. Clerk to advise CDC.

Clerk

11. Other Reports

- a. Village Hall:
- Leaderbid: Nothing further to report.
 - Stonework Repairs: The Village Hall Management Committee (VHMC) were seeking further quotations.
 - Waste Recycling Facilities: The VHMC had agreed to retain the recycling facilities at an annual cost of £39 which it would fund.
- b. Workhouse:- The VHMC had advised that the Workhouse insurance would increase by £9.91 to £340.91. The tenant would be advised.
- c. Allotments:- Thanks had been expressed to the Parish Council by one allotment holder for undertaking the Harsfold Lane road repairs. Following the recent gales, MK had noted some broken glass and would advise Mr Preston-Jones, the Allotment Manager.
- d. Pavilion:- Nothing to report.
- e. Green Co-ordination Group: RH would contact Mr Newman to ensure that the drain cover had been repaired.
- f. Neighbourhood Watch: Several advisory notices had been circulated via the Neighbourhood Watch Village Coordinator. There was nothing village specific to report.
- g. Conservation/Footpaths: Nothing to report.

Clerk

MK

RH

- h. Youth Club: MK thanked the Parish Council for the Youth Club support within the budget. He explained that the Club had initially established a Memo of Understanding with WSCC but with the restructuring and cost cutting, the Council was no longer in a position to honour this agreement and support the Club. The Club now had a new contact within WSCC but was currently negotiating an asset transfer which would hopefully raise funds for the Club.

- i. Village Hall Annual General Meeting: The Chairman attended the meeting on 22nd November 2011. He received a comprehensive report which confirmed that that the Hall had had an extremely successful year and although the letting rates had been increased, bookings were also up. The VHMC had incurred a considerable amount of expenditure on improvements to the hall. The VHMC had plans to continue to reinvest in the hall and had prepared a list of 'desirables' up until 2016. They were still considering an extension; JS highlighted that the Leaderbid scheme would finish in December 2013 – Clerk to advise VHMC.
It was noted that during the year the police had been called to two parties. After taking advice, a decibel limiter had now been installed and would cut out if noise limits were exceeded. Members complimented on the current appearance and extended their thanks to the VHMC.

- j. North East Parishes Forum: The Chairman attended the meeting on 8th December 2011. There were two key presentations from CDC and WSCC on next year's budgets. Mr Andrew Shaxton also gave an update on the National Park Authority and the projects now being planned.

Clerk

12. Any Other Business:

- a. The new 'Diamond Jubilee' Christmas tree had now been planted.

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 31st January 2012 at 8.00 pm, if required.

Parish Council Meeting on Tuesday 21st February 2012 at 7.45 pm.

There being no further business, the meeting was closed at 10.15 pm.

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Chairman

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Date