

## Wisborough Green Parish Council

### Draft Minutes of the Parish Council Meeting to be agreed on 17<sup>th</sup> January 2012

Date: Tuesday 15<sup>th</sup> November 2011

Present: Mr K Charman (KC) (Chairman), Mr R Hamilton (RH), Mrs S Overington (SO),  
Dr J Sutcliffe (JS)

Apologies: Mr J Donovan (JD), Mr A Jackson (AJ), Mr M King (MK), Mr P Mahoney (PM)  
Mr C Vit (CV)

In Attendance: Mrs L Davies, Clerk  
Mr C Duncton (County Councillor)  
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, Mr Jackson, Mr King, Mr P Mahoney and Mr Vit.
2. Declaration of Members' Interests: Being the secretary of the Fete Society, the Clerk declared an interest in item 9b, the garage rent review. As a resident in Butts Meadow, RH declared an interest in item 6d regarding the parking concerns. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 18<sup>th</sup> October 2011 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

County Councillor:

- There had been past concern about the reduction in the County's library service. Assurances had been received from the Cabinet Member that for the remainder of his term, there would be no library closures. Although savings still had to be found, this would be achieved by reviewing opening hours.
- West Sussex County Council (WSSC) was currently considering how best to assist businesses. After consultation, it appeared that the main issues related to the A27 and improvements for business access, particularly if development were to be undertaken in the area. Broadband, for personal and business use, was a concern in some areas and was the biggest influence on business improvement; some rural areas had poor access and there were still some spots in the County without Broadband. WSSC had £6 ¼ million to put towards broadband improvements which could increase to a £20 million budget with other partners. WSSC would be keen to ensure that the funds were used for improvements in the necessary areas.
- Meals on Wheels was a valuable service and was recently promoted at County Hall to give a better understanding of how the service was run; Council members were also served with a meal. Mr Duncton had been impressed with the quality of the food and felt that it was good value at £3.70 per delivered meal. Apart from providing a hot meal each day, the volunteers checked on vulnerable people and offered some company. The local service was run from Petworth and did rely on volunteers who received a mileage allowance. It was noted that during snow conditions, the service had struggled with deliveries and 4-wheel drive vehicles would be required.
- At the last County Local Committee (CLC) meeting in Loxwood the Alfold Bars petition for 40 mph speed limit had been agreed and had now gone to the Cabinet for approval.
- The next CLC meeting would be held on Tuesday 24<sup>th</sup> January 2012 – venue and agenda to be confirmed.

- PCSO Ian Luxford held a regular forum at Petworth Police Station to allow parishes to identify common concerns. Mr Duncton would ensure that the Clerk received notification of the next meeting.
- Mr Duncton highlighted that CLC funding was potentially available for clusters of parishes to purchase a speed indicator device. The Chairman explained that the village's community speed watch group was anxious to see results of their efforts or to have the ability to report offenders before spending more of their time on the scheme.
- RH was concerned that there had been another accident at Shurlands corner and felt that a flashing warning sign should be installed. It was noted that this had been the first incident since the re-surfacing and perhaps related to the weather conditions. The Chairman advised that thorough investigations had previously been undertaken by WSCC and a warning sign had been considered but dismissed. The Clerk was asked to look into the previous correspondence and update at the next meeting.
- Mr Duncton enquired as to whether the Civil Parking Enforcement Team had attended the village. The Clerk confirmed that a request for out of hours work had been made and that she had now requested further information to follow up.
- WSCC would be allowing parishes to undertake small maintenance work on the Council's behalf and then be reimbursed, such as sign cleaning, pavement work, verge repair. The scheme did not include highways work.

Mr Duncton

Clerk

District Councillor:

- At the last Cabinet meeting, the following were agreed:
  - That the working of Community forums be reviewed to enable closer working with West Sussex County Council (WSCC) and the County Local Committee (CLC).
  - There would be a focus on key deprived areas in the District, such as Tangmere and north Chichester.
  - Chichester District Council (CDC) would work closely with WSCC on a Community Toolkit.
  - Where practical, support would be offered to communities which wished to undertake a Neighbourhood Plans
  - CDC and Kirdford had applied for a Front Runner Award to get Neighbourhood Plans in place for Kirdford. If successful, this could be beneficial for Wisborough Green .
  - CDC was working to improve access to a private rental sector scheme which would recruit private landlords to ease pressure on the housing list.
  - To revise the Local Development Framework schedule to ensure that the document was adopted by 2013. There was now a clearer picture of the Localism Bill evolving and the Government had created a 2 year window to allow Councils to finalise plans.
- Bus Service Review: A meeting had been held which involved members of the WSCC Localism Team, voluntary groups and national providers; KC had attended. It had been a positive meeting which generated interesting discussion on how voluntary groups and the service provided through WSCC could be coordinated to remove duplication and encourage integration and connections. A further meeting would be organised in January 2012.
- Public Toilets: Provision in the District was still being considered. The Council would be considering how costs could be reduced, perhaps with joint working with Parish Councils, local public houses, shops etc. Being on the A272 and as a popular meeting place for ramblers, cyclists and other groups, members emphasised how well used the village toilet facilities were. At the August fete, the lack of disabled facilities had been highlighted by one visitor. Mr Ransley agreed to make discrete enquiries into the CDC's legal responsibilities.
- Housing Numbers: Mr Ransley would forward the latest numbers on the housing register for circulation, which he had received from the Assistant Director Strategic Housing Services. There were currently a total of 42 households listed on the Council's housing register that had a local connection to the parish. Of these, 27 were currently resident within the parish.

Mr Ransley

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

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

- a. Mortuary Wall: Although the Chairman had emailed Revd Peter Dixon, he had received no further comment. He did however recently meet one of the Churchwardens who confirmed that they were seeking advice about the trees. The Chairman was aware that the Council had not formally replied to the last letter, waiting to receive further comment from Revd Dixon before doing so.
- b. Community Led Plan (CLP): Although there had been a slight delay in the distribution of the newsletter and questionnaire, it would hopefully be with households by the end of the week. The Clerk confirmed that the village website and Community 21 website had been updated and that a reminder to complete questionnaires had also been included in the December Ad Vincula parish magazine. The next Working Group meeting would be held on Tuesday 29<sup>th</sup> November at 8.00 pm. Parish Council representatives would also be in attendance at the Village Market on Thursday 8<sup>th</sup> December.
- c. Playground Refurbishment: The Clerk confirmed that three quotations based on the same design had now been received and she and SO would be meeting shortly to review and compare. Grant applications had now been submitted to WSCC, CDC and an expression of interest sent for a Leaderbid application which would be reviewed by the panel on 13<sup>th</sup> December. Nothing further had been heard regarding the Natwest Community Force application. Details of the planned refurbishment had been included in the newsletter. The Clerk had also sent an enquiry to CDC Planning Department to ascertain if there were any planning requirements to consider.
- d. Parking Concerns in Butts Meadow: Ms Lori West from Hyde Marlet had agreed to meet the Clerk last Tuesday but unfortunately the meeting had to be cancelled due to ill health on both parts. The Clerk was currently trying to re-schedule. Clerk
- e. Winter Management/Emergency Plan Arrangements: The winter management plan arrangements were in place. With regard to Fittleworth Road, a resident in the area was trying to raise funds to purchase a snow plough which would be used by Mr Gadd of Fitzroy Farm, Fittleworth. As far as the Clerk was aware, this arrangement had not been confirmed and as such, two grit bins had now been ordered and would be installed outside Mockbeggars and by Coldharbour Farm. With regard to the Emergency Plan, SO had prepared a communication cascade which had been circulated to members; all those on the list had been contacted and details confirmed. In the event of the Village Hall being opened as an Emergency Centre, initial contact would come from the Emergency Planning Team – SO, CV, JD and the Clerk. The Warden at Wyatt House had confirmed that no generator provision would be provided due to technical difficulties. Many of the residents now had emergency lighting and gas stoves and gas heaters, battery lighting and a gas stove had been provided for the communal lounge. There were still some potentially vulnerable residents who would need to be considered in extreme conditions. SO had undertaken the necessary equipment checks and agreed to obtain an instruction sheet from CV to copy for other members. She would also discuss the storage provision with the Village Hall Management Committee. SO
- f. Clerk's Report on On-Going Matters:
- Highways Update:
    - o The Chairman and Clerk would be meeting a WSCC engineer on 22<sup>nd</sup> November to consider the drainage problems around the Pavilion and in Kirdford Road.
    - o The Clerk had made the request for double white lines and a buffer zone/speed indicator on the A272, west side of the village.
    - o The Clerk had noted that traffic recording equipment had been installed at Newpound.
  - Christmas Tree: A local tree had been sourced and the rooted tree to be planted after Christmas ordered. As the School would be holding its Carol Service in the Church on Wednesday 11<sup>th</sup> December and closing for the Christmas break on Friday 16<sup>th</sup>, it was agreed that the tree would be erected either on Saturday 10<sup>th</sup> or Sunday 11<sup>th</sup> December. Clerk to email details to members to arrange day and time. All help appreciated. SO suggested that the new tree could be 'dedicated'; to be considered further at a future date. Clerk

- Civil Parking Enforcement: An email had been sent to CDC seeking confirmation that out of hours enforcement was sanctioned and the outcome of attendance.
- Litter Warden's Contract: A signed contract and copy of her Public Liability Insurance cover had been received.

7. New Items for Discussion

- a. Health & Safety Policy: The policy had been circulated to members in advance of the meeting. Some minor amendment was agreed which included reference to the Risk Assessments and Emergency Plan arrangements. To be circulated for adoption at the next meeting.

Clerk

8.30 pm – Mr Duncton left the meeting room.

8. Correspondence: Details of correspondence received since 19<sup>th</sup> October 2011 was distributed prior and at the meeting. The Clerk highlighted details as necessary.

- Josef Ransley – councillors update. Circulated and put up on website.
- Sustainable Government Update – circulated.
- CDC – presentations for Annual Parishes Meeting on 19 October – circulated.
- Josef Ransley – update on The Grange at Midhurst – circulated.
- Village Hall Management Committee – minutes of last meeting for information – circulated.
- Countryside Access Forum – agenda for next meeting on 2<sup>nd</sup> November forwarded to JS for information.
- **Brian Smith, Balloon Club – confirmation that The Green has been registered as a no landing zone, except in an emergency. The balloon recently landed as the pilot was concerned that the wind speed he was experiencing was faster than forecast and elected to land earlier as a safety precaution.**
- Came & Company – insurance providers – autumn newsletter.
- Rural Services Network – weekly email news digest – circulated.
- The Glass House Community Led Design – details of the support provided to Kirford's CLP group and offering support to WG. To be considered by CLP Working Group. Circulated.
- WSCC – temporary closure of bridleway. Details posted on notice board.
- Sustainable Government Update – circulated.
- AiRS – details of free event in Brighton on 5<sup>th</sup> December to offer advice to struggling communities in line with Village SOS television programme. Details circulated.
- Rural Services Network – weekly email news digest – circulated.
- Open Space Society – autumn newsletter forwarded to JS.
- West Weald Landscape Project – autumn newsletter – circulated and on website.
- Sustainable Government Update – circulated.
- Rural Services Network – weekly email news digest – circulated.
- AiRS – would like help to promote digital switchover, asking if there were key people who could help to identify those in need. **Posters, leaflets and advert for December Ad Vincula requested. Revd Dixon would mention. Posters and leaflets to be displayed.**
- CDC – remedial notice re 1 Carters Way – notice issued under section 69 of Anti-social Behaviour Act 2003 pursuant to a complaint about a height hedge situated at 1 Carters Way. The Council has decided that the hedge in questions is adversely affecting the reasonable enjoyment of the property of 42 Butts Meadow and action should be taken. **Highlighted.**
- Mr Howard-Smith, Garden Care (Southern) Ltd – notice that company forced into liquidation. The contributing factors were loss of income due to snow, loss of a major contract over the winter, slow cash flow and an unexpectedly high vat bill. Hoping to set up a new company. Anxious to fulfil obligations to the Parish Council and hopes PC would allow him to tender for next season under the new company. **The Clerk confirmed that the leaf clearance had been undertaken and that a quote for the 2012 had been requested albeit that she had stressed to Mr Howard-Smith that a number of concerns would need to be addressed. Members agreed that it was desirable to support a village company if the service could be provided.**
- Rural Services Network – weekly email news digest – circulated.

- Rural Services Network – weekly email news digest – circulated.
  - Environment Agency - Lower Tidal River Arun Flood Risk Management Strategy – newsletter forwarded to JS for information.
- West Sussex Skills Share – allowing organisations to register for possible volunteer help. Forwarded to Youth Club.

8.35 pm – Mr Ransley left the meeting room.

9. Finance:

- a. Donation to St Peter Ad Vincula PCC: Members agreed that the second instalment of £500 should now be paid.
- b. Garage Rent for the Fete Society: The garage was located in Wyatt Close and used by the Fete Society to store fete equipment. The building's insurance was included in the Parish Council's policy although the contents were insured by the Fete Society. In previous years, the rent had been reviewed in line with the allotments as the original organising society used to have a container on an allotment. Members were anxious that any increase should not be detrimental to the Fete Society and therefore agreed that the rent should be increased to £22 from 1<sup>st</sup> April 2012.
- c. Accounts for Payment: The Clerk circulated the Cheque List for November, which was approved.

<b>Cheque Number</b>	<b>Total</b>	<b>Details</b>
2472	820.66	West Sussex County Council – Clerk's salary for October
2473	2400.00	J C Allfrey & Co Ltd – Harsfold Lane road repair
2474	460.00	N Howard-Smith – grass cutting contract for October
2475	423.76	L Davies – office supplies, postage and two grit bins
2476	100.00	The Royal British Legion – donation for wreaths
2477	159.02	BT Payment Services Ltd – broadband and telephone charges
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	4363.44	Cheques dated 15 <sup>th</sup> November 2011.

- d. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. The figures were as expected. There were no further questions.
- e. External Auditor's Report: The Clerk confirmed that the accounts had been approved and that the statutory notice had been displayed on the notice board for the required time.
- f. Budget Preparations 2012/13: A draft budget had been prepared by the Chairman and Clerk, and circulated in advance of the meeting. The Chairman gave explanation to the budget items and the following were agreed:

Youth Club: A financial statement and a request for support had been circulated in advance of the meeting. Members agreed that the Club had been a Parish Council initiative and was a valuable asset for the village. As such, support of £1200 to cover the insurance and village hall costs would be provided. It was highlighted that the Youth Worker's costs were currently covered by the Fete Society donation and that in general, grant funding was not available for running costs. JS felt that they may be some funding opportunities and agreed to forward information.

JS

CDC Litter Bins: The Chairman highlighted that this figure currently included rental and emptying charges for the large bins located at the Pavilion and the Village Hall, totalling approximately £900 per year. It was questioned whether these costs should be met by the separate organisations. KC agreed to raise at the Village Hall's Annual General Meeting next week. The reduction in village litter bins would make a small saving.

KC

Fence opposite The Cricketers: The Clerk highlighted that this fence was in a poor state of repair and would obtain a quotation for repair/replacement.

It was agreed that the Chairman would email out explanatory notes to ensure that the Precept could be confirmed at the January meeting.

KC

10. Planning

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

<b>Application No:</b>	<b>Application and Reason</b>
WR/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. <u>No Objection</u>
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. <u>No Objection</u>
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. <u>No Objection</u>
WR/11/04252/DOM	Mr And Mrs Price 18 Carters Way Disabled access within front garden and garden decking to rear garden. <u>No Objection</u>
WR/11/04383/DOM	Mr & Mrs N Stuart Ivy Cottage External staircase, dormer windows to front and rooflights to rear of existing detached garage to enable use of first-floor as ancillary accommodation. There was some concern about the possible visual impact of the dormer windows from the Green. After some discussion, it was agreed that the Parish Council had <u>No Objection in principle</u> but was concerned about the scale of the dormer windows in relation to the roof size and the overall visual effect upon this particularly sensitive part of the Village Green.

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

<b>Application No:</b>	<b>Application and Reason</b>	<b>Decision</b>
WR/11/03678/TCA	Dr Graham Parr St Peters Church School Road Notification of intention to reduce crown down to 2m on 1 no. Yew tree (8). Fell 1 no. Yew tree (15) and 2 no. Hawthorn trees (40 and 41.) O.S. Grid Ref. 505184/125844	No TPO
WR/11/03603/DOM	Mr Michael Gibbons Farlea Billingshurst Road Two storey rear extension. Entrance porch and two dormer windows to front elevation.	Permit
WR/11/03564/DOM	Mr And Mrs J Walls Amblehurst Manor Petworth Road Proposed internal amendments and revisions to window/roof fenestration to approved barn conversion.	Permit
WR/11/03799/LBC	Mr And Mrs J Walls Amblehurst Manor Petworth Road Proposed internal amendments and revisions to window/door fenestration to approved barn conversion.	Permit
WR/11/03726/DOM	Mr And Mrs Calder Smith The Elms Billingshurst Road Use of basement of existing dwelling as ancillary residential accommodation and associated works, together with the creation of sunken and raise terrace areas.	Permit
WR/11/03789/TCA	Mrs Eunice Etheridge 2 Butts Meadow Wisborough Green Notification of intention to fell 1 no. Leyland Cypress hedge.	Application withdrawn
WR/11/03713/DOM	Mr & Mrs Iain Boyd Brook Cottage Durbans Road Wisborough Green Billingshurst Proposed first floor rear extension.	Permit

- c. Enforcement Matters: There was nothing further to report on the three matters referred to CDC.

## 11. Other Reports

- a. Village Hall:
- Leaderbid: Nothing further to report.
  - Stonework Repairs: No further details received.
- b. Workhouse:- Nothing to report.
- c. Allotments:- The rent review letters had now been sent.
- d. Pavilion:- The Chairman and AJ recently met with Mr Richard Vause, Trustee, who confirmed that Mr Gent had now been retained on a more formal basis to manage the Club on a day-to-day basis. The Club did wish to remain open every night but due to recent attendance, the staffing had been

rationalised. As previously highlighted by the Parish Council, the balcony did need repair and advice was being sought; funds were available.

- e. Green Co-ordination Group: RH confirmed that the equipment had been packed away and the sight screen moved to a more acceptable position. The drain cover was yet to be repaired. Members were concerned that the cover posed a health and safety concern and that a repair should be undertaken as a matter of urgency. Mr Newman to be advised accordingly.
- f. Neighbourhood Watch: Several advisory notices had been circulated via the Neighbourhood Watch Village Coordinator. In the last couple of weeks there had been an attempted burglary in Durbans Road, a burglary from a yard at Roundstreet Common, a burglary at a yard in Balchins close and a vehicle, digger and tools had been stolen from E P Clark & Co Ltd.
- g. Conservation/Footpaths: Nothing to report.
- h. Youth Club: Nothing to report.

Clerk

12. Any Other Business: There was no further business.

13. Date of Next Meeting:

Planning Committee Meeting on Tuesday 6<sup>th</sup> December, Tuesday 20<sup>th</sup> December 2011 and Tuesday 3<sup>rd</sup> January 2012 at 8.00 pm, if required.

Parish Council Meeting on Tuesday 17<sup>th</sup> January 2012 at 7.45 pm.

There being no further business, the meeting was closed at 9.30 pm.

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Chairman

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Date