

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st June 2016

Date: Tuesday 17th May 2016

Present: Mr K Charman (KC) (Chairman), Mr P Drummond (PD), Mrs S Overington (SO), Ms A Stone (AS), Mr H True (HT)

Apologies: Mr A Jackson (AJ)

Non-Attendance: Mr A Burbridge (AB)

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

Members of Public: None

Mr Charman opened the meeting at 7.45 pm and welcomed all in attendance.

Action By

1. Apologies for Absence: Apologies received and accepted from Mr Jackson.
2. Election of Chairman: Mr Charman invited members to propose or nominate for the role of Chairman. Mr True proposed Mr Charman, seconded by Mr Drummond. Mr Charman confirmed that he was willing to stand for one further year only. As there were no further nominations, he was unanimously elected as Chairman and duly signed a "Declaration of Acceptance of Office". Thanks extended to Mr Charman for continuing in this position.
3. Election of Vice-Chairman: Mr Charman invited members to propose or nominate for the role of Vice-Chairman, highlighting that members should consider succession planning for next year. Although Mr Jackson had indicated his willingness to re-stand, it was not his intention to become Chairman. Mr Drummond advised that he was willing to stand and would consider the Chairman's position next year. Although he was involved with the Gatwick issues, he did not foresee any difficulties in fulfilling the role. Mr Jackson was nominated by Mr True, seconded by Mrs Overington and Mr Drummond was nominated by Mr Charman, seconded by Ms Stone. A vote was taken and being equal, the Chairman had a casting vote. Mr Drummond was therefore elected and duly signed a "Declaration of Acceptance of Office".
4. Declaration of Members' Interests: No interests were declared and no requests for dispensation had been received.
5. Minutes of the Last Meeting: A letter of complaint had been received from the Cricket Club in relation to item 8a, Works to The Green. A copy of the letter had been circulated to members immediately on receipt and members asked to review the minutes. The comments were discussed and members agreed that the minutes accurately described the discussion and resolutions. The Minutes of the last meeting held on Tuesday 19th April 2016 were therefore approved as a correct record and signed by the Chairman.
6. Minutes of the Annual Parish Meeting: The Minutes of the meeting held on Thursday 28th April 2016 were approved as a correct record and signed by the Chairman.
7. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 3rd May 2016 were approved as a correct record and signed by the Chairman.

8. Council Membership: Since the last meeting, Mr King had tendered his resignation due to other commitments, which was not unexpected. This now left the Parish Council with two vacancies to fill by co-option. Chichester District Council (CDC) had now advised that no election had been called for the vacancy following Mr Vit's resignation; the second vacancy was now being advertised. Although an advertisement would appear in the next Parish Council newsletter, members were asked to make personal approaches. Further information could be provided and any expressions of interest should be sent to the Clerk.

ALL

9. District/County Councillor Update:

County Councillor:

- Also as a District Councillor, Mrs Duncton advised that a Full District Council meeting had been held that day. There was nothing exceptional to report, although it was agreed that villages that did not have 5 houses being built could still make an application to the New Homes Bonus scheme.
- Mrs Duncton reminder that the All Parishes Meeting would be held at CDC on Thursday 19th May – the Chairman confirmed his attendance.
- In terms of West Sussex County Council (WSSCC), Mrs Duncton advised that she would no longer stand on the Children and Young Persons Select Committee but would now deputise for the Cabinet Member for Highways and Transport, with two areas of responsibility being the Gatwick Airport Consultative Committee (GATCOM) and Drainage and Flood Prevention. She would still be involved with Resident Services, with special responsibility for Fire & Rescue and Community and the Countryside.
- The Boundary Commission Review was ongoing although the proposed changes did not affect this area.
- Mrs Duncton highlighted that the West Sussex Joint Minerals Local Plan, which would outline the plans for mineral provision in West Sussex until 2033, was now on consultation until 17th June 2013. Details were available on the WSSCC website.

8.10 pm – Mrs Duncton left the meeting room.

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

11. Policy Documents and Committees:

- a. Standing Orders: In order to reflect changes in the Public Contract Regulations, the document adopted in May 2015 had been amended and circulated in advance of the meeting. The Chairman proposed that the document was adopted, seconded by PD and agreed by all.
- b. Financial Regulations: Again, to reflect changes in the Public Contract Regulations, the document adopted in May 2015 had been amended and circulated in advance of the meeting. The Chairman proposed that the document was adopted, seconded by HT and agreed by all.
- c. Members' Areas of Interest: The following were agreed but would be reviewed again when new members co-opted.

Planning Committee	AB/KC/PD/AJ/HT/AS although any member could attend the meeting and might be required to do so at times to ensure the meeting was quorate.
Affordable Housing Working Group	AJ/SO/AS
Green Co-ordination Group	AB/KC/AS/Clerk
Playground Inspections	HT
Local Council Associations/Outside Bodies	KC – members formally agreed that KC would represent the Parish Council and have voting rights at the West Sussex ALC AGM.
Traffic Management Plan Group	KC/PD/SO/AS/HT/Clerk
Conservation/Footpaths	Updates via the Clerk
South Downs National Park	Updates via the Clerk

Youth Activities	AS
Major Emergency Plan	KC/SO/HT/Clerk
Winter Management Plan	HT/SO in support
Pavilion	KC/AJ
Village Hall	SO
Workhouse	Clerk
Monthly Bank Reconciliations	HT
Neighbourhood Watch	Updates from Village Co-ordinator via the Clerk
Allotments	It was agreed that Mr Mike King (Community Member/Allotment holder) to act as supervisor on the Parish Council's behalf.
Tree Warden	Mr Mike King (Community Member)

- d. Finance Committee: A proposed Terms of Reference for this new committee had been circulated to all in advance of the meeting. The Chairman proposed that the terms be adopted, seconded by HT and agreed by all. The membership of the committee was agreed as the Chairman, AJ, HT and AB, if he was willing. In view of his experience and knowledge, the Chairman proposed that AJ be Chairman, seconded by HT and agreed by all. HT advised that he would be happy to consider this role in the future and would develop his knowledge over the next year.
- e. Planning Committee: Membership of the Committee was agreed under item 12c. AJ was nominated as Chairman, proposed by SO, seconded by HT. All were in favour. The Terms of Reference were reviewed and adopted unchanged. AS expressed an interest in further developing her knowledge in this area.
- f. Green Co-ordination Group: Membership of the Group was confirmed as AB, AS and the Clerk; KC would also attend on occasion. As the arrangements had worked well over the past two years, it was proposed by the Chairman that the Terms of Reference be adopted unchanged, seconded by HT, and agreed by all.

12. Matters Arising from the Parish Council Meeting on 19th April 2016 and ongoing matters:

- a. Neighbourhood Plan: The Chairman was delighted to report that the Neighbourhood Plan had gone through a successful referendum on 5th May 2016. There was a 36.58% turnout, with 83% of the voters in support. The Plan would now be 'made' (effectively adopted) by CDC for the area outside the South Downs National Park (SDNP) and by the SDNP Authority for the area within the Park. A report would go to CDC Cabinet on 7th June and would then move to Council to be agreed that the Plan could be 'made' on 19th July 2016. The SDNP Authority would adopt the Plan on 9th June. The Chairman expressed thanks and congratulations to all those involved.
- b. Gatwick Airport: PD advised that the nomination process for the Noise Management Board had been unclear which had created some ambiguity within Parish Councils. As the Chairman of the newly established group, Association of Parish Councils Aviation Group (APCAG), he had now spoken to further Councils and the group was gaining more support. In terms of the nominations for Community Representatives on the Noise Management Board, due to the response deadline, information had been circulated to all members for consideration. Members ratified the decision to nominate the following to represent a wide geographic area (both urban and rural), all strongly supporting the key Review proposal for fully re-widened swathes East and West, as well as the core requirement for fair and equitable dispersal:
- | | | |
|-------|------------|--------------------------------|
| East: | Candidate: | Martin Barraud – Chair, GON |
| | Alternate: | Dominic Nevill – Chair, ESCCAN |
| West: | Candidate: | Ian Hare – Chair, PAGNE |
| | Alternate: | Linda Penny – Chair, Bi-Plane |

The following Parish Council groups were nominated to be given a seat on the Board instead of those seats proposed for the County Councils:

- East: HWCAAG (High Weald Councils Aviation Action Group)

West: APCAG (Association of Parish Councils Aviation Group)

PD would be attending a meeting tomorrow and would then provide an update for the next Parish Council newsletter.

PD

- c. Traffic Management Plan: Plans for some initial ideas had now been sent to WSCC for comment. The Clerk would arrange a meeting to discuss further.

Clerk

- d. Workhouse Refurbishment: The Clerk advised that the project was nearing completion – the only outstanding items related to the electricity meter, repairs to the external gate and shed door and the provision of curtain rails. The total cost to date was £52,409 which included the roof, however, there was still an outstanding payment of about £8,000 to be made to the builder following discussion relating to additional costs not included in the original specification. The Clerk confirmed that the £50,000 loan from the Public Works Loan Board had now been received, the annual repayment cost being £6679.26, however, in the final year (2023) this would increase to £10074.94. Members expressed thanks to the Clerk for managing the project.

- e. Queen's 90th Birthday Commemorations: The Parish Council's application for grant funding from CDC for the aerial photograph was successful; the Council would receive £250 towards the cost. AS confirmed that arrangements had been confirmed with both the school and photography company who had been provided with a map and layout details. The photograph would be taken at 3.00 pm and would take about 15 minutes; the compare would be fully briefed to organise the gathering. The photograph would be made available on the village website and would be high resolution to hopefully allow people to zoom in and identify themselves. An advertisement would appear in both the school programme as well as the Parish Magazine.

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

- Highways Update:

- o Kirdford Road: WSCC had been advised of blocked gullies in the road. These had been cleared on 28th April but a blockage in the main carrier pipe had been identified; this work was now scheduled.

- Village Pond: The weed had now been cleared; a return visit was scheduled in about 4 to 6 weeks. There were about 80 old eggs in the duck house which would be cleared on the next visit and the Clerk would arrange for a duck house ramp as well as an amphibian or hedgehog ramp for the pond itself.

- Village Maintenance: The Clerk reminded members that in the Conservation Area Character Appraisal undertaken by CDC in 2010, comments had been made relating to possible improvements in appearance. The Chairman therefore suggested that all members look around the area with a view to compiling a maintenance list at the next meeting.

ALL

- Next Parish Council Newsletter: The following updates to be included in the next newsletter to be circulated with the June Parish Magazine:

- Neighbourhood Plan Update
- Gatwick Airport Update
- Dark Skies/Light pollution
- Details of the aerial photograph
- Mobile Skip consultation – may lose.

- Offer of a Horse Chestnut Tree: The Clerk had received an offer of a Horse Chestnut tree which had been grown within the village. Although members were grateful for the offer, it was felt that due to the prevalence of canker, the Parish Council was unable to plant a further Horse Chestnut that was not of the variety known to show some resistance. Offer to be declined with thanks.

13. New Items for Discussion

- Tree Stump Removal: A further quotation had now been received for the removal of the tree stump in School Road. To remove the disease, the whole root ball had to be removed and the soil treated before additional soil added. Two quotations had been received and it was agreed to accept the lower quotation from E P Clark and Co Ltd for £628 plus vat. Additional expenditure would be required for the treatment which would be purchased online by the Clerk. Clerk

- Village Hall Car Park:
 - o Blocked Drain: The Clerk had sought further opinion relating to the blocked drain. It was suggested that the drain be jetted which would potentially remove the blockage and tree roots, the cost being approximately £200. If this did not work, it was proposed that a new cast iron gully be installed at the kerb edge linked to the existing chamber which drained to the pond. The Chairman advised that he had had a gully successfully jetted and proposed that this course of action be taken initially; all were in agreement. Clerk
 - o Manhole Repair: The Clerk advised that she had received one quotation to have the manhole surround and cover repaired. As this was a high use area and was potentially a safety concern, members authorised the Clerk to obtain one further quotation and accept the most competitive. Clerk
 - o Improvements to Emergency Access: The Table Tennis Club had highlighted concerns relating to the use of the access and the damage being caused to the tables from wheeling from the shed across the car park. These difficulties had now been resolved; in discussion with the Village Hall Management Committee (VHMC), the tables would now be stored in the Vine Room. However, it did highlight that the access required some attention. The Clerk gave details and possible cost for one proposal by a local contractor. Members agreed that a further quotation should be obtained and authorised the Clerk to instruct the repair. Clerk

- Telephone Box: The Clerk gave details of the British Telecom scheme to adopt the telephone kiosk. The telephone would be removed and the kiosk could then be converted for community use. In addition, a previous Parish Council member had offered his assistance to explore the possibility of incorporating a possible Wi-Fi hotspot. The Parish Council reconfirmed its previous discussion to adopt the kiosk and convert into an Information Centre, and welcomed a proposal for this possible addition. Clerk

- Easement across Scout Hut Garden: A request had been received from the property owner of Simmonds Bridge Cottage to provide an official access across the Scout Hut grounds to his garden; a plan was displayed. There had been an informal arrangement in place for many years and the property owner now sought a legal agreement which he was prepared to finance. The plot was currently leased to the Scouts so the actual legal arrangement was unclear at this stage. Members however agreed that, in principle, the Parish Council had no objection to formalising this longstanding arrangement. Clerk

14. Correspondence: Details of correspondence received since 20th April 2016 was distributed prior and at the meeting. The Clerk highlighted details as necessary:

- GACC – update on Arrivals Review – circulated.
- Gatwick Airport Ltd – invitation to make nomination to new Noise Management Board – details circulated.
- Rural Services Network – weekly email digest – circulated.
- Wisborough Green Cricket Club – letter expressing concern that the minutes of the last Parish Council meeting did not reflect the decisions made, and expressing concern that the repairs suggested were not sufficient to remedy the problems. Circulated to all. Meeting subsequently arranged for Green inspection and to clarify work required. It was agreed that a response should be made to highlight the correct procedure for works to the Green. KC/Clerk

- Tony Morris, Campaigner against Fire Service changes in West Sussex – email to highlight that information given by Cabinet Member at Council meeting was incorrect.
- WSCC – Chichester District Area news April 2016 – circulated. Detailed urban verge cutting schedule. Request made to leave the bank below the Church to allow wild flowers to seed. Would not be cut until July. Bee Orchid already present. Highlighted.
- CAGNE – update on Arrivals Review and information relating to CAGNE's work, Noise Management Board and leaflets regarding Gatwick expansion. Circulated to all.
- City Councillor for Chichester South - Encouraging to get involved in a "Community Write-In Event" 16th -22nd May to help save our law courts. The Government has decided that our courts should be closed, despite our objections and despite a judicial review which has been spearheaded by Sara Fildes, the President of Chichester and District Law Society. Details circulated.
- Chichester District Association of Local Councils - minutes of last meeting and notification of next meeting on 25th July 2016. Details circulated.
- CAGNE Update – circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC – May Newsletter – circulated.
- Josef Ransley – copy of correspondence to WSCC School Planning Officer regarding border cross over for education and future funding/capacity. Having highlighted, WSCC urged to closely monitor the Billingshurst/Wisborough Green cross over issue in the next year or so. Circulated.
- GACC – response to Arrivals Review and details of two new research studies – circulated.
- CDC – Agenda for All Parishes Meeting on Thursday 19th May. KC to attend.
- WSCC - Public consultation on proposed changes to Household Waste Recycling Sites (HWRSS) across the West Sussex. The consultation will open on Monday 16 May for four weeks until Sunday 12 June, and residents encouraged to Have your Say by going online and completing the consultation. (Hard copies are available in libraries).
 - a) Reduce the daily opening hours at sites.
 - b) Reduce the number of days some HWRSSs are open each week.
 - c) Introduce charging for non-household waste disposal and to no longer accept LGV, Tractor, Mobile Plant or any Commercial Vehicle tyres.
 - d) Cease the Mobile HWRSS Service.
 - e) Restrict the access of trailers to those sites with "Large Vehicle Bays".Details to be included in the next Parish Council newsletter.
- J Newman, Cricket Club - In an endeavour to provide the Sports Association with some information on which to base an autumn action plan, requested a quotation from The Sports Turf Research Institute for a survey and report on how we should address the remedial work we carry out at the end of the football season. Highlighted.
- Old Mill Café – request sent for annual donation for toilets relating to last year. Advised that feel unable to make donation and as lease will be up in the summer, considering position very carefully. Have replied, expressing disappointment on both counts and hoping that they would feel able to pay the £120 donation for advertising in the facilities last year, as is done by other businesses. Also raised issue of flags. Advised that still waiting for information from CDC. Members were disappointed that there was some doubt about the café's future and that a donation was not possible this year. However, members were grateful for the advertising donation.
- Rural Services Network – weekly email digest – circulated.
- Open Forum Events - The Onshore Oil & Gas Planning and Environment Summit 6th July Manchester: The 14th Onshore Oil and Gas Licensing Round has been issued to explore both conventional and unconventional resources in the UK. Around 75% of the 159 blocks being offered by the UK's oil and gas regulator, the OGA, relate to unconventional shale oil and gas. The license itself does not give direct permission for operations to begin and additional regulatory requirements apply to this kind of activity. New planning rules being introduced and some concern that local Councils will not be equipped with the expertise to ensure applications are determined by the correct standards of evidence and criteria.
- SSALC – notification of possible Chichester District event for the evening of Tuesday 26th July. Clerk to attend. Details circulated. Highlighted.
- WSCC – Public Rights of Way annual works summary. Details of work undertaken and notification that inspection would take place in Wisborough Green in September 2015 with the

Clerk

Clerk

works in November. A summary of the Parish Council's powers also attached. Circulated. Details to be included in the next Parish Council newsletter.

- Jill Sutcliffe, KKWG – email to highlight that South Downs National Park has been awarded Dark Skies Status.
- Newpound Lane resident – received notification from CAGNE regarding Noise Management Board nominations and suggesting write to Parish Council and urge to nominate CAGNE. Advised nominations to the board were in hand.
- Durbans Road Resident – Have had an issue with noisy cockerel. West Sussex council had investigated and already issued a noise abatement order for noise before 7am. However, it was also a neighbourhood issue within Wisborough Green, as there were multiple owners of cockerels and perhaps mistaken beliefs that a) they are necessary to producing eggs and b) that the noise they generate is a natural part of village life.
The complainants view was that it was better addressed as a neighbourhood issue at a local level rather than the more legal and adversarial approach that county council enforcement would inevitably take.
We would like the Parish Council to affirm that cockerel noise before 7am is not appropriate in the village, as a matter of law, and to remind owners that it is their responsibility not to disturb their neighbours at unsociable hours. Members agreed that making such a decision was not within the Parish Council's remit, however, a notice to highlight consideration of neighbours to be included in the next newsletter.
- SDNPA – Key Highlights for April – circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC - Robin Smith, Assistant Chief Constable, Local Policing, Sussex will be holding some roadshows across East and West Sussex during June. Details circulated. Event in Billingshurst on 21st June. Highlighted.

Clerk

15. Planning

- a. Planning Applications: There were no planning applications to review.
- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Application and Reason	Decision
WR/16/00182/FUL	Mrs Linda Cooper Greenways Nursery Kirdford Road Demolition of green house and the erection of fence and soft landscaping.	Permit
WR/16/00853/DOM	Mr And Mrs Stride Oaklands Kirdford Road Proposed rear conservatory.	Permit
WR/16/01040/DOM	Mr And Mrs Maggs Yew Trees Petworth Road Proposed single storey rear glazed extension, timber framed garage/store re-positioned with glazed doors to form home-office. Replacement of 3 no. first floor painted timber casement windows to rear elevation.	Permit
WR/16/01041/LBC	Mr And Mrs Maggs Yew Trees Petworth Road Proposed single storey rear glazed extension to provide family/garden room. Timber framed garage/store re-positioned with glazed doors to form home-office. Replacement of 3 no. first floor painted timber casement windows to rear elevation.	Approved

- c. Enforcement Matters:
- The Wisborough, Newpound – CDC had advised that it was currently in discussion with the proprietor over the planning merits/justification for the car park lighting, which included health and safety considerations, and would advise.
 - Café Flags – no further information had been provided by CDC. The Clerk would follow up.
- d. Planning Appeals: Nothing further to update at this stage.

15. Finance:

- a. Society of Local Council Clerks: Members agreed to the expenditure of £149.00 for the Clerk's membership.
- b. Direct Debit Payments: Members resolved that payments to CDC for trade waste agreements relating to the Village Hall and Pavilion should be made by Direct Debit. The monthly amounts were £34.06 (Pavilion) and £60.80 (Village Hall). Members also agreed that a Direct Debit Instruction should be completed for the annual payment for the emptying of the litter and dog bins.
- c. Accounts for Payment: The Clerk circulated the Cheque List for May, which was approved.

Cheque			
Number		Total	Details
3017	28.04.16	1535.60	Kevin Sawyer Flooring – The Old Workhouse carpet/flooring
3018		32.50	Southern Water – allotment water
3019		-	Cancelled cheque sent to Public Works Loan Board
DDebit	03.05.16	550.53	Public Works Loan Board – playground loan repayment
DDebit	12.05.16	34.20	Plusnet – Village Hall broadband
3020	09.05.16	4000.00	G S Builders – 2 nd payment for The Old Workhouse roof
3021	17.05.16	48.55	Alsford Timber Ltd – for The Old Workhouse refurbishment
3022		1323.00	West Sussex County Council – Clerk's salary for April
3023		82.50	P N Evans – internal audit fee
3024		524.95	Pyzer Cleaning Services – daily cleaning of public toilets & supplies
3025		643.20	Sussex Land Services Ltd – grass cutting contact for March
3026		520.00	Laurence Shaw Associates – consultancy charge for Traffic Management Plan work
3027		164.40	E P Clark & Co Ltd – pothole repair by Village Hall
3028		50.00	Action in Rural Sussex – annual subscription
3029		1036.80	Wellers Law Group LLP – legal advice
3030		15.00	Michael Hartley – supply of soil for Green repairs
3031		340.00	Ian Baldwin – pond clearance
3032		300.00	Ashwood Building & Landscaping – The Old Workhouse garden work
3033		156.20	British Telecommunication plc – telephone and broadband charges
3034		149.00	Society of Local Council Clerks – annual subscription for Clerk
3035		45.00	Open Spaces Society – annual subscription
3036		475.39	Mrs L N Davies – items for Workhouse refurbishment, Workhouse Council Tax for May and dog fouling notice for Butts Meadow
		12026.82	

- d. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending April 2016 for the Parish Council's business account.
- e. Statement of Accounts: The Clerk circulated details of the actual year to date figures against budget. Receipt of the Precept, Workhouse loan and kind donation towards the toilets from Kirdford Parish Council were highlighted. The Clerk gave explanation to the reserve figures which had now been reimbursed to previous levels by the loan payment. There were no further questions.

- f. Internal Auditor's Report and Annual Return: The Clerk confirmed that Mr Peter Evans had undertaken the annual internal audit; there were no items to highlight to the Council. His full report had been circulated in advance of the meeting, along with the Annual Internal Audit Report 2015/16. The Financial Risk Assessment, which identified the financial procedures and controls, had been circulated in advance of the meeting. Members reviewed and confirmed that relevant controls were in place.
- g. Annual Governance Statement for 2015/16: The statement had been circulated to all in advance of the meeting and displayed. Members reviewed the wording of all assertions and resolved that a 'Yes' response should be given to all statements and signed by the Chairman and Clerk.
- h. Accounting Statements 2015/16: The statement had been circulated to all in advance of the meeting and displayed. The Chairman proposed that the Account Statements be approved and the Annual Return submitted. All were in favour. Clerk to send details to the External Auditor and display the statutory notices. Clerk
- i. Banking Arrangements: It was resolved that a banking relationship would be maintained with National Westminster Bank plc in accordance with the signing rules of the current mandate. In addition, it was resolved that the authorised signatories in the current mandate for the Business Account be updated to include HT, AS, PD, and AB. Clerk
In terms of Online Banking, it was resolved that the Clerk should make the application and consult with other Parish Councils using online banking to establish procedures and controls for approval by the Parish Council. Authorised users for online banking to be the Clerk, Chairman and Vice-Chairman.

17. Other Reports:

- a. Village Hall: SO advised that the Village Hall Modernisation Working Group met with the architect on 26th April 2016; a copy of the meeting minutes had been circulated. The architect had now been engaged to undertake a measured survey and prepare some initial ideas.
- b. Allotments: All allotment rents had now been received apart from one plot. Unfortunately this plot had not been worked well last year and very little had been undertaken to date; all other plots were under cultivation. Members therefore agreed that a rent reminder letter should be sent and notice given that the tenancy would not be renewed next April if the plot was not worked well this year. Clerk
- c. The Green: A meeting had been held with AB and members of the Sports Association on 29th April 2016 to assess the condition of the Green. Some further work had been undertaken by the Sports Association but in the absence of AB, the full details and future plans were not known. Update at the next meeting. AB

18. Any Other Business

- a. PD requested that the website update be include on the next agenda. Clerk
- b. SO had been approached in the playground by a Butts Meadow resident who was concerned about the parking by the playground. It also highlighted to her that cars parked either side of the path created a safety concern with children potentially running out from between parked cars. The matter would be considered further by the Traffic Management Plan Group, but in the meantime, to be reported to the police for monitoring. Clerk
- c. The Clerk highlighted that she had circulated meeting dates for the remainder of the year; to re-circulate. Clerk
- d. The Litter Warden reported that the Wisborough Run organisers had cleared up well after the event.

- e. The Clerk had written to the landowner in Harsfold Lane to advise that a tree at the top of the lane required attention and that a limb had fallen onto the public right of way.

19. Date of Next Meeting:

Planning Committee Meeting on Tuesday 7th June 2016 at 8.00 pm, if required.
Parish Council Meeting on Tuesday 21st June 2016 at 7.45 pm.

Part 1 of the meeting closed at 9.45 pm.

20. Exclusion of Press and Public: Pursuant to Standing Orders Section 3d, and in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it was resolved that the press and public be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

The Old Workhouse: Members agreed that once the final elements of the refurbishment had been completed, the property would be marketed by a local agent. Expressions of interest had been received from within the village and as such, these residents would be referred to the agent to ensure a fair and equitable process.

There being no further business, the meeting was closed at 10.00 pm.

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Chairman

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Date