

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th June 2018

Date: Tuesday 15th May 2018

Present: Mr N Beresford (NB), Mr A Burbridge (AB), Mr K Charman (KC), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mrs S Overington (SO), Mr M Newell (MN), Mr H True (HT),
Mr M Watson (MW)

Apologies: None

In Attendance: Mrs L Davies, Clerk

Members of Public: None

Mr Drummond opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: There were no apologies although NB advised that he had been delayed.
2. Election of Chairman: Mr Drummond invited members to propose or nominate for the role of Chairman. Mr Charman proposed Mr Drummond, seconded by Mr True. Mr Drummond confirmed that he was willing to stand. 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 Drummond for continuing in this position.
3. Election of Vice-Chairman: The Chairman invited members to propose or nominate for the role of Vice-Chairman. Mr Jackson was nominated by Mr Charman, seconded by Mrs Overington. Mr Jackson confirmed that he was willing to stand and was therefore elected. He duly signed a "Declaration of Acceptance of Office".
4. Declaration of Members' Interests: PD and AB advised that they were both friends of the applicants of the Brickyards Cottages planning application. No other interests were declared.
5. Minutes of the Last Meeting: AB believed that a vote in relation to the Pavilion proposal had been taken at the last meeting and felt that this should be documented accordingly. He was concerned that many people were watching the development and he believed that it was important to include this detail. The Chairman explained that a vote was a formal procedure requiring a show of hands and, at the meeting in question, he had asked members present for their opinions but had not asked members to vote. There was some discussion over the voting process and members were reminded to be familiar with the Standing Orders for conduct at meetings. However, it was agreed that for clarity, the minutes would be amended to record the responses to the first two questions in section 8; a majority of 5 members were against with 2 members in support. Minutes of the last meeting held on Tuesday 17th April 2018 were then approved as a correct record and signed by the Chairman.

7.56 m – NB entered the meeting room and declared no interests.
6. Minutes of the Annual Parish Meeting Meeting: The Minutes of the meeting held on Thursday 19th April 2018 were approved as a correct record and signed by the Chairman.
7. District/County Councillor Update:

District Councillor: Mr Ransley was not in attendance.
County Councillor: Mrs Duncton had sent her apologies.
8. Public Questions: There were no members of public present.

9. Policy Documents and Committees:

- a. Standing Orders: The National Association of Local Councils (NALC) had issued an updated model document earlier in the year. The Clerk had circulated the new document with previous changes and new elements highlighted. Members agreed to the proposed changes in line with the previously adopted Standing Orders and that to simplify, apart from the statutory items, the financial points should be removed and reference made to the Financial Regulations. The document was therefore adopted as tabled.
- b. Finance Regulations: Circulated in advance of the meeting. The Clerk advised that the document had been updated in May 2016 to reflect changes in the Public Contracts Regulations and no notification for further change had been received. The document was therefore adopted as tabled.
- c. Members' Areas of Interest: The following were agreed:
- | | |
|---|---|
| Planning Committee | AB/NB//PD/AJ/MN/HT/MW although any member could attend the meeting and might be required to do so at times to ensure the meeting was quorate. |
| Finance Committee | KC/PD/AJ/MN/HT |
| Affordable Housing | AJ/SO/MW |
| Green Co-ordination Group | AB/KC/Clerk |
| Playground Inspections | NB |
| Local Council Associations/Outside Bodies | PD – members formally agreed that PD would represent the Parish Council and have voting rights at the West Sussex ALC AGM. |
| Traffic Management Plan Group | KC/PD/MN/SO//HT/Clerk |
| Neighbourhood Plan Review Group | KC/AJ/SO/Clerk/Community Members |
| Conservation/Footpaths | Updates via the Clerk |
| South Downs National Park | Updates via the Clerk |
| Youth Activities | AB |
| Major Emergency Plan | KC/SO/HT/Clerk |
| Winter Management Plan | HT/SO in support |
| Pavilion | KC/AJ/PD |
| Village Hall | SO |
| Monthly Bank Reconciliations | HT |
| Neighbourhood Watch | Updates via the Clerk as required |
| 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: Membership of the Committee was agreed under item 9b. MN was nominated as Chairman, proposed by PD, seconded by HT. All were in favour. The Terms of Reference were reviewed and adopted unchanged.
- e. Planning Committee: Membership of the Committee was agreed under item 9b. AJ was nominated as Chairman, proposed by PD, seconded by NB. All were in favour. The Terms of Reference had been updated by the Clerk and circulated in advance of the meeting. Members reviewed and adopted.
- f. Green Co-ordination Group: Membership of the Committee was agreed under item 9b. The Terms of Reference were reviewed and adopted unchanged.
- g. General Data Protection Regulations: A review of the Parish Council's records for GPRE compliance was undertaken on 23rd March 2018; the full report had been circulated and the minor points raised highlighted by the Clerk. Members agreed that:
- Council email addresses for individual councillors to be removed from the public domain as there had been only a few contacts over the years. All contact to be via the Clerk which would allow personal information to be redacted and correspondence recorded.
 - MN to help with the Council's computer security.
 - AJ to look at securing the website.

MN
AJ

- The required training session to be organised to coincide with a planning meeting.

Clerk

The Clerk also highlighted that a recent Society of Local Council Clerks bulletin had stated that the House of Commons had accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, would exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer.

The following documents had been circulated in advance of the meeting and were adopted as tabled.

- Breach Notification Policy
- Breach Notification Form
- General Privacy Notice – website
- Internal Privacy Notice
- Subject Access Request Policy
- Training Policy

10. Report on on-going Matters:

- a. New Pavilion: Following the last meeting, the Chairman had sent the agreed email to Mr Ian Elliott, Chairman of the Sports Association (SA); a strong email response had been received expressing the SA's disappointment, to which the Chairman had yet to reply. He and KC had met with Mr Elliot earlier that morning to discuss the email's content. Some statements were exaggerated and some could not go unchallenged. Following this meeting, the Chairman had prepared a response in discussion with KC, which would be circulated to members for approval, along with a copy of the original email received. Mr Elliott had confirmed that he was happy for his email to be circulated and in the public domain.

At the meeting, the Chairman and KC had given explanation to the Parish Council's decision and confirmed that the Parish Council was supportive of a new Pavilion, however, it was important to get the right building for the village. They had discussed how the project could be progressed. The Chairman believed that there was also a strong case to make a reasoned argument that the tree should be removed if the position and/or design could be better placed to avoid encroachment on the Green. In terms of future design, the SA felt that continuing with the same architects was desirable as they knew the requirements and area, and also had experience in designing other sports pavilions. There was the implication that the Parish Council would be responsible for this cost.

AB advised that the SA's response had been prepared by a number and as such, should have been circulated and in the public domain. AB had been at the SA's meeting and felt extremely uncomfortable. Ultimately, the SA felt that they had consulted the Parish Council at every stage, whether this was through a meeting or meeting with individuals. He himself had been the Parish Council representative at SA meetings but had not been privy to all the meetings that had taken place. He was disappointed that the letter had not been circulated prior to the meeting as he felt it was important that members understood the depth of feeling. AB had asked SA members to attend this Parish Council meeting and believed that the lack of attendance demonstrated the current feeling. Mr Elliott had worked extremely hard to bring all the factions of the SA together and over the years had saved the SA a considerable amount of money. It was disappointing that he was now standing down from the role. AB expressed the view that he considered the Pavilion was the hub of the village on the Green and the event on Sunday, attended by over 1000 people, demonstrated this importance. It was now a vibrant organisation with both the Football and Cricket Clubs working together which did not happen previously. He felt strongly that the Parish Council should be trying to build on this success and encourage health and wellbeing in the village.

The Chairman had advised Mr Elliott that the Parish Council was supportive of a new Pavilion, and he personally had always liked the design but had worried about the impact on the Green. He had hoped that a compromise would be found but the decision taken at the last meeting was based upon the current proposal, which was unacceptable.

AB highlighted that it had previously been mentioned in a Parish Council newsletter that a public consultation would be undertaken and the SA was mindful to continue. If the public responded positively, then a planning application would be submitted. AB felt that he was in a difficult position. He had joined the SA committee in 2013 and also joined the Parish Council to make things happen, however, in every situation there were often compromises. AB believed that he did not have a conflict of interest and confirmed that he was a conveyor of information and it would be a dereliction of duty if he did not pass this information on.

KC advised that the current position was completely unsatisfactory and this had been emphasised at the meeting with Mr Elliott, along with the desire to find a way forward for the new Pavilion. The email that was sent by the SA was strong but heartfelt. Mr Elliott had said that he would need to report back to the committee, but it had been suggested that a couple of critical SA members should be involved with Parish Council members to take forward, and that the architect should be retained. Mr Elliott had proposed that it be Parish Council led, but KC saw it as a joint venture, which perhaps in hindsight, should have been done from the start. It had been a positive meeting and KC now believed that the project would move forward.

AB advised that much of the initial architect's work was done pro bono. It was therefore important that the Parish Council had a full understanding of potential costs.

The Chairman asked AB what argument he had made to the SA against going ahead with a public consultation to which AB replied that he had reminded the SA that he did not feel that the Parish Council wanted it to go to public consultation and confirmed that he was unaware of the implications if it did. The Chairman explained that if the current proposal was put to consultation or planning, the Parish Council would need to make a robust case against the design, and this should be avoided. A public consultation would be hugely unfortunate as the Parish Council would need to express the reservations, and that it had been suggested in Mr Elliott's email that a negative response could result in the SA relinquishing the project. This would be undesirable in all respects for both the Parish Council and SA. The Chairman stated that the SA represented a cohesive group in the village and consultation with the wider community might not necessarily achieve support.

KC advised that Mr Elliott had been asked to speak to the SA and stop any consultation at this stage, to allow the SA/Parish Council working group to meet as soon as possible. AJ agreed time was of the essence. He would be pleased to see a consultation on plans in the near future, but plans must be in the context of the Green, which was perhaps an omission from the original presentation.

AJ highlighted that the current Lease only had a few years remaining and that only one Trustee remained. This had been raised with Mr Elliott who confirmed that the establishment of a Charitable Incorporated Organisation was in process and further discussion would start when in place. AJ believed that work could start on the negotiations of critical elements of the new lease which could incorporate future plans and felt that this discussion should be in tandem with the planning. AJ agreed to lead but would wait until the after the new pavilion working group meeting.

It was agreed that the Chairman would prepare, and circulate for approval, a response to Mr Elliott's email. To offer a meeting date as soon as possible after the SA's next committee meeting.

PD, MN, MW, KC, AJ and AB agreed to be involved. AB felt it was important that all views were represented on the working group.

PD

- b. Boxal Bridge: At the last meeting, the Parish Council had agreed to contribute towards the commissioning of a report in support of the Listing and to rebuff West Sussex County Council's (WSCC) challenge. KC confirmed that this report had now been submitted but it could potentially take a couple of months to determine.

AB advised that there had been another serious accident at the bridge involving a young inexperienced driver that the police attended. This accident again demonstrated his road safety concerns and hopes that this hazard could be engineered out of the road.

- c. Community Land Trusts (CLT): The application for grant funding to help establish the group had been successful and contact now established with the Locality consultant who would be offering advice and support. A meeting would be arranged with him and the CLT volunteers shortly.

PD/Clerk

- d. BT Telephone Box Conversion: The refurbishment of the kiosk would start in the next couple of weeks. In terms of the interior map, a concept plan was displayed and members were asked to confirm what information should be included. After some discussion, it was agreed that the information should be more visitor related; MN and HT agreed to consider further and work on the design for printing. HT advised that there was the potential to reduce the map cost which would allow for changes and updates in coming years. Clerk to provide mapping details to MN.

MN/HT

- e. WW1 Commemoration – There But Not There: The Chairman had prepared a briefing document which was circulated in advance of the meeting. He gave explanation to the proposed arrangements and provision of a booklet providing details of those listed on the War Memorial. The History Society, as well as the Church, were both supportive of the event and involved in the organisation. The Chairman was pleased to advise that the Parish Council was in receipt of a £250 grant from CDC. A further £500 grant would be applied for, but this was really aimed at organisations without a means to fund. In terms of the financing, the Parish Council had already committed to purchase the silhouettes

and names blocks, and the church had agreed to pay £375 towards the life-size Tommy to be located in the village centre. This therefore left a shortfall and it was proposed that Crowdfunding be established, possibly through the new WSCC website. Members agreed to the Crowdfunding option but also felt that family members or perhaps businesses would be pleased to support. Article to be included in the June parish magazine. PD would meet shortly with the Vicar.

PD/Clerk

f. Clerk's Report:

- 2019 Meeting Dates: Noted and approved.
- Purple Youth Bus: The bus was now visiting the village on a Tuesday evening from 7 – 9 pm; 7 young people attended last week, and from experience, the youth worker was happy that this would be a consistent throughout the term. The Youth Worker was also happy to help with youth engagement if there were particular areas that opinion was sought.
- Public Toilets: The toilets had again become blocked last week; CDC arranged for a drainage contractor to attend. The cleaner was again expressing concern at the lack of hot water, so the Clerk asked that this be considered at the next meeting, along with the sensor lighting.
- Pavement Re-surfacing: A resident had telephoned to express concern at the lack of care taken over the pressure washing; his wall and the café sign were coated in debris. Mrs Duncton had forwarded onto Highways who followed up with the contractors.
- Great Meadow Lorries: A resident had expressed concern at lorry speed through the centre of the village. The Clerk had spoken with the Site Manager who would address with the drivers.
- National Planning Policy Framework: As advised by email, the consultation closed on 10th May; the Clerk confirmed that a response had been submitted.
- Litter Warden's report: The April report had been received and circulated; the highlighted items and actions were noted. The provision of further parking stoppers to be included on the next agenda.
- Scout Hut Tree Work: The Scout Group had asked for approval to remove some lower branches from a large Horse Chestnut to avoid damage to the Scout Hut. In consultation with the Chairman, approval was given.

Clerk

11. New Items for Discussion:

- a. Village Trees: Unfortunately the Horse Chestnut by the cricket nets had died over the winter. CDC had advised that it could be felled immediately; however, it was necessary to plant a replacement tree of a species more resistant to bleeding canker for example, either the Japanese or Indian Horse Chestnut. The replacement should be planted in a position as near as practicable to the original tree and planted in this year's planting season, October to March 2019. CDC to be advised of species and location prior to planting. Members agreed to the removal and approved the expenditure of £225, noting that further expenditure would be incurred for the root ball removal and new tree.
In the Pavilion Arboricultural Survey, concern had been raised about the large tree on the Green at the bottom of Butts Meadow, with removal suggested. Both local tree surgeons felt that reduction of the limbs was perhaps more appropriate. As there were a number of trees on the Green that appeared to be suffering, the Clerk suggested that an Arboricultural Survey of all the trees be undertaken, which would then provide a maintenance programme to help plan work and budgeting. Members agreed to accept the quotation from Beechdown Arboriculture Limited, based near Arundel, for £1034 including vat. It was noted that this was an unbudgeted but necessary expenditure for public health and safety, and as such, approved the use of the General Reserve.
- b. Use of the Green: A request had been received from a mobile Personal Trainer and Group Fitness Instructor to run a weekly 'bootcamp' style fitness session on the Green. She currently offered classes in Loxwood Sports and on Alfold Recreation Ground and was looking for a third venue for a Wednesday morning session. On average the groups were 8 people and would be held for 1 hour. Members noted that this was a business use of the Green but acknowledged the benefit to the village. It was agreed that the area behind the Pavilion or the perimeter of the Green, outside the cricket boundary, could be used subject to other negotiated uses of the Green taking priority. An upfront donation of £50 towards the public toilet maintenance would be required, along with insurance details and a risk assessment.
- c. Business Advertising: A request had been received from the owner of Park Cottage to put a sign for her business either on the barn or the post and rail fence during the School Summer Fayre and the August Bank Holiday weekend. To avoid setting precedence, members agreed that a banner could be displayed on the owner's barn for the stated periods of time.

Clerk

Clerk

Clerk

- d. Funding Request: A request towards the upkeep of the Church clock and Churchyard had been received in addition to a copy of the accounts as at 31st December 2017; circulated. Members agreed to make a donation of the budgeted figure of £1250. The relevant powers were noted – Parish Councils Act 1957 and Local Government Act 1972 S125 (6). SO had previously noted the high cost and asked for details of the procurement process.

Clerk

12. Correspondence: Details of correspondence received since 18th April 2018 was distributed and displayed at the meeting, and noted by members.

- WSCC – details of new crowdfunding initiative and links to website.
- T Morris, ex Fire Service Officer, highlighting his concerns about the proposals in the WSCC Fire & Rescue Service consultation. Details circulate to all to consider if a response to the consultation is required.
- Rural Services Network – weekly email digest – circulated.
- WSCC – confirmation that the planning permission for the additional school car parking was permitted.
- SSALC – details about Action for Deafness - works to support people to manage their hearing loss and thus the impact of hearing loss on their wellbeing. A wide range of services were offered to ensure that people with hearing loss stayed connected and engaged with their local community. Happy to engage with Parish Councils and communities as necessary.
- WSCC – Chichester District Update – circulated.
- CDC – introduction of James Brigden as new Community Led Housing Officer for Chichester District Council and first point of contact for any Community Led Housing interests within the district.
- SDNPA – monthly update – circulated.
- SDNPA – holding a series of parish workshops - Whole Estate Plans, Highways and Roads, Dark Night Skies - 06 June 2018 - West Sussex Parishes Workshop, Memorial Hall, South Downs Centre, Midhurst; 18:30 – 21:00. Delegated places will be limited to 2 Councillors per parish. **To be forwarded to Parishes Wildlife Group for information and possible attendance on Parish Council's behalf.**
- SDNPA - has submitted their local plan to the Secretary of State for examination.
- Rural Services Network – weekly email digest – circulated.
- Velo South Route Team – further details of cycle race arrangements for 23rd September 2018 – circulated. Also, several emails from Parish Council's making comments following CDC All Parishes meeting discussion and raising questions as to how the approval was given.
- CDC – All Parish Meeting slides – circulated.
- The Safer West Sussex Partnership (SWSP): asking West Sussex residents and businesses for their understanding, experiences and access to support in relation to crime through an online survey. The focus for this survey was Child Sexual Exploitation, Preventing Extremism and Radicalisation, 'Cuckooing' and Modern Slavery. Response by 10th June:
<https://haveyoursay.westsussex.gov.uk/communities-public-protection/safer-west-sussex-partnership-survey-2018/>
- RunWisborough Organisers – paperwork (insurance details/risk assessments) for Sunday's event – circulated.
- Letter sent to WSCC Leader re Velo race and how approval given.
- Loxwood Parish Council – copy of letter sent to WSCC Leader re Velo race, decision and consultation.
- Rural Services Network – weekly email digest – circulated.

13. Planning:

- a. Planning Applications: The following application was reviewed. Application details and plans had been circulated in advance of the meeting and were also displayed:

WR/18/00958/DOM	Mr T Hammerton 91 Butts Meadow Wisborough Green Billingshurst West Sussex Proposed two storey side extension. <u>No Objection</u>
-----------------	--

WR/18/00799/DOM	Mr Richard Jones 8- Council Cottages Durbans Road Wisborough Green RH14 0DH Single storey oak framed orangery on the rear of the property, with a slated roof and roof lights, three quarter glazed on top of a brick dwarf wall. <u>No Objection</u>
WR/18/00763/DOM	Mr J Standing 17 Butts Meadow Wisborough Green Billingshurst West Sussex Remove existing conservatory to be replaced with single storey extension. <u>No Objection</u>
WR/18/00997/LBC	Ms, Mr & Mrs Osmaston Brickyard Cottages Fittleworth Road Wisborough Green RH14 0ES Variation of condition 2 and 3 of permission 17/00043/LBC. Varied plans, and method statement. <u>No Objection</u>

b. Chichester District Council Planning Decisions:

WR/17/03677/REM	C/o Agent Land East Of Winterfold Durbans Road Wisborough Green West Sussex Application for the approval of reserved matters pursuant to outline planning permission WR/15/03366/OUT - 22 no. dwellings, associated infrastructure and open space. Seeking approval of layout, scale, landscaping, appearance.	PERMIT
WR/18/00375/DOM	Mr & Mrs B Overington Holly House Newpound Lane WG RH14 0EF Re-use of domestic outbuilding for ancillary accommodation	PERMIT
WR/18/00410/TPA	Mrs Walters (OCA) 5 Glebe Way Wisborough Green Billingshurst Fell 1 no. English Oak tree (marked on the plan as T1) within Area, A1 subject to WR/61/01109/TPO.	PERMIT
WR/18/00476/DOM	Mr Mark Wilton Woodstock Durbans Road Wisborough Green Construction of balcony on existing garage.	PERMIT
WR/18/00610/DOM	Mr Andrew Strudwick Pipers Newpound Wisborough Green RH14 0AZ Removal of existing detached garage and rear elevation sun room, in favour of two storey side and rear extension, including new dormer window south-east elevation. New front porch.	PERMIT
WR/17/02444/FUL	Wisborough Green Village Hall School Road Wisborough Green RH14 0DU Single storey extension, new pitched roof extension over existing flat roof, raise pitched roof of existing single storey extension to allow level floors and to provide access to existing second floor accommodation. Internal alterations to provide level access throughout the ground floor, form new pedestrian access ramp and replace entrance porch over.	PERMIT

WR/17/02445/LBC	Wisborough Green Village Hall School Road Wisborough Green RH14 0DU Single storey extension, new pitched roof extension over existing flat roof, raise pitched roof of existing single storey extension to allow level floors and to provide access to existing second floor accommodation. Internal alterations to provide level access throughout the ground floor, form new pedestrian access ramp and replace entrance porch over.	PERMIT
WR/18/00545/TCA	Mrs Arlette Anderson 2 High Barn School Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Rowan tree.	NO TPO

11. Finance:

- a. Subscription to Society of Local Council Clerks: Members agreed to the expenditure of £165.00 for the Clerk's annual membership; the Clerk would review value over the next year.
- b. Accounts for Payment: The Clerk displayed the Payment List for May which was approved. It was agreed that the payment to Active Grounds Maintenance should not to be made until instructed by AB. The income received was noted.
The Clerk also displayed the monthly financial statement, details of which were noted.

Payment Method	Date	Total Paid	Payee	Details
3233	19.04.18	901.98	Unicorn Restorations	Parts for telephone kiosk restoration
3234	15.05.18	500.00	Kirdford Parish Council	Donation towards cost of Boxal Bridge report
3235			Error	
3236	15.05.18	1690.41	West Sussex County Council	Clerk's salary for April
3237	15.05.18	513.00	Pyzer Cleaning Services	Public toilet cleaning and supplies
3238	15.05.18	90.00	Arun District Council	Newsletter printing
3239	15.05.18	659.40	Sussex Land Services	April grass cutting contract
3240	15.05.18	171.49	Mrs L N Davies	Dog waste bags, topsoil & seed, stamps, printer and annual parish meeting expenses
3241	15.05.18	672.00	Active Grounds Maintenance Ltd	Supply & spread of 6 tons of topsoil and overseed
3242	15.05.18	148.68	Peter Frost	Internal Audit fee
3243	15.05.18	45.00	Open Spaces Society	Annual membership subscription
DDebit	01.05.18	3908.86	Public Works Loan Board	Playground (550.53) and Workhouse (3358.33) loan repayments
DDebit	15.04.18	34.20	Plusnet	Village Hall Broadband
		£9335.02		

Payments Received

BACS	05.04.18	30.00	Allotment Tenant	Annual rent
BACS	06.04.18	30.00	Allotment Tenant	Annual rent
BACS	09.04.18	30.00	Allotment Tenant	Annual rent
BACS	13.04.18	29500.00	Chichester District Council	Precept payment – first instalment
BACS	16.04.18	120.00	Fishers Farm Park	Donation towards advertising in public toilets
BACS	16.04.18	30.00	Allotment Tenant	Annual rent
BACS	17.04.18	30.00	Allotment Tenant	Annual rent
Cheque	04.05.18	17.00	Allotment Tenant	Annual rent
Cheque	15.05.18	20.00	Allotment Tenant	Annual rent

Cheque	15.05.18	50.00	School PTA	Donation towards public toilets
--------	----------	-------	------------	---------------------------------

- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending 27th April 2018 for the Parish Council's business account.
- d. Internal Auditor's Report and Annual Return: The Clerk confirmed that Mr Peter Frost had undertaken the annual internal audit. His full report had been circulated in advance of the meeting, along with the Annual Internal Audit Report 2017/18; there were no matters to highlight. Members reviewed and confirmed that relevant controls were in place.
- e. Annual Governance Statement for 2017/18: 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.
- f. Accounting Statements 2017/18: 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 notice. Clerk
- g. Community Infrastructure Levy Monitoring Report: The report, showing nil for both income and expenditure, was approved; Clerk to submit to CDC and display on the website. Clerk

15. Other Reports:

- a. Village Hall: SO was delighted to report that planning permission for the village hall extension and modernisation project had been granted. The working group would meet again shortly to consider next steps. Due to the architect's workload, she was unable to prepare the specification until mid-June, and quotations would then be sought.
- b. Allotments:
 - Tenancy Update: The Clerk was now chasing the outstanding allotment payments. Two plots were available and the weed suppressant purchased to cover if they remained unlet. One expression of interest had recently been received.
- c. The Green:
 - Grass Cutting: AB expressed concern over the grass cutting, echoed by the Cricket Club. There appeared to have been few cuts and the grass length had been excessive. The Cricket Club had paid to get the grass cut to allow cricket to be played as several fixtures had to be cancelled. AB believed that the contractor did not have sufficient or suitable machinery to allow for variable conditions; some areas had been scalped and where excessive grass cuttings had been left, growth was affected. The Clerk advised that the contractor had been struggling with both the weather and wet ground conditions and had been concerned about creating damage. In fact, he had received an unpleasant reprimand from a resident for leaving marks on the School Road verges. AB felt that the whole village was currently looking unkept. It was agreed that AB should review the specification as the contract for next year would go out to tender in the autumn. AB
 - Fair Repairs: AB advised that the repairs undertaken by Active Grounds Maintenance had been unsatisfactory. He believed that they may have in error repaired the area at the rear of the Pavilion, hence all of the topsoil was not used in the southern end undulations. He would discuss with the contractor and report back to the Clerk who would withhold payment. AB
 - End of Season Repairs: The Parish Council had agreed at the last meeting to undertake some repairs; verti-drain, fertilizer and weed kill. Due to the weather and ground conditions, AB had taken the strategic decision to cancel the work; this could be undertaken later in the season.
- d. Health & Safety: No matters to report.

16. Any Other Matters to Report:

- a. The Clerk reminded members that, if they had not already done so, to check and confirm that their Register of Interests was still correct.

17. Date of Next Meeting:

Planning Committee Meeting on Tuesday 5th June at 8.00 pm (only if required to meet CDC deadlines)
Parish Council Annual Meeting on Tuesday 19th June 2018 at 7.45 pm.

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

.....
Chairman

.....
Date