

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 15<sup>th</sup> January 2019

Date: Tuesday 20<sup>th</sup> November 2018

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

Apologies: Mr M Newell (MN)

In Attendance: Mrs L Davies, Clerk  
Cllr J Duncton, County Councillor  
Cllr J Ransley, District Councillor

Members of Public: 5

The Chairman opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Newell.
  2. Declaration of Members' Interests: AB advised that he was a friend of one of the councillor applicants, Mr Rollinson. PD advised that he had used the other applicant, Mrs Dandy, to provide funeral services for his family. No other interests were declared.
  3. Membership: Chichester District Council (CDC) had confirmed that the Parish Council could co-opt a new member to fill the vacancy left by Mr Beresford. Two applications had been received from Mrs Judith Dandy and Mr Stephen Rollinson, details of which had been circulated to members in advance of the meeting. Both applicants were invited by the Chairman to address the Council and gave further explanation to their wish to join. Members agreed to vote by show of hands; Mrs Dandy was elected by majority vote. The Chairman expressed thanks to Mr Rollinson for his interest; he was immensely grateful that people were willing to come forward. Mrs Dandy duly signed a Declaration of Acceptance of Office, joined the meeting and declared no interests.
- 7.50 pm – Mr Rollinson left the meeting room.
4. Minutes of the Last Meeting: The Minutes of the extra-ordinary meeting held on Tuesday 23rd October 2018 were approved as a true record and signed by the Chairman.
  5. Minutes of the last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 6<sup>th</sup> November 2018 were approved as a true record and signed by the Chairman.
  6. Minutes of the last Finance Committee Meeting: The Minutes of the last meeting held on Tuesday 6<sup>th</sup> November 2018 were approved as a true record and signed by the Chairman.
  7. District/County Councillor Update:

District Councillor (in attendance until 8.12 pm):

- The Enforcement Notice for Crouchlands had been extended by 2 years to allow the administrators to address the issues on site. However, it had since become apparent that some reports, relating to potential contamination and safety concerns of one of the lagoons, had not been provided to members for this decision process. This had been highlighted to officers and legal opinion was now being sought. Mr Ransley had also spoken to Mr Nick Herbert MP, who would raise the issue with the Environment Agency. If the lagoon failed, spill would drain into the immediate area and into tributaries of the River Kird, but would not pollute the Wey which appeared to be a concern.
- The Cabinet had today authorised the Local Plan Review; Preferred Options to go forward to public consultation for 8 weeks from 13<sup>th</sup> December to 7<sup>th</sup> February; information was now in the public domain. Mr Ransley had raised concern over the principle of allocating housing across the district. He felt strongly that it should be diverse allocation, but for the north-east parishes Loxwood had been allocated 125 houses,

Wisborough Green 25 and no allocation to Kirdford or Plaistow and Ifold, which he could not understand. Plaistow did not get an allocation as no settlement boundary had been set and, as such, was considered a rural area. However, a Settlement Boundary could be defined by the Local Planning Authority or the Neighbourhood Plan. He felt that the whole situation was unbalanced and Parishes should be treated equally.

SO asked Mr Ransley if the requirement for Local Plan 5-yearly reviews would extend to Neighbourhood Plans. Mr Ransley believed that this might be the case as Neighbourhood Plans needed to be in line with Local Plans. SO expressed her concern in terms of the time involved, cost and community motivation.

- Wisborough Green was obviously aware of the Gatwick expansion plans. The Chairman confirmed that he would be providing an update later in the meeting and the Parish would be responding to the consultation.
- Mr Ransley advised that the District Council also found it difficult to promote interest in councillor positions and that he would not be re-standing next year. Mr Ransley was happy to speak to anyone who might be interested in the role. With the Ward changes, the Ward would be larger and people need to be aware of the time involved.

County Councillor (in attendance from 8 – 8.12 pm):

- As part of a nationwide review, an HM Inspector was currently looking at the West Sussex Fire and Rescue Service; Mrs Dunton would provide an update when known.
- Budget discussion continued and again, it would be tight. Libraries had not been shut but other services were being incorporated into the buildings for cost savings.
- West Sussex County Council (WSCC) continued in its care of adults in residential homes. Due to the closure of some care homes, residents were currently being reallocated.
- Funding for schools continued to be tight.
- Mrs Dunton was involved in a committee that was reviewing how the diversification of councillors could be extended and requirements could be addressed.  
KC asked if the County was concerned at the general lack of interest or was it primarily looking a representation from specific groups. Mrs Dunton advised that diversity and being fully inclusive was the aim of the review, reminding that County Council representation also related to political parties.
- The Watershed Fund continued to be a success and she hoped it would be continued.

8. Public Questions: There were no public questions.

9. Balloon Festival Presentation: The Chairman invited members of the organising committee to address the Council.

Thanks were extended to the Parish Council for its support last year. It was the 27<sup>th</sup> festival which raised £8,000 but was expected to increase to £10,000 with bucket collections and gift aid. There was unprecedented attendance due to the lovely weather and social media publicity. There were 58 fee paying guests but these spaces could easily have been sold again. The public houses were well supported and the general feedback had been good. The organisers explained that they would like to make it a weekend event as this provided the opportunity to raise more money but also gave the potential to roll over to the following day due to inclement weather. Overwhelming attendance created some issues with parking and some safety concerns had been raised in terms of traffic management, parking and safety on the green. Explanation was given to the improvements planned for next year;

- Signage and traffic management planned in discussion with the AA.
- Signage to direct drivers to the most appropriate car park depending on direction of arrival.
- Three car parks which would also accommodate people arriving early.
- Parking marshals liaising with lead marshal; use of radio handsets.
- Each balloon would have 3 dedicated marshals with a head marshal to take direct responsibility to liaise with the overall event marshal.
- Roped off areas around the balloon working area.
- Route clear of pedestrians for retrieval vehicles to leave the Green safely and to allow easy access for emergency vehicles.
- A PA system was used this year and would be used again to provide information about the sequence of events and safety details.
- Social media would be used to promote the event and would also include clear instructions about the traffic management plan.
- Information point and first aider was provided and would be again. First aider was used this year for a couple of issues.

The date discussed with the Sports Association was Saturday 31<sup>st</sup> August and Sunday 1<sup>st</sup> September. The Cricket Club had made an application to Sussex Cricket to allow an earlier start time so that the balloons could arrive

from 5 pm. The Cricket Club was supportive but it was linked to a number of different fixtures; the Cricket Club Chairman had recently sent a further email. Raising sponsorship for the event would start in January and it was therefore necessary to confirm the date as soon as possible. If the Saturday could not be accommodated, it would only be a one-day event. It would be beneficial to fix the dates so that pilots could be booked. Members thanked the organisers for the details and confirmed that the Parish Council offered its support. It was agreed that an email should be sent to the Cricket Club to forward onto Sussex Cricket expressing the Parish Council's wish that the event be accommodated. (Traditional and established popular event which occurred only once a year, appealed to all age groups/sectors, furthered the better enjoyment of the Green and raised a large sum.)

Clerk

MW observed that there had been a fixed winged aircraft in the vicinity and asked if an advisory NOTAM (Notice to Airmen) was in place. He was advised that it was not a requirement for the balloon event; details were provided. MW believed that it would be beneficial and improve safety; organisers to make further enquiries.

#### 10. Report on On-going Matters:

a. Gatwick Airport: PD advised that Gatwick Airport had recently issued a Draft Master Plan which would have serious implications for the village. The three main proposals were to use new technologies to increase capacity on the main runway, bring the existing standby runway into regular use and in essence, create an additional runway and safeguarding the land set aside for a future additional runway. Gatwick was failing to follow Government policy of balancing any increase in traffic with noise reduction and there was no official body to monitor. Unfortunately the acrimony within the Noise Management Board was still unresolved. Members agreed that PD should prepare and submit the Parish Council's response to the consultation and provide guidance for responses to be put up on the village website.

PD/Clerk

b. Boxal Bridge: Following the bridge's de-listing and with personnel changes within WSCC, although Kirdford Parish Council was taking the lead on the bridge, KC suggested that it might be desirable for the parishes to re-establish contact and ascertain WSCC's plan. At this stage the parishes were not aware of the intent and the suggestion to retain the current bridge as a pedestrian only bridge had not been proposed. Although this suggestion had met with some resistance from landowners, it would allow the bridge to be retained and the safety issues addressed. Members agreed that Kirdford should be contacted; KC to represent Wisborough Green.

KC/Clerk

c. Traffic Management Plan: The working group met on 26<sup>th</sup> October 2018; meeting minutes had been circulated.

- WSCC Community Scheme: Details to improve pedestrian connectivity and provide further parking had now been received and had been reviewed by the working group; plans were displayed. PD gave explanation to the discussions with WSCC and the benefits this scheme would provide. WSCC had reviewed the junction but no improvements could be made without the introduction of lighting. It was noted that WSCC would need to ensure that the Defra Planning Inspectorate would grant consent for these works as they encroached into the Village Green. Members approved this proposal; WSCC to be advised.

Clerk

- Durbans Road Speed Reduction: An application had been made to the North Chichester County Local Committee to circumvent policy and progress this change; PD had attended the CLC meeting on 6<sup>th</sup> November to make representation. He explained that further guidance would be provided; an application would need to be made directly to the Cabinet Member.

TMP Grp

- Durbans Road Build-out: WSCC had been against this proposal considering it isolated traffic calming which could create safety issues. In view of the TRO application to reduce the 40mph speed limit, it was agreed not to pursue at the present time. However, Runnymede had confirmed that it would submit a planning application to remove the superfluous pavement in front of Winterfold house and in view of a potential cost saving, had agreed to consider making a contribution to fund the build-out if WSCC changed opinion. MW to obtain an idea of costs to aid discussion with Runnymede.

MW

- Newpound Lane Junction: Being followed up with both property owners.

- Speed Indicator Device: The Clerk was obtaining quotations for the installation of posts and supply of the SID, which potentially could be funded by Community Infrastructure Levy.

- Hughes Hill: A Freedom Information Request had been made to WSCC to release the accident report for the tragic accident in January 2018 as the police investigation and court hearing had now been completed. A meeting with the County Road Safety Group Manager had been arranged.

- Community Speed Watch: HT confirmed that a training session had now been held in the village. It had been necessary for him to collect and return the equipment from Chichester which involved 80 miles, which was obviously time consuming as well being at his expense. The police suggested that the equipment be collected from Petworth or Midhurst in the future when the stations were open again, which was likely to be in the New Year. It was evident that the presence of fluorescent jackets and a speed gun

reduced speed. The Community Speed Watch team set up on the grass verge opposite The Elms and most vehicles coming around the corner were close to the speed limit; the highest speed recorded was 42 mph. Five volunteers were involved over 2 shifts. Members were horrified that a shot had been fired at HT's car, either with a bullet or ball bearing, which sustained damaged windows; HT had reported the incident to the police who appeared to be uninterested. Members expressed their regret and agreed that HT should not be out of pocket, particularly as it was a requirement to have a car at the site: HT would advise if any insurance excess was applicable. Members were also concerned by the police apparent lack of interest and as such, an email to be sent to the Sussex Police Commissioner, Katy Bourne.

- d. New Sports Pavilion: At the last meeting, revised plans had been discussed for AJ to get a better understanding of what would be acceptable to the Parish Council. Prior to discussing further with Sports Association representatives, enquiries had been made from the English and Wales Cricket Board (ECB) to ascertain if cameras could be used to provide sight of the square as the positioning of the changing rooms at the front of the building potentially determined the size. The ECB had confirmed that cameras could not be used, but they had also provided other guidance documents. The Open Spaces Society had been contacted to provide legal opinion but unfortunately, due to holiday and bereavement, their view had not yet been forthcoming. Members agreed that the last drawings were close to an acceptable envelope but on receipt of the legal opinion, an extra-ordinary Parish Council meeting should be called to agree the envelope to guide further design. In the meantime, AJ will provide an update to the Sports Association representatives. AJ
- e. Wisborough Green Sports: In order to transfer the current lease to the new Trustees of the Charitable Incorporated Organisation, it was necessary to appoint a further Trustee who would sign the Deed of Variation along with the only remaining Trustee, Mr Allan Self. Members resolved to appoint Mr John Newman. Clerk to progress. Clerk
- f. There But Not There – First World War Commemoration: The Chairman was pleased to say that the commemoration had been well supported and received many appreciative comments. A large number of people had contributed to the commemoration (list displayed and appended to the minutes), for which he was immensely grateful. Members had received a financial summary detailing grants, sponsorship and booklet donations; members resolved that the Parochial Church Council would not be charged for the Tommy and to make a donation of £80 towards the churchyard maintenance, along with any further funds received from the booklet sales. A donation of £600 to be made to the Remembered Charity. Clerk
- g. Junior Sports Practice Facilities: KC advised that he and the Clerk had discussed further with Mr Calder Smith, Cricket Club Chairman. Explanation had been given to the concerns raised by nearby residents and the Parish Council's comment that it would not support a vehicle access or onsite parking; it was anticipated that cars would continue to park by the Green and attendees walked to the site. Application details for Collards Field had been sent to Mr Calder Smith to assist with the planning application. Members requested sight of the details before the application was submitted. Clerk/KC
- h. Neighbourhood Plan: The CDC Local Plan Preferred Options document for consultation in December had now been published on the CDC website as part of Cabinet briefing papers; it allocated a further 25 houses to Wisborough Green. A Review Steering Group meeting had now been arranged for Monday 26<sup>th</sup> November 2018; the review, consultation and timescale would all be considered.
- i. Village Christmas Tree: The Churchwardens had approved the projection; details were displayed. The cost to hire the light for 5 weeks would be around £100 (including delivery) and the gobo about £30. Members agreed to the selection and approved the cost. Clerk
- j. Great Meadow Public Art Installation: Jones Homes had advised that they would make an application to CDC to offer the sum, estimated to be in the region of £10,000, directly to the Parish Council to be spent on a piece of public art in the village. Members supported this action.
- k. Clerk's Report:
- WSSC Direct Debit payment: Having made further enquiries, it was not possible to pay salary payments by Direct Debit. HT
  - Litter Warden's October Report: Nothing specific to report.
  - Developers' signs: An application had been made to WSSC to have the proliferation of developers' site direction signs removed.

- Lorry and Trailer: An old army vehicle and trailer had been parked, partly on the village green, on Saturday 3<sup>rd</sup> November; the ownership or intent was unknown. The vehicle had been reported to Operation Crackdown and CDC but as it had the required licenses to be on the road, it was not considered abandoned; CDC had no powers to remove it. The Clerk had emailed the police to advise that it was causing an obstruction and was a safety concern. No response to date.
- Great Meadow Contractor Parking: The Clerk had received several comments that vans were again regularly using the west road. The site manager had been contacted who advised that further on-site parking was being provided but as he had little control, he would support any initiative that the Parish Council wished to introduce. As the road was private land, Members authorised the Clerk to purchase proprietary sticky 'no parking' labels to be used by residents.
- Glebe Barn – egress of water: The Clerk had now received a verbal quotation from E P Clark Ltd to install a small ramp to prevent water from flowing under the gate, for a cost of £50 plus vat. Mr Clark was confident that this would resolve the situation. Members agreed to this installation initially and would review to ensure that the problem was resolved.
- Remembrance Day Road Closure: Those who attended the service at the War Memorial appreciated the closure and peacefulness.

#### 11. New Items for Discussion:

- a. Winterfold Road Name: Runnymede Homes was seeking the Parish Council's suggestion for the road name. The History Society had advised that on the 1842 Tithe Map the fields were known as Sexton's Meadow, First Sexton and Middle Sexton, owned by Mr Tobbitt with Mr Songhurst as tenant. After some discussion, Members agreed to put forward the suggestion 'Songhurst Meadow'.

In relation to this site, PD had received a request from Runnymede Homes to meet to discuss the gas tank location; SO would also attend.

- b. Replacement Horse Chestnut Tree: Members authorised the expenditure of £364.95 for a 12-14 cm girth *Aesculus Indica* 'Sydney Pearce' to replace the tree removed by the cricket nets. It was noted that there would be an additional charge for planting of approximately £60-100. Members authorised this expenditure. AB highlighted that a water regime for the first couple of years should be arranged; a supply from the Pavilion to be considered.

Clerk

#### 12. Correspondence: Details of correspondence received since 17<sup>th</sup> October 2018 was distributed and displayed at the meeting, and noted by members.

- Billingshurst Road resident – highlighting protruding water main covers in pavement following WSCC works. Advised to report to WSCC directly; online details provided.
- Kirdford Road resident – noted that cricket nets had been put in Stable Field and asked for update on planning; details provided.
- Since 2008 local planning authorities have been required to publish a list of information they require to "validate" the planning applications they receive. This validation list forms two components, the national requirements, including the application form, the fee, certificates etc. and secondly, specific local validation requirements known as the "Local List". South Downs National Park adopted its current validation requirements in February 2017. The proposed Local List is open to public consultation for an eight week period running from 19<sup>th</sup> October 2018 until 5pm on 14<sup>th</sup> December 2018.
- WSCC – notification that PCSO Richard Moorey offering to visit groups to deliver a talk on scams and rogue traders; forwarded to Wyatt House Warden.
- GACC – Following Gatwick's announcement to pursue additional runway capacity by attempting to develop the emergency runway, GACC Press release against; circulated.
- Rural Services Network – The Rural Bulletin – circulated.
- Newpound Lane resident – highlighting Woodland Trust scheme to supply trees free of charge; potentially up to enough to plan the size of 4 tennis courts. In view of new developments, thought this could be of interest and wondered if the Parish Council would apply.

<https://www.woodlandtrust.org.uk/plant-trees/free-trees/>

**Noted with interest by members. To be considered for the new open space on the Winterfold development site when the land had been transferred to the Parish Council.**

- Open Spaces Society Autumn newsletter – forwarded to Parishes Wildlife Group.
- Rural Services Network – The Rural Bulletin – circulated.

- **SDNPA** - unfortunately on this occasion, the projects you have put forward have not been successful in receiving any funding from the 2017 / 18 CIL receipt.
- **SDNPA** - now opened the call for projects for the next round of CIL spending (2018 / 19 and beyond).
- **CDC** – Community Led Housing newsletter – forwarded to members of WG Trust.
- Rural Services Network – The Rural Bulletin – circulated.
- Cllr Ransley – copy of email sent to Nick Herbert MP regarding Crouchlands and the frustration at the lack of activity to date and programme going forward.
- School Road Resident – copy of email exchange with WSCC Highways regarding the water flowing down driveways. Previously reported and a job number issued to raise kerbstones but work not undertaken to date.
- Cllr Ransley – Crouchlands update – circulated.
- GACC – notification of AGM on Friday 23<sup>rd</sup> November at 7.30 pm at the Ardingly Suite Cophthorne Hotel, Cophthorne Way, West Sussex RH10 3PG
- SDNPA – Monthly News – circulated:  
Lest we forget. The ‘day Sussex died’ is remembered in music and animation  
An update on the A27 bypass at Arundel  
The Disabled Ramblers test a new route in the South Downs thanks to Gatwick Airport support  
Local businesses are being invited to join our ‘Visit, Give, Protect’ community  
**WIN** a family day out at RSPB Pulborough Brooks
- WSCC – details of Riparian ownership, ditch problems and watershed funding. To publicise in newsletter.
- APCAG – Latest update circulated: Gatwick recently issued a Draft Master Plan. Its proposals could have serious implications for many parishes west and north of the airport.
- Rural Services Network – The Rural Bulletin – circulated.
- Sussex Police - Sussex Police funding 2018-2022 - started biggest intake of new police officers for over a decade. This has been made possible by the increase in police precept of an average £12 for a band D property, and the PCC releasing £17 million from reserves. Wanting to gauge potential support for raising more funding locally if the Government lifts the current cap on the police precept. Please take a moment to make your views known on this link <https://www.snapsurveys.com/wh/s.asp?k=154038317338> Circulated and forwarded to Neighbourhood Watch Coordinator to circulate.
- Kirdford Parish Council – invitation to attend Resilience and Emergency Training on day at Kirdford Village Hall on Wednesday 9th January 2019 at 7.30pm. SO, HT and Clerk to attend.
- Newpound Lane resident – enquiring about the lorry and trailer on the green and also highlighting brightness of estate agents lighting. Provided update on both.
- Rural Servies Network - The Rural Bulletin – circulated.
- Armed Forces Covenant Trust – closing the award report – to be completed by the Clerk.

Clerk

13. Planning:

- a. Planning Applications: There were no new planning applications to review.
- b. Chichester District Council Planning Decisions:

<b>Application Number:</b>	<b>Applicant and Reason</b>	<b>Decision</b>
WR/18/01847/DOM - Other Dev - Householder Developments	Mr Ross Palmer Wilton Cottage , Kirdford Road, Wisborough Green, RH14 0DB Erection of two storey rear extension with no. 7 roof lights O.S. Grid Ref. 504659 / 126330	WITH DRAWN

WR/18/01942/DOM - Case Officer: - Daniel Power	Mrs L Willock Warwick Durbans Road Wisborough Green RH14 0DG Proposed single-storey side extension O.S. Grid Ref. 504995/126174	PERMIT
WR/18/02218/DOM - Case Officer: - Daniel Power - Other Dev - Householder Developments	Ms Nicole Lafone The Old Wharf Newpound Wisborough Green RH14 0JG Demolition of existing lean to and proposal for single storey extensions to house office, porch, gym and utility. O.S. Grid Ref. 506849/125781	PERMIT
WR/18/02227/FUL - Case Officer: Daniel Power	Miss Tracy Reynolds 1-6 Garmans Newpound Lane Wisborough Green Billingshurst Change use of land to rear of 1-6 Garmans, extend existing curtilage. O.S. Grid Ref. 505116/126119	PERMIT
WR/18/02572/PNO - Case Officer: James Gellini	Mr James Austin Sparr Farm Skiff Lane Loxwood Billingshurst Erection of 1 no. agricultural building. O.S. Grid Ref. 504229/127265 To view the application use the following link; <a href="https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PGOQASEROUX00">https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=PGOQASEROUX00</a>	PRIOR APPROVAL NOT REQUIRED

c. Planning Enforcement:

- Churchills Country Estate Agents: Following a site visit, the estate agents had been requested to reduce the size and illumination on the strip light and only illuminate during office hours and in terms of the window illumination, turn off in its present position or move back one metre from the window, and only illuminate during office hours. CDC would advise if the matter was resolved or there were further developments.
- Bedham House: No breach of planning control had been identified. Planning records showed that foundations were inspected on 26<sup>th</sup> November 2015 and as such the planning permission had commenced.
- Fittleworth Road: Two touring caravans, parked in a field below Coldharbour Farm (although not necessarily associated with the farm), had been reported to CDC.

14. Finance:

- a. Bank Reconciliation: HT had agreed the Bank Reconciliations for the periods ending 31<sup>st</sup> October 2018 for the Parish Council's business account.
- b. Accounts for Payment: The Clerk displayed the Payment List for November which was approved.

Payment Method	Date	Total Paid	Payee	Details
3289	23.10.18	384.00	G Collier	Grinding of two stumps
3290	20.11.18	1735.71	West Sussex County Council	Clerk's salary for October and 6 monthly payroll charge
3291		493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3292		82.80	Surrey Hills Solicitors	Final V Hall lease payment (£144) & first payment for Pav Lease (£82.80)
3293		379.60	Mrs L N Davies	Leaflet dispensers, parking signs,

				toilet mats, WG 22 booklets, Admin book, laminator pouches & Email fee
DDebit	01.11.18	3908.86	Public Works Loan Board	Playground and Workhouse loan repayments
DDebit	19.11.18	28.20	Plusnet	Village Hall Broadband
		<b>£7012.97</b>		

**Payment Received**

16.11.18	Cash	280.00	WG22 Booklet Donations
20.11.18	Cash	15.00	WG22 Booklet Donations

- c. Financial Statement: The Clerk presented details of the actual year to date figures compared against the budget. There were no areas of concern to highlight or further questions.
- d. Banking Arrangements: Members resolved that a Barclays Bank Community Account, with online banking facility, should be opened. Current members of the Finance Committee to be signatories and all, excluding HT who undertook the monthly bank reconciliations, able to authorise online payments.
- e. 2019/2020 Budget Preparation: The 5-year Objectives Plan, the current budget compared against predicted expenditure and next year's budget had been considered by the Finance Committee at the meeting on 6<sup>th</sup> November 2018. The Finance Committee meeting minutes, revised Objectives Plan and draft budget had been circulated in advance of the meeting; the draft budget was displayed and reviewed. Members agreed to the inclusion of the playground and the provision of hot water in the public toilets as two major projects for next year. Updated year-end and reserve figures would be provided in January to inform the Precept decision.

Clerk

**15. Other Reports:**

- a. Village Hall:
- SO advised that unfortunately the architect, having moved to the north, was now unable to continue with the project, however, plans prepared by the structural engineer were sufficient for building regulations and tender. The working group would be meeting shortly to consider the next steps.
  - The Clerk had now received the paper copy of the Village Hall Lease. As an electronic copy was held on the computer and as the Village Hall also held a copy, the Clerk proposed that this be deposited with the WSCC Records Office for safe keeping; agreed.
  - The Village Hall AGM would be held on Thursday 29<sup>th</sup> November at 8 pm; all were invited.
- b. Allotments:
- The eucalyptus tree would be removed which will allow a large plot to be allocated.
  - Unfortunately produce had recently been stolen from one plot; tenants had been advised.
- c. The Green:
- Green Co-ordination Group: A meeting was held on Wednesday 7<sup>th</sup> November 2018; minutes had been circulated. AB advised that the Cricket Club had agreed to look to provide 'green bin' collection for grass cuttings. Members also supported AB's action in relation to car parking for the Stoolball Tournament; authorisation for cars to park on the Green up to 7 metres from the edge.
- d. Health & Safety: A small dip, potentially a trip hazard, in the Kirdford Road pavement had been reported to the Clerk; members authorised the expenditure for this repair.

**16. Any Other Matters to Report:**

- a. AB expressed his concern at the number of road accidents, particularly on the B2133, and the number that appeared to go unreported or not shown in accident data. The Clerk confirmed that a request to report to the Clerk had been included in the next newsletter.

**17. Date of Next Meeting:**

- Planning Committee Meeting on Tuesday 4<sup>th</sup> December 2018 at 8 pm.
- Planning Committee Meeting on Tuesday 18<sup>th</sup> December 2018 at 8 pm.
- Planning Committee Meeting on Tuesday 8<sup>th</sup> January 2019 at 8 pm.
- Parish Council Meeting on Tuesday 15<sup>th</sup> January 2019 at 7.45 pm. Extra-ordinary Parish Council meeting to be called earlier to discuss Pavilion plans.

There being no further business, the first part of the meeting closed at 10.05 pm.

18. Exclusion of Press and Public: Members resolved under the 1960 Public Bodies (Admission to Meetings) Act, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

- a. Community Land Trust: PD advised that the CLT was being established but due to Homes England grant constraints, the CLT was unable to raise sufficient funds to acquire the Section 106 units on the Winterfold Site. The Housing Allocation Policy was being progressed which would hopefully be used for the Great Meadow allocation and the Winterfold site.
- b. Clerk's Salary: Members agreed to the Finance Committee's recommendation to increase the Clerk's salary from 1<sup>st</sup> April 2019 to £17.00 per hour.

There being no further business, the meeting was closed at 10.11 pm.

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Chairman

.....  
Date