

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th March 2019

Date: Tuesday 19th February 2019

Present: Mrs J Dandy (JD), Mr A Jackson (AJ) (Vice-Chairman), Mr M Newell (MN), Mrs S Overington (SO), Mr S Rollinson (SR)

Apologies: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr H True (HT), Mr M Watson (MW)

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

Members of Public: 6

In the absence of the Chairman, the Vice-Chairman opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Burbridge, Mr Drummond, Mr True and Mr Watson.

1. Declaration of Members' Interests: As Newpound Lane residents, SO and AJ both advised that knew the applicant for the Fishers Farm application and nearby residents for many years. Being a resident of the west road, MN declared his interest in the Pavilion and the parking and speeding concerns. No other interests were declared.

2. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 19th January 2019 were approved as a true record and signed by the Vice-Chairman.

3. Minutes of the Last Planning Committee Meeting: Due to the absence of members who attended this planning meeting, approval deferred to the next Parish Council Meeting.

7.50 pm – JD entered the meeting room and declared no interests.

4. District/County Councillor Update:

District Councillor (in attendance until 8.30 pm):

- Much of the Council's work currently focused on Chichester City.
- Mr Ransley highlighted that CALA Homes had submitted a new application for the development in Kirdford which he felt was another attempt to undermine the Neighbourhood Planning process. Consent had been given 3 years ago and a Section 106 agreement signed, but CALA had continued to object to site phasing. There was no change in the current application details although phasing had been removed. Mr Ransley hoped that CDC would support the Neighbourhood Plan and refuse the application, and not be intimidated by reference to the 5 year housing land supply. If it was refused, he believed it would go to appeal and the matter resolved.
- In terms of Crouchlands, Mr Ransley advised that the Finance Company had now transferred land to a subsidiary company, other than Lagoon 3, which had been passed back to the landowner. It appeared that Crouchlands were looking to investigate alternative options to improve land value, ignoring the need to resolve the contamination concerns of Lagoon 3, pressing the Environment Agency to resolve. The Finance Company would shortly be meeting with Kirdford and Plaistow and Ifold Parish Councils to gain support for the application; Mr Ransley expressed his concern at the potential development of the countryside.
- SO asked Mr Ransley if CDC was aware that the proposed residential development was changing the nature and character of villages and highlighted the difficulties of assimilating new housing into a village. Mr Ransley believed that members were concerned but it was the government that had changed the housing allocation calculation which had increased the housing required in the Chichester District by 50%. Large strategic housing sites had originally been included around Chichester but in the review, sites had been dispersed along the A27. In comparison with the southern area, the northern parishes had a smaller allocation. Mr Ransley expressed some concern at the methodology used and the short timeframe that was being implemented. He believed that the government was now beginning to realise that the need assessment

process was flawed and potentially mistakes had been made over many years in relation to the north/south divide. Unfortunately, developers were now playing a game and not delivering numbers. Many district councils across the country were not meeting delivery targets; the system was now dysfunctional.

County Councillor: Mrs Duncton had sent her apologies but had forwarded a brief email update which was circulated to members.

- The budget for 2019/2020 was approved and work was now starting on the 2020/2021 budget; funding was tight and under continual scrutiny to make savings but retain a good service. The County Council tax increase would be 4.99% which included the last of the 2% increase allowed by the government 3 years ago.
- The Safe Drive Save Lives Show for 16/17 year olds over the County would continue as would the Firebreak scheme. This scheme offered children with different challenges the opportunity to work with the fire service for a week to learn team building skills and build confidence. WSCC would be interested to hear from any local businesses that might be interested in sponsoring the schemes.
- West Sussex school children were now getting 2.5kg less sugar in their meals than a year ago.
- A new Emergency Services Call Centre will be set up with West Sussex Fire and Rescue joining Surrey in a combined centre. This would not affect the speed to respond; until recently, the Call Centre was run jointly with East Sussex in Haywards Heath.
- Six primary schools in Mrs Duncton's division had parking arrangements reviewed to ease congestion; time would tell if the new systems had worked.

5. Public Questions:

- A Newpound Lane resident spoke on behalf of a number of households overlooking Fishers Farm; these residents were unable to attend the meeting. He gave explanation to the additional research undertaken regarding the size of the proposal, layout of the field, attendance figures and need. A meeting was held with the applicant, but residents still objected to the proposal as it was disproportionate to need. He highlighted that a large part of the green belt surrounding the site would be removed and the character of the area would change. He believed that the proposal was contrary to Neighbourhood Plan policies EN2: Landscape Character and Open Views and ED1: Development of New and Existing Businesses. In answer to a question posed by MW, he advised that on-lane parking did impact upon residents in different ways, but the general consensus was that the provision of parking for 50 cars with landscaping would be better than the road parking. In the summer the field was useable and the use was more flexible without designated parking spaces.
- The applicant asked the Parish Council to consider this application to resolve the on-road parking concerns. This problem had been on-going for 15 years, and despite numbers being controlled by price increases, he was concerned at the safety implications for residents and lane users. He stated that 1126 visitors had attended that day and 45 cars had parked in the road; extra space had been made on site by double parking staff cars and using all available space. About 85 cars had not been parked in designated parking and he anticipated that this would be the case for the rest of the week. He had met with neighbours and explained that the bund could be built to help reduce the impact of noise and provide screening. The first 25m from the edge would be green with planting and planting would be incorporated between the parking lines. He believed that a view was not a material planning consideration but parking was an overriding consideration. He did not want to compromise on the space and face the same problem next year; this proposal would stop any road parking. He explained that even in the summer months, ground conditions could prevent field use and he sincerely believed that the overriding consideration was to park visitors safely. He conceded that the proposed number of hard surfaced spaces in the plan was excessive but had been suggested by the consultant to solve problems going forward.

8.13 pm – 3 members of public left the meeting room.

- Dr Jill Sutcliffe, Chair of Keep Kirdford and Wisborough Green, advised members that access, parking and safety concerns had been expressed to her in relation to the use of Stable Field for sporting activities. She also highlighted that the Oil and Gas Industry had made enquiries at Dunsfold and an application for potentially 4 drilling wells at Horsehill was being considered by Surrey County Council. She was concerned at the possible impact upon Wisborough Green and would be attending at public meeting at Dunsfold on Sunday.

6. Report on On-going Matters:

a. Gatwick Airport: The Government's aviation strategy, setting the direction for aviation for many decades to come, would be published later this year and was currently on consultation until 11th April 2019. There were some good noise proposals although some proposals needed strengthening. Details had been provided in the next Parish Council newsletter and responses encouraged. Members agreed that PD should prepare the Parish Council's response.

PD

b. Traffic Management Plan: The Clerk provided the following update:

- Durbans Road Speed Reduction: A request had been made to the WSCC Cabinet Member for Highways and Infrastructure to exercise his powers to depart from the established WSCC criteria and include the speed reduction on the Traffic Regulation Order programme. Unfortunately, Mr Elkins advised that he agreed with officer's determination of the Parish Council's application and would not support a departure from the policy; a copy of the full response had been circulated to members. Members were disappointed with this response and as Cllr Janet Duncton supported the proposal, asked that Mr Elkins be invited to the village to meet with councillors so explanation could be given to the Parish Council's holistic approach.

Clerk

- Newpound Lane Junction: Both landowners were willing to support a hedge reduction to improve the sight line. The Clerk would obtain costs to remove the hedge, install stock netting and plant native hedging for consideration later in the year when Community Infrastructure Funding might be available to fund.

Clerk

- Hughes Hill: WSCC had now drawn up plans to address the issues. It was a major project which would involve resurfacing and re-shaping of the road camber, hedge cutting and additional signage. The Parish Council agreed with the WSCC proposal to shut the road for a few days for the duration of the work as it provided a safer working area and ultimately a better job could be achieved. The diversion would direct traffic through the village for a short period of time.

c. New Sports Pavilion: The Working Group met again for a positive meeting on 31st January 2019; minutes had been circulated. The Sports Association members appeared to be accepting of comments and understood that the Parish Council was attempting to find a compromise that was acceptable to all. AJ was currently refining the details and undertaking a test of concept. A further meeting would be arranged shortly.

Wking Grp

d. Wisborough Green Sports: The Clerk confirmed that the out-going Trustees had now met to approve the transfer and completed due diligence paperwork which had been submitted to the solicitor. The new Trustees had been informed of the process to be followed. The Clerk advised that when she originally approached the solicitor, she made him fully aware of the situation and what needed to be achieved, and therefore believed that his quotation of £1250, reported to Council in October, covered the legal process. The solicitor had since advised that this sum was for the Parish Council's element and that there would be an additional charge of £1250 to act for the Trustees. If the old Trust and the new CIO in effect merged, he hoped the charge could be slightly less. Members agreed that the legal process did need to be completed but expressed disappointment that a clearer indication of costs was not initially provided; it was hoped that a compromise could be reached. AJ and the Clerk to respond.

AJ/Clerk

f. Junior Sports Practice Facilities: Wisborough Green Sports had now submitted the planning application but asked if the Parish Council would increase its agreed contribution of £100 to £232, being half of the £462 planning fee. Members agreed to make this donation.

Clerk

g. Neighbourhood Plan: SO advised that the Neighbourhood Plan review were well underway with regular meetings being held. Review details had been included in the parish magazine to keep the community updated, including a call for sites, and this would be continued on a monthly basis. Apart from identifying sites to accommodate the 25 further homes, it was the intention to circulate a community questionnaire to inform the policy review, SWATS table and Community Action Plan. The Clerk advised that the application for grant funding and technical support for site assessment had been successful and that Chapman Planning had now been engaged to validate the site assessment process. An application for further funding and technical support could be made for the next financial year.

h. Clerk's Report:

- Great Meadow Contractor Parking: Following the last meeting, the Clerk had written to Jones Homes to ask that contractor parking be considered and a local landowner's offer taken up. The response was read out which advised that additional parking had been made available on-site, the site manager had been asked to inform workers and as the build programme was due to finish in May or June, the numbers

would fall off. Members were disappointed with the response but acknowledged that it highlighted the importance of establishing parking arrangements for the Winterfold site in advance of the build; CDC had been made aware.

- Balloon Festival: The Clerk had been copied in on email exchanges between the Balloon Festival organisers and Cricket Club. Although it appeared that arrangements for this year could be achieved – Sussex Cricket had agreed to the earlier start but the opponents just needed to confirm – there appeared to be some reluctance from the Cricket Club for the festival to be held annually on this weekend. Members appreciated the difficulties, but fully supported the festival as a community event which raised a considerable sum for charity. It was hoped that a satisfactory compromise going forward could be reached, but members agreed that, as the landowner, the Parish Council would get involved, if required.
- Community Litter Pick: To coincide with the Great British Spring Clean, a litter picking session had been organised for Saturday 6th April meeting at the Sundial at 2 pm. The Clerk hoped that members would support.
- Forthcoming Elections: CDC would shortly make nomination packs available which the Clerk would circulate to those interested in standing for election. She believed that all existing members were interested in re-standing, but had also included an advertisement in the latest newsletter. CDC had now confirmed that the Clerk was able to take all papers down to Chichester, although Councillors would need to provide a letter to permit the Clerk to make amendments, if required. The Clerk would need to receive papers by 9.00 am on Monday 1st April to take down that day; the cut off was 4pm on Wednesday 3rd April.
- Park Cottage Flooding: During the recent storm, a number of properties in the village were affected by the torrential rain. Unfortunately, Park Cottage in Kirdford Road, was affected by surface water running off the road down the access path and flooding an outside office in a low part of the garden; photographs were displayed. The Clerk had asked the residents to submit details to WSCC, but members agreed that a Watershed application should be submitted for the installation of further drainage gullies.
- School Road Flooding: As advised at the last meeting, the residents of the White House and Clovers had reported surface water flowing down their driveways during heavy rain. WSCC had raised the granite setts at the entrance but unfortunately, potentially due to blocked gullies, the torrential rain demonstrated that the problem had not been resolved. The resident had been asked to report the blocked gullies to WSCC and keep the Parish Council informed.
- Glebe Barn: The Clerk confirmed that she had instructed E P Clark to provide the tarmac hump to prevent water flowing under the gate but was yet to be completed. The Clerk was unaware if the property had been affected by the storm. Mr Clark had indicated that the property owner had change his opinion, so she would follow up. Clerk
- School Traffic Meeting: SO had agreed to attend an update meeting on 7th March 2019.
- Mulberry Sewer Connection: The property owner wished to install a toilet in their garage and had requested permission from the Parish Council to access the main sewer under the Green; the pipe would come across the front of their property, under the path and connect underground. E P Clark had confirmed that it would not involve the installation of an inspection chamber and the ground would be made good. Members had no objection. Clerk

8. New Items for Discussion:

- a. Traffic Concerns in the west road: Residents had expressed concern about the parking and speed along the Pavilion access road on the west side of the Green. As a resident in the road, MN provided further details, concurred by members who had also witnessed inappropriate speed, parking manoeuvres and impaired visibility due to parked cars at the southern end. Members acknowledged that the parking situation was currently compounded by Great Meadow contractor parking and that the southern end and layby provided valuable parking for the shop. However, it was also an important pedestrian route to the village shop and as such, speeding was a safety concern. MN also highlighted that the west road verge had been damaged by the parking and would require repair. Different speed control and parking options were discussed but after some consideration, it was agreed that:
 - Clerk to purchase new access sign which showed a 5mph speed limit.

- Notice to be included in the Parish Council newsletter.
- The installation of a 'gateway' would be a significant cost and therefore the situation to be reviewed when contractor parking had abated.

Clerk

Two Thornton Meadow residents had written to the Council about the parking difficulties on the estate, providing history of the site development and the lack of open parking; the email was read out. Members agreed that CDC and WSCC policy did not provide sufficient parking for developments and it was hoped that this could have been addressed in the Neighbourhood Plan; unfortunately, the policy was taken out by the examiner. The residents had asked if the Parish Council would grant them permission to park along the west road as there was a pedestrian access through to Thornton Meadow. Members unanimously agreed that the west road was part of the village green and access easements had been provided to property owners along the road. Parking by non-residents on the village green was in breach of village green law and any licence to non-residents would not be permitted. Residents to be advised. It was noted that the residents were now regularly parking at the southern end of the west road and all agreed that they should be asked to find alternative parking.

Clerk

- b. School Litter Campaign: An ECO-Council had been formed at the Primary School and they hoped to complete a "Litter" project this year, which would potentially help the school to obtain an ECO Award. The ECO-Council would therefore like to hold a poster competition within the school and display the winning posters around the village. Members were delighted to support the event, but were slightly concerned that attaching posters around the village would encourage other event posters, which had been a problem in the past. Members therefore agreed that posters could be placed for a 6 week period on the Parish Council noticeboards, the community noticeboards, playground fence and possibly in the window of the Pavilion (a request would need to be made).

Clerk

- c. Path Repairs: AJ undertook a path inspection last spring and identified a number of areas that required attention. This type of work had previously been undertaken cost-effectively by E P Clark, but despite a number of reminders over the year, a quotation had not been forthcoming. The contractor who undertook the telephone box paving had now provided a quotation for £1250 which did include other repairs he identified on inspection. As a safety requirement, it was necessary to complete the work, but as an unbudgeted expense and being quite substantial, members asked that the Clerk obtain at least one further quote. SR to approach Mr Clark again.

Clerk/SR

- d. Use of Green by the Horticultural Society: A request had been received to erect a marquee on the Green for the August Bank Holiday Show, which was approved. Members also agreed to the use of the Little Green for Plant Sales on Saturday 18th May and Saturday 5th October 2019. Clerk to issue Agreement forms.

Clerk

- e. Use of Green by the Fete Society: A request had been received from the Society to use the Green for the August Bank Holiday Fete on Monday 26th August 2019. Details would be similar to previous years; set up from about 8.30 am with the Fete open from 1 pm and the Green cleared by 7.00 pm. Members were delighted to support the event. Clerk to issue Agreement form.

- f. Tree Work: The residents of Pond Cottage had asked if the Parish Council would grant permission for a branch to be cut from the Horse Chestnut tree outside their property, at their expense, as falling conkers and bird droppings affecting the cars. Members had reviewed the tree and believed that removing the branch would imbalance the appearance. No work had been identified in the June 2018 assessment and members believed that this was weak justification to remove a healthy limb and unlikely to be acceptable to CDC. Request to be declined.

Clerk

9. Correspondence: Details of correspondence received since 20th January 2019 was distributed prior to the meeting and displayed:

- WSCC - and the South Downs National Park Authority are working in partnership on a Soft Sand Review of the [West Sussex Joint Minerals Local Plan](#), as required by Policy M2 of the adopted Plan. An Issues and Options consultation document has been prepared, alongside a number of other documents. These are being made available for comment in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, until 18 March 2019.
- Rural Services Network – weekly bulletin – circulated.
- SSALC – weekly email update – circulated.
- Rural Services Network – weekly bulletin – circulated.
- District Councillor update – circulated.

- SDNPA – notification of consultation on Local Plan main modifications which ends on 28th March.
- CDC - Following the receipt of the Inspector's Report to the Site Allocation Development Plan Document 2014 - 2029, Chichester District Council, at its Full Council meeting on the 22nd January 2019, formally adopted the Site Allocation Development Plan Document. The Site Allocation Development Plan Document represents the second part and 'daughter' document to the adopted Chichester Local Plan: Key Policies 2014 – 2029. There now follows a 6 week Judicial Review period until the 5th March 2019. Link circulated. **Members were asked to review the document to ensure that no consultation response was required.**
- Newpound resident – reporting an accident on Hughes Hill on 31.01.19. Details recorded.
- Kirdford Road resident – enquiring into details of Pavilion licensing application having seen advertised in the County Times. Provided details and advised that the Planning Committee would consider but in line with previous licence. Related to a name change.
- SSALC – weekly email update – circulated.
- Rural Services Network – weekly bulletin – circulated.
- CDC - undertaking Chichester Road Space Audit and the intention to undertake a public consultation on initial proposals for a city-wide Parking Management Plan (PMP). Providing details of public engagement events.
- Plaistow and Ifold Parish Council – copy of response to Local Plan consultation – circulated.
- CDC – notification that the All Parishes meeting planned for Thursday 28 Feb has been cancelled. Now Monday 15th July.
- Rural Services Network – weekly bulletin – circulated.
- CDC – Confirmation that precept will be paid in two instalments on 12th April and 13th September 2019. **Highlighted.**
- SSALC – weekly email update – circulated.
- WSCC - Darryl Hobden, local Access Ranger, will be organising Public Rights of Way inspections to be carried out next month. Following the inspection, routine maintenance work will be prioritized for delivery by our contractor. Notification put in newsletter. **Highlighted.**
- CDC – notification of New Homes Bonus draft allocation – no allocation for WG. closing date will be towards the end of July with applications determined by the Grants and Concessions Panel in September 2019. **Members were advised that there was no allocation for Wisborough Green. Details of previous projects was given.**
- Josef Ransley – update re CALA Homes in Kirdford – circulated.
- WSCC - received a request from a member of public to help improve existing bus infrastructure in order to accommodate her daughter who has a disability and is in a wheelchair. After heading out on site, there has been a suggestion of proposed works that could be put in place to improve the infrastructure at the proposed location. **As the communication was received after the publication of the agenda, it was agreed to include on the March meeting agenda.**

10. Planning:

- a. **Planning Applications:** The following applications were reviewed. Application details had been circulated in advance of the meeting and were displayed.

WR/18/03350/FUL - Case Officer: Kayleigh Taylor
Mr T Rollings
Fishers Farm Park Newpound Lane Wisborough Green Billingshurst
Change of use of agricultural field to provide hard standing with associated works for an additional 175 parking spaces for Fishers Farm Park existing visitors.
O.S. Grid Ref. 505852/126780

AJ reminded members that the Parish Council Planning Committee had received residents' and applicant comments at its meeting on 5th February but had deferred the decision to this meeting. A copy of the Planning Committee meeting minutes had been circulated and residents' responses were now published on the CDC website. Plans were displayed and AJ gave explanation to the proposal and the parking problems in the lane which it was attempting to address. Residents wished to reach a solution but felt that the current proposal was excessive. Members were asked to comment.

SO sought clarification from the applicant, asking why the field off the B2133 could not be used. The applicant advised that he did apply many years ago to have the main entrance off this road but it was rejected. As such, the park was laid out using the current entrance and built according to this previous decision. It was not a large field and use from the current entrance would split the park and create a number of difficulties.

SO objected to the current proposal as it was erosion of the area character and contrary to the Village Design Statement and policies in the Neighbourhood Plan. She was also concerned about the impact of hard standing on an area already susceptible to flooding and was concerned at the loss of a large green space which might not resolve the parking concerns.

MN was also concerned that the addition of further parking could encourage further expansion and the current problem would continue; there had to be a limit and from a practical point of view, people would still park in the road. He felt that the parking was excessive but would be willing to support a more reasonable level.

SR felt that the parking along the road was dangerous and an attempt to alleviate was the correct action. He presumed that parking along the road occurred after the car park was full. With the proposed bund and landscaping he supported the proposal as it would provide the capacity to stop cars using the road and address the problem going forward.

JD felt that the proposal was a far too big expansion of the parking and expressed concern at losing an agricultural field and impact on the area.

AJ recognised the issue of parking in the lane, which had occurred in prior years, but observed that it fortunately only occurred on a small number of occasions each year, but clearly needed to be addressed. He felt that the current proposal was excessive to address the issue.

It was therefore agreed that the Parish Council would OBJECT to the proposal for the following reasons:

- Visual impact and excessive change – reference to Neighbourhood Plan policies.
- Loss of greenfield – the field was currently used as an overflow car park in fair weather but the proposal would be a permanent loss of greenfield with the vast majority changed to sandstone.
- The number of hard standing spaces proposed was excessive. The on-road parking issue had typically been 20 to 40 cars on a few days usually in school holidays early in the year. The proposal for all-weather spaces could be reduced in size to address this concern for when ground conditions prevented use of the field; the rest of the field could be retained as grass and used as currently.
- Concern regarding the impact of hard surfacing in an area already susceptible to flooding.
- The Parish Council recognised and supported the many valid comments made by the residents and felt that their input was important in seeking a practical solution to the on-road parking.
- The Parish Council was in support of finding a solution to reduce the on-road parking to improve safety and to assist the business. This application however was not the right plan.

9.45 pm – one member of public left the meeting room.

<p>WR/19/00396/PLD - Case Officer: William Price</p>	<p>Mr D Grout 1 Barns Cottages Newpound Lane Wisborough Green Billingshurst Erection of rear single storey extension and alterations and additions to fenestration. O.S. Grid Ref. 505978/127003 The Parish Council had no objection to the extension, but in view of its support of dark sky policies and initiatives, requested that blinds be installed on the roof lights to prevent the egress of light at night.</p>
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b. Chichester District Council Planning Decisions:

Application Number:	Applicant and Reason	Decision
WR/18/03193/TCA Officer: Henry Whitby	Gaynor Waterman Park Hill Durbans Road Wisborough Green Billingshurst Notification of intention to fell 12 no. trees (species break down include - Ash trees, Field Maple trees and Hawthorn trees (all marked with blue dots at bases).	NO TPO

c. Planning Enforcement:

Coldharbour Farm, Horsebridge Hill: CDC advised that the breach of planning control had been resolved as the caravans and trailer had now been removed from the land.

Great Meadow, Petworth Road: In September, the Clerk had emailed the planning officer regarding the roof tiles used on the properties but no response received. Further residents comments had now been received and as such, the Enforcement Team had been notified.

11. Finance:

a. Bank Reconciliation: The bank reconciliation had not been completed.

b. Accounts for Payment: The Clerk displayed the Payment List for February which was approved.

Payment Method	Date	Total Paid	Payee	Details
3315	15.01.19	300.00	Sussex Land Services	Cutting of allotment hedge
DDebit	19.01.19	28.20	Plusnet	Village Hall Broadband
3316	05.02.19	437.94	English Woodlands	Horse Chestnut Tree and staking system
3317	05.02.19	607.20	Surrey Hills Solicitors	Legal advice in relation to the Green and new Pavilion
3318	05.02.19	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3319	05.02.19	4803.57	Roland Branch Builder	Repair of Mortuary to provide PC storage
3320	19.02.19	1600.00	B Twelvetrees	Annual litter warden charge
3321	19.02.19	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3322	19.02.19	1505.20	West Sussex County Council	Clerk's January Salary (not including NEST Pension)
3323	19.02.19	235.20	Surrey Hills Solicitors	Legal advice for Lease transfer to CIO
3324	19.02.19	248.18	Mrs L N Davies	Printer ink. Minute folder, Gobo & allotment stump
DDebit	19.02.19	173.43	British Telecommunications	Broadband and telephone charge
DDebit	19.02.19	28.20	Plusnet	Village Hall Broadband
		£10,753.09		

Payments Received

Cheque	05.02.19	50.00	There But Not There silhouette sponsorship
BACS	06.02.19	1575.00	Groundwork UK – Neighbourhood Plan Review grant funding

In the absence of Parish Council signatories, members authorised the Clerk to sign cheques with AJ.

c. Financial Statement: The Clerk presented details of the actual year to date figures compared against the budget. She gave clarification to items in budget headings and highlighted the current unbudgeted

expenditure. There were no further questions. A Finance Committee meeting would be organised for early April so end of year balances and reserves could be reviewed.

- d. Banking Arrangements: The Barclays account was now open and account details received. CDC had been advised to make future payments to this account.

12. Other Reports:

- a. Village Hall: Minutes of the last Modernisation Group meeting had been circulated to all for information. SO explained that a thorough procurement process had been undertaken to select the surveyor to take the project forward. A Trustees meeting had been called for Monday 25th February at which the selection process would be validated and appointment approved.
- b. Allotments:
 - There were some vacant plots and as such, an advertisement had been included in the latest Parish Council newsletter. There were two outside village residents who would be allocated plots if there was no Wisborough Green demand. The Clerk would also contact other tenants over the next couple of weeks to confirm who would be continuing.
 - Members approved the erection of a shed and greenhouse on plot 5.
 - A chart was displayed which showed that water use from April 2018 to date was in line with previous years. As such, members agreed that no additional charge would be applied but tenants to be advised that the Parish Council would be undertaking a rent review in the autumn with an increase effective from 1st April 2020.
- c. Health & Safety: SO advised that there was tree debris on the path by the village sign; JD volunteered to remove.

13. Any Other Matters to Report: There were not further matters to report.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 5th March at 8 pm.
Parish Council Meeting on Tuesday 19th March 2019 at 7.45 pm.

There being no further business, the meeting was closed at 10.03 pm.

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Chairman

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Date