

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 15th October 2019

Date: Tuesday 17th September 2019

Present: Mr A Burbridge (AB), Mrs J Dandy (JD), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mr M Newell (MN), Mrs S Overington (SO), Mr S Rollinson (SR), Mr H True (HT), Mr M Watson (MW)

Apologies: None

In Attendance: Mrs L Davies, Clerk
Cllr Gareth Evans, District Councillor
Cllr Janet Dunton, County Councillor

Members of Public: 1

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

Action By

1. Apologies for Absence: All members were present.
2. Declaration of Members' Interests: Being a neighbour, MN and SR both declared an interest in the planning application for Farthinghoe. JD declared her interest in item 8b. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 16th July 2019 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 20th August 2019 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

County Councillor (In attendance from 8.20 pm until 8.50 pm):

- An evening to promote fostering was being held. West Sussex County Council (WSSCC) was desperately in need of carers for all age groups, as well as placements which sometimes included a mother or father. Details were available on the WSSCC website.
- As previously mentioned, with elections being held in 2021, WSSCC was considering how the election process and County Hall could be made fully inclusive and address the needs of different people, in terms of ethnicity, religion, disability, sexuality. Information sessions were being held in Horsham on 23rd October, and 'pop up' displays would be organised next year to promote and give explanation to the role.
- Cllr Dunton highlighted that the new facility for Dementia/Alzheimer sufferers, Sage House at Tangmere, had now opened. It was an amazing place which also provided a café available to all.
- The new St Wilfred's Hospice was now open.
- The new Chief Fire Officer, Sabrina Cohen Hatton, took on her new role on 2nd September. She was now visiting all the stations around the County and looking at how to address improvements that were identified in the recent inspection.
- Work to improve Children's Services continued. As County Chair, Cllr Dunton was now visiting children's homes across the county; all had been judged as Outstanding or Good over the years, which was a high standard to achieve.
- Cllr Dunton would be attending a meeting with the Youth Council (generally 14-16 years) tomorrow evening, the requested topic was Knife Crime.
- Cllr Dunton advised that she was intending to host an afternoon tea event in Billingshurst to acknowledge the work of foster carers in the county, who often went unrecognised for this important role.
- SO asked Cllr Dunton to confirm WSSCC's position regarding the Gatwick Scoping Report which had a response deadline of 1st October. Cllr Dunton advised that she had not seen the response but would email to the Clerk for circulation.

JD

- AB asked if there was disparity in funding between urban and rural areas, especially with the majority of facilities provided in urban areas. Cllr Duncton advised that in some circumstances, the rural costs exceeded urban costs, and quoted waste collection as one example (although this was a District responsibility), but also school transport costs. AB asked if financial figures for comparison were available; Cllr Duncton was unsure.
- In terms of gutter spraying, Cllr Duncton advised that this was not a statutory responsibility and as such, it was no longer undertaken by WSCC due to cost savings. She advised that over £127 million savings had already been made on the budget and there was a need to find more. She would be attending budget workshops within the next few weeks.

District Councillor (In attendance from 8.25 pm until 10.17 pm):

- Cllr Evans apologised for not circulating a written report due to work commitments.
- Attendance at his regular surgeries was now picking up which was encouraging and he thanked the Parish Council for publicising.
- A consultation on meeting times would be discussed by Full Council. It appeared that the current Council wished to retain the current meeting schedule but Cllr Evans expressed his concern that daytime meetings were not fully inclusive and accessible for people of working age, carers and for residents to attend.
- In terms of the Local Plan, Cllr Evans advised that the publication date was June 2020, but the revisions had not factored in the recently declared Climate Change Emergency. The Cabinet had therefore been asked to write to the Secretary of State to review submission details, but no response to date.
- Cllr Evans had been contacted about the Goose Cottage application and was interested to hear Parish Council comments.
- Cllr Hume's report had been received and circulated to members. SO highlighted that, although perceived as a green option, living bus shelter roofs did need to be watered and the potential benefits could be negated by water use, vehicle use and time.

6. Public Questions: There were no public questions.

7. Report on on-going Matters:

a. Traffic Management Plan:

- Community Highways Scheme: WSCC had undertaken some further investigations into the services under the Little Green in relation to the new proposed layby; no further information known.
- Hughes Hill: Three further accidents had occurred over the summer – 27th July, 10th and 19th August – with the last being a serious accident involving a young driver. WSCC had been informed. The surface improvement work was now scheduled for 9th – 11th October with a road closure in place. WSCC to be asked if local businesses had been informed.
- Newpound Junction: Had not been progressed further; quotations for the work were required.

Clerk

- b. New Sports Pavilion: AJ advised that financial information to ensure the long-term sustainability of the new building had been requested but not received to date. He confirmed that Wisborough Green Sports (WGS) fully understood the Parish Council's rationale for requesting and he discussed the questions with the Chairman. Historical accounts were available although the nature of the business/organisation had changed with the formation of the Charitable Incorporated Organisation. The information would be provided shortly and AJ proposed that the Project Team review prior to the consultation event; agreed.

In terms of the consultation event questionnaire, some possible questions were considered, the need for inclusion discussed and the wording reviewed. AJ proposed that having received members' feedback, these questions to be discussed and agreed by the Project Team. AJ to prepare the questionnaire. Agreed.

AJ

- c. Stable Field Sports Practice Facilities: The Clerk confirmed that details of discussion at the last meeting was sent to WGS, followed by further correspondence to confirm the Parish Council's position; members agreed the response by email. Chichester District Council (CDC) was also informed of the Parish Council's decision. CDC subsequently advised that the pedestrian pavement would be a requirement, which was forwarded onto WGS for information. AB had heard that a 28 day Permitted Development application was being made. He believed that this would cover the cricket season although it would be restrictive for junior football and prevent a toilet and permanent wicket from being installed.

d. Village Maintenance:

Water run-off – Glebe Barn: Several contractors had provided quotations to resolve the problem of water run-off from the car park flowing under the gate and flooding the courtyard. Options and potential cost

details were provided. Members agreed that Pegley Groundwork provided the most competitive tender and agreed to accept the quotation to undertake this work including pothole and drain cover repair and tarmac repair behind the Pavilion for a total cost of £1370.

The Clerk also highlighted that there were a number of other maintenance items that needed attention; an annual maintenance programme to be given further consideration.

PD/Clerk

e. Clerk's Report:

- Community Litter Picking: Date confirmed as Saturday 12th October, meeting by the Sundial at 2 pm.

- Litter Warden's August Report: Circulated. Highlighted matters were being addressed. HT agreed to inspect and report granite sett repairs to WSCC.

HT

- Next Newsletter for November: Members were asked to give thought to items to be included and send suggestions to the Clerk.

ALL

- Parish Projects: The Clerk expressed concern that she was unable to progress parish projects due to time constraints and asked for Parish Councillor support. Although he appreciated that councillors were volunteers and also potentially worked, the Chairman asked those who were not heavily involved in other projects to consider giving some time each week in addition to the monthly meetings.

- Other Matters or Actions to Report:

- Pond Inspection: Although the pond was looking good and there were no algae or weed issues over the summer, the Clerk had arranged for it to be inspected to see if the lily growth needed to be reduced.

- Tree Inspection: The Tree Warden had been asked to arrange an inspection with a local tree surgeon whilst the trees were still in leaf. It appeared that a Cherry tree had grown from the base of the wall outside Whitehouse Cottages. The resident was concerned that this was restricting pavement access and dead growth was evident. The position suggested that this was self-seeded so potentially needed to be removed; to be inspected.

- Wasp Nest: A nest in the tree at the bottom of Butts Meadow was destroyed over the summer.

- Blocked Sewer: The Clerk reported a sewer problem at the Pavilion. It was not related to the pipes at the back of the Pavilion but a blockage under the west road; Southern Water attended.

- Telephone Box Light: The restorer had visited over the summer and was impressed with the finished result. He noticed that the light bulbs had blown, commenting that they generally lasted about 6 months. Members agreed that they should be replaced; PD would inspect and arrange with the Clerk.

PD/Clerk

- Kirdford Road Ditch: The owners of Park Cottage had cleared the lower section along their property line. The Clerk had asked Sussex Land Services to clear a blockage by the bus stop and remaining ditch. Members supported this action.

The Clerk also highlighted that a Watershed application to resolve the water-run off and prevent the property from flooding had been agreed but this had not been progressed, reminding AB that a specification was required in order to obtain 3 quotations for submission.

AB

- Cricket Grass Cuttings: Complaints had again been received about the grass cuttings left in bags under a tree along west road. An explanation from the Cricket Club Chairman was read out. Members agreed that an alternative solution must be found; AB agreed to make Green bin enquiries and consider further.

AB

- Public Toilets: The drains had been jetted in August and the urinal drainage recently de-scaled.

- Greenoak Affordable Housing: The Chairman, SO and the Clerk viewed properties on the Great Meadow development and were very impressed by the properties as well as the development overall; the Chairman suggested that all should visit the site.

Greenoak Housing had also supported the fete and was currently promoting the availability of the share ownership properties in the public toilets.

- Easement: It was necessary to arrange for the Parish Council's solicitor to certify a copy of the property's easement for Land Registry. The property owner would cover the cost and the Clerk's time.

Clerk

- Visiting Fair: Members were reminded that the Fair would be arriving the following morning.

- Councillor Training: Dates had been circulated and members were encouraged to participate and respond to the Clerk.

ALL

- Property Marking: Sussex Police had advised that property marking was undertaken by them at either a central location or home addresses, depending on number; a date would need to be arranged. Kits were not provided by the police for self-marking but available to purchase from Selectamark.

8. New Items for Discussion:

a. Summer Events on the Green:

- Brocante Sale: Possibly more vehicles than necessary on the Green, but no complaints received.
- Bank Holiday Monday Fete: Another excellent village event and despite being very hot, it was well attended. Members extended thanks to the organising committee. Although many people now helped on the day, there was an urgent need to get more people on the organising committee as this group was now too small; to be included in the next Parish Council newsletter.
- Balloon Festival: Unfortunately the weather only allowed for the Saturday morning flights which was a great disappointment to the organising committee and charity; the committee had decided to have a break next year.

PD/Clerk

- b. Baby Loss Awareness Week: A request had been received from Dandelion Farewells to hold a charity coffee morning in a double decker coffee bus (Cookie Bus) in Kirdford Road by the Playground on Tuesday 15th October 2019, as undertaken last year. Tables and Chairs would be put on out the Green and the playground used during the morning. Members were delighted to support the event. Clerk to issue agreement form.

Clerk

- c. CAGNE: A request had been received from the action group to raise awareness of the Gatwick Master Plan by handing out leaflets, perhaps with a small display and survey, on the village green on Saturday 12th October. Explanation was given to the coordinated response being prepared which included professional advice. Members considered but declined the request as it was felt that footfall would not warrant, there was a potential littering concern and there were more appropriate methods to circulate information in the village.

Clerk

- d. Footpath Charter: Pulborough Parish Council had prepared a footpath charter following a local incident; circulated. Members agreed that promoting a similar policy in Wisborough Green would be beneficial. HT agreed to review for confirmation at the next meeting. For publication on the website and in the next Parish Council newsletter.

HT/Clerk

- e. Public Toilets: The Parish Council had previously agreed to consider the installation of hot water provision for the cleaners. The Clerk gave explanation to the difficulties in obtaining local quotations; building knowledge and CDC requirement to obtain a licence to work on the building. CDC had also confirmed that for a job of this value, the CDC procurement process just required one quotation from an authorised provider. CDC had provided one quotation, noting an additional waterproof cabinet would need to be provided by a local contractor. Members agreed that this improvement should be undertaken and agreed that a grant fund application should be submitted to CDC in the first instance.

Clerk

- f. Village Christmas Tree: The projection onto the church tower worked well last year. Members agreed to repeat if the church would permit. PD to contact the vicar.

PD

9. Correspondence List:

- CDC – All Parishes Meeting information slides and business rates details – circulated.
- Gatwick Airport - Final Master Plan which confirms plans to take forward the sustainable development of the airport. Circulated.
- Rural Services Network – The Rural Bulletin – circulated.
- CDC – Notification of Polling Station Review across the district.
- South Downs National Park – newsletter – circulated.
- Natalie Hume, District Councillor – notification that she had made the decision to leave the Lib Dems and join the Green Party. This reflects her concern that the environment should be at the top of the agenda going forward. Circulated.
- Horsham District Council - The Statement of Community Involvement 2017 has been updated to reflect changes to planning legislation and the current review of the Horsham District Planning Framework. Draft now published. <https://www.horsham.gov.uk/planningpolicy/planning-policy/statement-of-community-involvement>.

- Rural Services Network – The Rural Bulletin – circulated.
- CDC – notification of new fly tipping campaign. Posters to display.
- SDNPA – Planning Newsletter.
- APCAG – Gatwick update and minutes from AGM – circulated.
- SDNPA - The SDNPA will be holding a series of Parish Workshops in October 2019. This round of workshops will focus on the recently adopted South Downs Local Plan. The workshops will provide an opportunity for Town and Parish Councillors to learn more about the South Downs Local Plan, in particular some of the unique aspects of the plan such as our Ecosystem Services and Dark Night Sky policies. Wednesday 23rd October - West Sussex Parishes Workshop, South Downs Centre, Midhurst: 18:30 – 21:30 asj jill if round so
- Kirdford Road Resident – writing to express concerns again about the use of Stable Field for sports. Replied with minute extract as explanation of Parish Council discussion.
- Rural Services Network – The Rural Bulletin – circulated.
- CDALC – autumn meeting is on Tuesday 19 November 7pm at CDC offices.
- Cowfold Parish Council – notification of Reg 14 consultation for Cowfold Neighbourhood Plan to 203 – consultation.
- Rural Services Network – The Rural Bulletin – circulated.
- WSCC - Internal Members' Task and Finish Group formed to produce an Electric Vehicle Strategy. **PD**
The main focus is improving awareness and acceleration of provision of charging infrastructure. This is currently in draft form. We would like to consult you on your views about the proposals in this draft strategy before a decision is made about formally adopting it. You can access the questions online here: - www.westsussex.gov.uk/evconsultation. The consultation to collect views on this draft will open on 27th August and run until 2nd October. **Forwarded to PD to review.**
- WSCC - details of the forthcoming regional drop-in events for the launch of the Draft Transport for the South East (TfSE) Transport Strategy. For any questions about the events please contact tfse@eastsussex.gov.uk.
- WSALC – details of AGM and annual conference on 3rd October. **PD was unfortunately unable to attend and no other councillor was available.**
- SSALC - On Friday 15th November 2019, SALC representatives will be holding their biannual meeting with Giles York, Chief Constable of Sussex Police to discuss matters of a strategic nature and receive updates. Any strategic or unresolved topics to be raised?
No matters to highlight.
- WSCC - currently undertaking a review of the annual West Sussex Care Guide. This is to ensure that we provide residents and our stakeholders with high quality information that reflects our vision that adults in West Sussex who have care and support needs live healthy and independent lives for as long as possible. Consultation questionnaire https://haveyoursay.westsussex.gov.uk/legal-democratic-services/care_guide_review
- WSCC – Winter Resilience Arrangements – grit audit. PD to check Bedham bins. **PD**
- WSCC – Chichester Parking Plan - Following the informal consultation exercise that was held in March this year, a summary of the results was presented to County Councillors at the South Chichester County Local Committee meeting on the 18th June
<https://westsussex.moderngov.co.uk/ieListDocuments.aspx?Cid=176&Mid=2065&Ver=4> Decision approved to proceed with a statutory (formal) advertisement of the necessary Traffic Regulation Orders (TROs).
- Two Newpound Residents – concerned about accidents on B2133. Advised WSCC Highways responsibility and to address concerns and questions to them, copied to Cllr Duncton. **Highlighted.**
- Rural Services Network – The Rural Bulletin – circulated.
- WSCC – next County Local Committee Meeting 12 November at Midhurst Library (Willow Room) at 7 pm.
- Steyning Parish Council – inviting comments on draft Neighbourhood Plan.
- Rural Services Network – The Rural Bulletin – circulated.
- Rural Services Network – The Rural Bulletin – circulated.
- School PTA – Thanking Parish Council for use of Green and managed to raise £6,600 for the school; different projects but largest project is the laying of an all-weather track around the school playing field. Currently unusable for the majority of the year as it is waterlogged so a new track will really open up the space for many activities. **AB**
AB to contact the school to advise of the Songhurst Meadow plans with the intended school use, as discussed with the previous Headteacher. The Parish Council provided a financial contribution for the school field drainage following the Millennium celebrations. This was public money and it is disappointing to note that the system is not working. Need to be

confident that the current system is being maintained, eg, ditches are cleared.

10. Planning:

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

WR/19/02059/DOM - Case Officer: Oliver Naish	Mr Richard Bairstow Farthinghoe Petworth Road Wisborough Green Billingshurst Replacement garden shed. O.S. Grid Ref. 504862/125955 <u>No Objection</u>
WR/19/01982/FUL - Case Officer: Vicki Baker	Mr & Mrs B Yeo Old Pond Cottage Billingshurst Road Wisborough Green RH14 0DX Change of use and reversion from part Bed & Breakfast accommodation granted under 10/04346/FUL to one 1 no. dwelling. O.S. Grid Ref. 505036/125917 <u>No Objection</u>
WR/19/02126/FUL	Goose Cottage, Durbans Road, Wisborough Green, RH14 0DG Change of use of 1no. existing timber clad store into 1 no. new dwelling. Removal of temporary tent garage and replacement with 1 no. timber clad garage. O.S. Grid Ref. 504917/126694 <u>Objection</u> Members had reviewed previous application and appeal details. Although sympathetic to the applicant's change in circumstances, the planning circumstances, policy and decision previously made by CDC and the Planning Inspector had not changed. The Parish Council previously expressed concern at the access and building line but noted that since the 2015 application, the Wisborough Green Neighbourhood Plan had been 'made' and policies therefore adopted. Members agreed that supporting this development would set a planning precedent for building behind the current building line, outside the Settlement Boundary in the rural area and contrary to Neighbourhood Plan Policy. As such, the Parish Council supported the <u>Planning Appeal decision</u> .
WR/19/01926/FUL	The Bat And Ball Country Pub Newpound Wisborough Green RH14 0EH Erection of polytunnel. CDC had advised that further information had been submitted. Members had reviewed the information provided by the application and CDC Conservation Officer, and agreed that the Parish Council's objection remained.

- b. Chichester District Council Planning Decisions:

SDNP/19/00425/HOU S	North Springs Horsebridge Hill Wisborough Green Pulborough West Sussex RH20 1JP Construction of 1 no. tree house	19.03.19
WR/19/00840/FUL	Mr J Austin Sparr Farm Skiff Lane Loxwood Billingshurst Change use of existing residential ancillary barn accommodation to holiday let accommodation.	PERMIT
WR/19/00841/LBC	Mr J Austin Sparr Farm Skiff Lane Loxwood Billingshurst Internal alterations, external recladding and re roofing and replacement fenestration to facilitate change of use to holiday let.	PERMIT

WR/19/01081/DOM	Mr D Grout 1 Barns Cottages Newpound Lane Wisborough Green Billingshurst Erection of single storey side extension with alterations and additions to fenestration.	PERMIT
SDNP/19/02600/HOU S	Mr Jeremy Gould Pear Trees , Fittleworth Road, Wisborough Green, RH14 0HD Demolish conservatory. Construct single storey extension to North-East elevation and 2no. first floor extensions to South-East elevations with associated internal alterations. Construction of single storey extension to North elevation of Bothy.	APPROVED Skylights to have automatic blinds
WR/19/01547/DOM	Mr M Gent Goose Cottage Durbans Road Wisborough Green RH14 0DG Removal of temporary tent garage and erection of timber clad garage. O.S. Grid Ref. 504917/126694	WITHDRAWN
WR/19/01725/FUL	Mr Gregory Pritchard Lowfold, Fittleworth Road Wisborough Green Billingshurst New multipurpose agricultural store with farm office over. (Removal of condition 3 from planning permission 16/01080/FUL). Farm store will no longer incorporate an office element.	APPROVED
WR/19/01738/TCA	Robert Eggleton The Grange Kirdford Road Wisborough Green RH14 0DE Notification of intention to fell 4 no. Leylandii trees. O.S. Grid Ref. 504730/126153	NO TPO
WR/19/01773/FUL	Mr & Mrs J Austin Sparr Farm Skiff Lane Loxwood Billingshurst Installation of horse exercise area in place of existing tennis court and associated works. O.S. Grid Ref. 504229/127265	PERMIT

11. Finance:

- a. Accounts for Payment: The Clerk displayed the Payment List for August and September which was approved:

Online Payments from Barclays Current Account		
Payee	Amount £	Description
WG Village Hall	188.00	Consultation event hall hire
EP Clark	144.00	Installation of noticeboard
Horsham Pest Control	50.00	Wasp nest removal
Association of PC Aviation Group	100.00	Annual subscription
Greaves Design	60.00	Website update support
WSCC	2,455.46	Clerk's salary for July and backpay to April following increase
St Peter ad Vincula (WG) PCC	100.00	Newsletter insert into July parish magazine
SSALC Limited	84.00	GDPR, FOI & Policy training for the Clerk

Sussex Land Services	664.80	July grass cutting contract
Action in Rural Sussex	1,826.20	50% of NP community questionnaire fee
Surrey Hills Solicitors	1249.20	Legal advice for formation of CLT (reimbursed by CDC grant)
Harry Stebbing Workshop	1,562.21	Replacement noticeboard
Steeple Graphics	86.40	Signs for NP consultation
Pyzer Cleaning Services	648.30	Public toilet cleaning, supplies and Additional weekend cleans
Moore	360.00	External audit fee
Pyzer Cleaning Services	648.30	Public toilet cleaning, supplies and Additional weekend cleans
The Play Inspection Company	78.00	Annual Playground Inspection
WSCC	1,741.00	Clerk's salary for August
Sussex Land Services	664.80	August grass cutting contract
L Davies	219.41	Land Registry search fee, road pins, website annual fee and 3 months support, Instant Ink fees, cable ties and postage
Surrey Hills Solicitors	90.00	Legal advice for assignment of Lease to CIO
Came & Company	1,577.96	Annual insurance policy
	14,216.04	

Direct Debit Payments from Natwest Current Account			
Date	Amount £	Payee	Description
30.07.19	65.10	Business Stream	Allotment water
	65.10		

Direct Debit Payments from Barclays Community Account			
Date	Amount £	Payee	Description
15.08.19	319.94	NEST	Pension contributions for period 01 to 31 July
19.08.19	28.20	Plusnet	Village Hall Broadband
19.08.19	165.39	British Telecommunications plc	Broadband and telephone 3 month fee
06.09.19	230.48	NEST	Pension contributions for period 01 to 31 August
19.09.19	28.20	Plusnet	Village Hall Broadband
	772.21		

Payments Received to Barclays Account			
Date	Amount £	From	Description
22.07.19	40.00	Surrey Hills Solicitors	Reimbursement of funds
09.08.19	945.60	Chichester District Council	Grant for CLT legal advice
09.08.19	325.00	Love Lane Vintage	Donation to public toilets and use of no parking cones
28.08.19	303.60	Chichester District Council	Grant for CLT legal advice
13.09.19	40.00	Greenoak Housing	Donation to public toilets
13.09.19	30,750.00	Chichester District Council	2 nd instalment - Precept
	32,404.20		

- b. Bank Reconciliation: HT confirmed that he had agreed the Bank Reconciliations for the period ending 31st July 2019 for the Parish Council's NatWest Business Account, Reserve Account and Barclays Community Account.

- c. Financial Statement of Accounts: The statement was displayed. The Clerk highlighted receipt of the Community Land Trust grant funding to off-set the legal advice costs and the second Precept instalment. There were not further questions.
- d. Insurance Policy: Members noted that the current 3 year long-term agreement expired on 30th September 2021 and as such, authorised the premium payment. Having removed the car park from the Village Hall Lease, the insurance company advised that the Public Liability section of the policy provided automatic cover at no additional premium for all land that was either owned by the Parish Council or was its responsibility to maintain due to the terms of a lease/license or other legal document. The only need was to inform the insurance company should assets on the land need to be insured against loss or damage. It was agreed that the insurance company should be informed that ownership of the walls surrounding the car park could not be established and to obtain a Mortuary shed valuation to insure. Clerk
- e. External Audit: The report for year ending March 2019 had been received and circulated to members. There were no items to highlight and the auditors commented, "on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements had not been met." The statutory notice advising of the audit conclusion had been displayed on the noticeboard and website. PD congratulated the Clerk on this successful report.
- e. 2020/2021 Budget Preparation: Members were reminded to give thought to possible projects for next year for budget discussion. Ideas to be forwarded to the Clerk. A Finance Committee meeting would be called for early November to review figures, objectives and consider next year's budget.

12. Other Reports:

- a. Village Hall: SO gave explanation to the difficulties in trying to satisfy the Heritage Lottery Fund's support criteria; unfortunately, it appeared that the fund supported learning opportunities and community involvement rather than the restoration of heritage. As such, the working group had decided to leave the restoration of the upper floor at this stage and press on with Phase 1 & 2 to improve the current facilities. Costing reports were now being adjusted and discussion resumed with the Big Lottery Fund.
- b. The Green:
- Playground:
 - Inspection: The recent annual playground inspection had been circulated. It was noted that no high risk items were identified but there were a number of maintenance issues to address. Members agreed to the expenditure to resolve. Clerk
 - Replacement Cradle Swings: Members agreed to the purchase of 2 new cradle swings in black at a cost of £70 each plus vat and delivery. Clerk
 - Surfacing Renewal: Quotations had been obtained to give a better understanding of options and costs, which ranged from £6,500 to £16,500. AB/MW agreed to review, undertake further research and prepare a specification to obtain comparative costs. Initial funding ideas were discussed but to be considered further when costs were known. AB/MW
 - Green Coordinator Group Meeting: The Clerk would organise a meeting in October. Clerk
- c. Allotments:
- Maintenance Items: The Clerk reported maintenance items required over the summer; tap and gatepost replacement totalling £130.
 - Hedge Cutting: The Clerk to obtain quotations for the hedge cutting. Clerk
- d. Association of Parish Councils Aviation Group (APCAG): PD attended the meeting on 30th July 2019. Membership of the group was now growing which was encouraging. Discussion at the meeting revolved around the Gatwick Master Plan. PD advised that he was now taking a larger role in the group.
- e. Health & Safety: Unfortunately a councillor fell down the steps following the last meeting due to poor lighting. The Clerk advised that a sign was displayed to ensure those leaving the building switched on the light to illuminate the steps prior to the movement being picked up by the PIR; she had this evening already switched on the light. Members felt that this was still unsatisfactory; AB to give further consideration. AB

13. Any Other Matters to Report:

- a. The Chairman had met with a relatively new resident in the village who was keen to develop a long-term village sustainability plan and would like to present ideas at a future meeting.
- b. The Clerk highlighted that many councils were now considering policies in relation to death of a senior figure. The church had already considered which could be dovetailed with any Parish Council arrangements. To be included on the next agenda.
- c. The Chairman advised that he was unable to attend the Remembrance Day commemorations this year but AJ would represent the Parish Council. Although a road closure had been organised for the commemoration last year, it was felt unnecessary this year.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 1st October 2019 at 8.00 pm (only if required)
 Parish Council Meeting on Tuesday 15th October 2019 at 7.45 pm.

There being no further business, the first part of the meeting closed at 10.17 pm. Cllr Evans and one member of public left the meeting room.

15. 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.

Neighbourhood Plan Review: SO gave explanation to the review, the site selection process and sites that would be consulted on, the difficulties being experienced, especially with the lack of information and advice from CDC, and the implications of development.

Help at the consultation event on 27th and 28th September was encouraged.

There being no further business, the meeting closed at 10.55 pm.

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Chairman

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Date