

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 20th June 2017

Date: Tuesday 16th May 2017

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

Apologies: None

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

Members of Public: 1

KC opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: There were no apologies; all members were in attendance.
2. Election of Chairman: Mr Charman advised that he would not be re-standing for Chairman and therefore invited members to propose or nominate for the role. Mr Jackson proposed Mr Drummond, seconded by Mr True. Mr Drummond confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected as Chairman and duly signed a "Declaration of Acceptance of Office". Thanks extended to Mr Drummond for taking on the role.
3. Election of Vice-Chairman: Mr Drummond invited members to propose or nominate for the role of Vice-Chairman. Mr Charman indicated that he was willing to stand, if there were no other nominations. Mr Jackson confirmed that he was also willing to stand and was therefore proposed by Mr True, seconded by Mrs Overington. Mr Jackson was elected as Vice-Chairman and duly signed a "Declaration of Acceptance of Office".

The Chairman expressed his thanks and appreciation to retiring Chairman, Mr Charman; endorsed by all.
4. Declaration of Members' Interests: No interests were declared and no requests for dispensation received.
5. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 18th April 2017 were approved as a correct record and signed by the Chairman.
6. Minutes of the Annual Parish Meeting: The Minutes of the meeting held on Thursday 20th April 2017 were approved as a correct record and signed by the Chairman.
7. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 2nd May 2017 were approved as a correct record and signed by the Chairman.
8. District/County Councillor Update:
County Councillor (Arrived at 8.05 pm and left at 8.15 pm)
 - Mrs Duncton advised that that she was still in a period of purdah until 8th June, however, she had attended her first Council meeting and was pleased to advise that she remained as Chief Advisor for Highways and Transport, and retained her responsibilities for Residential Services, primarily the Fire Service.
 - There were about 680 children currently in care and the Council continued to promote fostering and adoption; the Clerk confirmed that she had received posters to display.
 - The Chairman raised a question with Mrs Duncton. In view of the development in the area, it had been suggested that senior school catchment areas might change and that Wisborough Green and

Kirdford children would fall within the catchment of Rother College in Midhurst. Mrs Duncton had personally not heard of this proposal, but would make enquiries and report back.

Mrs Duncton

- Mrs Duncton confirmed that she was willing to support the Parish Council in making a community application for a new highway scheme, but was unable to confirm her support of a specific scheme until exact details were known.

9. Public Questions: Dr Jill Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG), attended the meeting to briefly update on the Group's activities:

- Broadford Bridge Drilling Site: West Sussex County Council (WSSC) granted permission for oil exploration at the site before the Boxal Bridge application. Since then, ownership had changed to UKOG and plans for the site had changed; KKWG had therefore challenged WSSC that a new planning application was required. The Environment Agency had consulted on an Environmental Permit and it had been highlighted by the Campaign to Protect Rural England (CPRE) that the site was close to a fault which could potentially allow hazardous chemicals to enter water supplies and impact upon aquatic vertebrates. CPRE had provided the Environment Agency with a picture of the fault and Professor Smythe, who had been involved with the Boxal Bridge objection, had highlighted the absence of 3D geographic profiling in the application, and as such, drilling would be blind. UKOG would like the drill in by the end of June. Dr Sutcliffe would provide survey details to the Council for information.
- Public Meeting: An information meeting was held on a Sunday in early May to update on the proposals; 160 people attended.
- Boxal Bridge: KKWG representatives would attend the meeting on 1st June. Advice had been sought from two retired Highways Officers from different counties; both confirmed that the bridge was sound but just in need of some minor maintenance.
- On behalf of local people, Dr Sutcliffe expressed her thanks and appreciation to Mr Charman for chairing the Parish Council during some extremely difficult and challenging times, and presented him with a small gift.

10. Policy Documents and Committees:

- a. Finance Regulations: Circulated in advance of the meeting. The Clerk advised that the document had been updated last May to reflect changes in the Public Contracts Regulations with no further change. The document was therefore adopted as tabled.

- b. Members' Areas of Interest: The following were agreed:

Planning Committee	AB/NB//PD/AJ/MN/HT/MW although any member could attend the meeting and might be required to do so at times to ensure the meeting was quorate.
Finance Committee	KC/PD/AJ/MN/HT
Affordable Housing	AJ/SO/MW
Green Co-ordination Group	AB/KC/Clerk
Playground Inspections	NB
Local Council Associations/Outside Bodies	PD – members formally agreed that PD would represent the Parish Council and have voting rights at the West Sussex ALC AGM.
Traffic Management Plan Group	KC/PD/SO//HT/Clerk
Conservation/Footpaths	Updates via the Clerk
South Downs National Park	Updates via the Clerk
Youth Activities	AB
Major Emergency Plan	KC/SO/HT/Clerk
Winter Management Plan	HT/SO in support
Pavilion	KC/AJ/PD
Village Hall	SO
Workhouse	Clerk
Monthly Bank Reconciliations	HT
Neighbourhood Watch	Updates from Village Co-ordinator via the Clerk
Allotments	It was agreed that Mr Mike King (Community Member/Allotment holder) to act as supervisor on the Parish Council's behalf.
Tree Warden	Mr Mike King (Community Member)

- c. Finance Committee: Membership of the Committee was agreed under item 10b. AJ was nominated as Chairman, proposed by HT, seconded by SO. All were in favour. The Terms of Reference were reviewed and adopted unchanged.
- d. Planning Committee: Membership of the Committee was agreed under item 10b. AJ was nominated as Chairman, proposed by AB, seconded by KC. All were in favour. The Terms of Reference were reviewed and adopted unchanged.
- e. Green Co-ordination Group: Membership of the Committee was agreed under item 10b. The Terms of Reference were reviewed and adopted unchanged.

11. Report on on-going matters:

- a. Gatwick Airport: PD confirmed that he was preparing considered responses to the two Department for Transport consultations relating to Air Space and new runways, and would circulate for approval prior to submission. The next Noise Management Board was in 3 weeks' time.
- b. Traffic Management Plan: A meeting with Mr Chris Dye, WSCC Area Highway Manager, had been held on 9th May 2017; minutes had been circulated. KC gave a brief summary of discussion and the next steps. The following was agreed:
 - The Parish Council would be against the introduction of lighting for any traffic calming scheme in the centre of the village.
 - A community application for a new highway scheme to be submitted for the Cricketers Crossroads, new pedestrian crossing and pavement, and layby extension. Details of concerns and outcomes to be given, but WSCC to provide solution. Clerk to prepare application and circulate to Traffic Group for approval prior to submission.
 - Application to be submitted for a speed limit reduction in Durbans Road – 40 mph to 30 mph through residential section, thereby extending 30 mph through to the current village entry signage.
 - To continue discussion with developer regarding a build-out in Durbans Road.
 - That the visibility improvement at the Newpound Lane junction with the B2133 was a Parish Council project to be pursued with landowners.
 - To purchase a Speed Indicator Device when funding available; to make further enquiries into equipment specification and an application for site assessments.
- c. Village Website and Logo: No further update on the logo but the Clerk was making good progress in populating the website pages. To be effective, the Chairman felt that it should be intuitive and therefore proposed that once completed, user research was undertaken to ensure information could be accessed easily.
- d. Community Speed Watch: Ten people originally expressed an interest, but two had now dropped out due to difficulties in managing the online training. Once the remaining people had past the initial training, HT would arrange the practical training with the police. He was unsure of timescale at this stage but all agreed that a progress report should be included in the next newsletter in the hope that more volunteers could be encouraged.
- e. Community Infrastructure Levy Workshop: SO and the Clerk attended the meeting on 21st April 2017. It had been a useful meeting which confirmed when funding would be made available, how it could be used, the CDC update process and requirement to produce an annual monitoring report.
- f. Clerk's Report:
 - Update on n-going matters:
 - Community Payback Scheme: Nothing further heard.
 - Village Design Guide: Nothing further heard; a reminder had been sent.
 - Asset of Community Value Application: Submitted to Chichester District Council (CDC).
 - Risk Assessments: AJ was reminded to forward his completed assessment to the Clerk.
 - No Parking Cones: Unfortunately, 7 cones had been mislaid following the Sports Association event. It was agreed that these cones should be replaced by the Sports Association; AB to organise in time for the school fete.

Clerk

HT/Clerk

AJ

AB

12. New Items for Discussion

- a. Antiques Fayre in the Marquee: Although the Clerk was aware that an arrangement had been made with the Horticultural Society, no information had been provided despite a request. The Clerk would follow up for the next meeting.
- b. South Downs National Park Authority – Parish Council Representative: Members confirmed that they did not wish to be nominated for vacant position.

Clerk

13. Correspondence: Details of correspondence received since 19th April 2017 was distributed and displayed at the meeting. The Clerk highlighted details:

- Horsham District Council - On 30 March 2017, the Council agreed to publish the 'The Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan Document (DPD) – Preferred Strategy' and accompanying 'Sustainability Appraisal' for six week period consultation between 21 April 2017 and 2 June 2017. It is a legal requirement that local authorities carry out an assessment to identify how much accommodation is needed. Available to view on the Council website via the following link:
<https://www.horsham.gov.uk/planningpolicy/planning-policy/site-allocations-document>
- WSCC – A27 update – link advising £250 m cash still available. "The cash to pay for vital improvements to the A27 around Chichester is still available, a letter from Jim O'Sullivan the chief executive of Highways England seems to suggest."
- Dr Sutcliffe, KKWG – diary of events – circulated.
- Kirdford Road Residents - unable to attend the Parish Council's AGM. Would like to say how much we appreciate the very hard work you and the committee do for us all.
- Rural Services Network – weekly email digest – circulated.
- GACC – Aviation update – circulated.
- SSALC - West SALC AGM & Autumn Conference 2017! The event will take place on Wednesday 4th October 2017 at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ. The AGM will take place from 1000 until 1030 and the conference from 1050 until 1600. Conference cost is £40. **Highlighted.**
- South Downs National Park Authority Newsletter – circulated.
- Loxwood resident – copy of letter sent to Loxwood Parish Council in relation to Gatwick night flights and attaching a letter for your reference, from Chris Grayling MP to Andrew Tyrie MP dated 28 March 2017... setting out the Government's current position on Gatwick night flight limits... " With regard to movement limits, we proposed to maintain the existing benefits of night flights by retaining the existing movements limits of 11,200 in the summer and 3,250 in the winter." Forwarded to PD for information.
- SSALC – Details of Parish Council first aid course in Warnham on Saturday 1st July 2017. Details circulated.
- Rural Services Network – weekly email digest – circulated.
- KKWG Update – circulated.
- GACC – reminder of Gatwick runway consultation. Circulated.
- Mr J Ransley – comment in relation to SHMAA and Land South of Meadowbank following developer's letter. Circulated.
- Durbans Road Resident – concerned about traffic speed through residential area which is currently 40 mph. Asking if this could be reduced to 30 mph. Also concerned about hedge cutting. Circulated to all. **Parish Council agreed to request assessment for a reduction to 30 mph (discussed item 11b). In terms of the hedge cutting, this was undertaken by flail cutter on a tractor and the very nature of the cutting meant that vegetation was scattered; this was a situation that occurred in the countryside.**
- SSALC – Legal Briefing Update on Data Protection – clerk to review requirements.
- OPS Architecture – in relation to Land South of Meadowbank and Parish Council's objection to alternation from 4 bed to 4+ bed properties. Circulated to all.
- CDC Rural Housing Enabler – response to Land South of Meadowbank and explanation to SHMA and housing need. Circulated to all.
- Kent Surrey Sussex Air Ambulance – thank you for donation.

8.46 pm – the member of public left the meeting.

11. Planning:

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

Application No:	Applicant and Reason
SDNP/17/02001/CND – Case Officer Beverley Stubbington	Mr Robert Hall The Kiln , Brick Kiln Common, RH14 0HZ Grid Ref 502814 122916 Variation of condition 2 of permission SDNP/13/03317/FUL. Revision of plans showing fenestration and roof line changes. <u>No Objection</u>

- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Applicant and Reason	Decision
WR/17/00688/DOM - Case Officer: - Maria Tomlinson - Other Dev - Householder Developments	Ms Gaynor Waterman Park Hill Durbans Road Wisborough Green Replace existing garage with single storey pitched, barn end and cat-slide roofed 3-bay garage. O.S. Grid Ref. 504807/126323	PERMIT

- c. District Council Planning Committee – Land South of Meadowbank: Members discussed the correspondence received and agreed that the Parish Council would not withdraw its objection; CDC to be advised. AJ and PD would make representation at the Planning Committee meeting on 21st June 2017.

AJ/PD/Clerk

11. Finance:

- a. Subscription to Society of Local Council Clerks: Members agreed to the expenditure of £157.00 for the Clerk's annual membership.
- b. Accounts for Payment: The Clerk displayed the Payment List for May 2017, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
DDebit	May	3908.86	Public Works Loan Board	First annual repayment of playground (550.53) and Workhouse loans (3358.33)
DDebit	May	51.20	Chichester District Council	Waste & recycling bins at Pavilion *
DDebit	May	116.36	British Telecommunication plc	Quarterly telephone and broadband charges
DDebit	May	34.20	Plusnet	Village Hall Broadband
3140	02.05.17	382.47	RBS Invoice Finance Ltd	For new donated bench (donation to be received)
3141	02.05.17	1394.40	Surrey Hills Solicitors	Preparation of Village Hall Lease
3142	02.05.17	51.17	Mr K Charman	Annual Parish Meeting expenses & grass seed
3143	02.05.17	652.50	Sussex Land Services	Grass cutting contract for March
3144	16.05.17	1800.00	Active Grounds Maintenance	Grounds work to Village Green
3145	16.05.17	1678.02	West Sussex County Council	Clerk's Salary for April
3146	16.05.17	493.80	Pyzer Cleaning Services	Public toilet cleaning contract
3147	16.05.17	281.43	Peter Frost	Internal audit fee
3148	16.05.17	652.50	Sussex Land Services	Grass cutting contract for April
3149	16.05.17	32.49	Mrs L N Davies	Computer ink and commemorative gift

				for councillor
3150	16.05.17	45.00	Open Spaces Society	Annual subscription
		11,574.40		

Payments Received

BACS	04.04.17	50.00	IWC Media	Drone flying on Village Green
Cheq/Cash	04.04.17	112.00	Allotment Holders	Allotment rents
Cheq/Cash	19.04.17	83.00	Allotment Holders	Allotment rents
BACS	April	156.00	Allotment Holders	Allotment rents
BACS	11.05.17	1834.39	HM Revenue & Customs	VAT Refund
Cheq/Cash	16.05.17	31.50	Allotment Holders	Allotment rents

- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending 31st April 2017 for the Parish Council's business account.
- d. Internal Auditor's Report and Annual Return: The Clerk confirmed that Mr Peter Frost had undertaken the annual internal audit; his full report had been circulated in advance of the meeting, along with the Annual Internal Audit Report 2016/17. The Clerk gave explanation to the audit process and areas checked; the Audit Risk Assessment, which identified the financial procedures and controls checked for the audit, had been circulated in advance of the meeting. Members reviewed and confirmed that relevant controls were in place.
- e. Annual Governance Statement for 2016/17: The statement had been circulated to all in advance of the meeting and displayed. Members reviewed the wording of all assertions and resolved that a 'Yes' response should be given to all statements and signed by the Chairman and Clerk.
- f. Accounting Statements 2016/17: The statement had been circulated to all in advance of the meeting and displayed. The Chairman proposed that the Account Statements be approved and the Annual Return submitted. All were in favour. Clerk to send details to the External Auditor and display the statutory notices. Clerk
- g. Community Infrastructure Levy Monitoring Report: The report, showing nil for both income and expenditure was approved; Clerk to submit to CDC and display on the website. Clerk

12. Other Reports:

- a. Village Hall: The working group was meeting with the architect at the end of May to review plans which had been updated to reflect CDC and community comments.
- b. Allotments: All allotment rents had now been received and all plots allocated for this year; there was no waiting list. The Clerk would follow up on the insurance implications with Mr King, allotment supervisor. Clerk
- c. Pavilion: KC advised that he recently met with Mr Ian Elliott, Sports Association Chairman, for an informal update. The Association met with CDC for pre-application advice. The key change suggested by the CDC planners was to reverse the building layout, having the glass section away from the housing, and to alter the position slightly, which would result in the existing Pavilion being removed first. The proposal was to keep the existing parking area in the west road for officials and staff only. Car parking had previously been discussed with the Parish Council and the Sports Association hoped that the Parish Council would take responsibility for provision at the rear of the building, possibly as a separate planning application. As parking was often seen by the planners as integral to an application, combining the parking with the Pavilion plans as one application was viewed as potentially advantageous. Members agreed that early sight of the external plans was required to avoid unintentional delays; Mr Elliott to be advised. Clerk
- d. The Green:
- Green Repairs: AB confirmed that the work, as detailed at the last meeting, have been undertaken apart from the weed kill which was scheduled for 6 weeks' time. The Parish Council had paid £1500 and the Sports Association had agreed to fund the balance. It was

- unfortunate that people were not mindful of the work and that overuse might impact upon the result; this would be considered by the Sports Association.
- Playground Surfacing: The Clerk advised that the matting under the main swings had been repaired, but unfortunately, over the winter and with use, the matting had again become silted up; this was an on-going problem. Members agreed that the Clerk should obtain quotations for alternative surfacing. Clerk
 - Playground Wetpour: The Clerk advised that a hole had appeared in the surface which would need patching; a repair kit cost between £100-£200. Clerk
 - Playground Gate Signs: HT highlighted that the entrance gate signs were beginning to deteriorate. Although a low risk, Clerk to obtain replacement cost. Clerk
 - Basketball Sprocket: Unfortunately, it had not been possible to locate the existing sprocket behind the Pavilion. To allow use of the basketball net over the summer, members agreed that a new sprocket should be installed. Clerk
 - Objects behind Pavilion: Concern was expressed at the objects left behind the Pavilion, not only visually but as potential hazards. This had previously been highlighted to the Sports Association as well as the need to undertake risk assessments. Members agreed that advice be sought from the Parish Council's insurance company in terms of liability and Mr Elliott advised accordingly. Clerk
 - Sponsorship Sign on Pavilion: AB advised that the sign currently being displayed related to the RunWisborough event and would be removed.

17. Any Other Matters to Report:

- a. HT noted that the café was again flying three flags; HT to monitor. HT
- b. AB was concerned that the Oak tree had died; most deciduous trees were now showing green growth despite being held back by the recent frosts. Clerk to review warranty. Clerk
- c. PD raised the issue of members having Parish Council email addresses. Explanation was given to the current arrangement, Freedom of Information implications as well as requirement for correspondence to be via the Clerk. Members were happy with the current arrangement but to review at a future date. Clerk

18. Date of Next Meeting:

Planning Committee Meeting on Tuesday 6th June 2017 at 8.00 pm.
Parish Council Annual Meeting on Tuesday 20th June 2017 at 7.45 pm.

Part 1 of the meeting closed at 9.30 pm.

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

19. Village Hall Lease: A revised draft Lease had been circulated to all. Members agreed:

- To the draft as tabled.
- No index linked increase to the £7500 annual rent; any increase being related to the residential element only.
- That the Chairman and KC would sign the Lease on behalf of the Parish Council.

There being no further business, the meeting closed at 9.41 pm.

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Chairman

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Date