

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 18th October 2016

Date: Tuesday 20th September 2016

Present: Mr A Burbridge (AB), Mr K Charman (KC) (Chairman), Mr A Jackson (AJ), Mrs S Overington (SO), Mr H True (HT)

Apologies: Mr P Drummond (PD) (Vice-Chairman)

In Attendance: Mrs L Davies, Clerk
Mr J Ransley (District Councillor)

Members of Public: 4

Press: Midhurst & Petworth Observer reporter

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

Action By

1. Apologies for Absence: Apologies received and accepted from Mr Drummond.
2. Declaration of Members' Interests: Being a friend of the applicant, AB declared his interest in the Stable Field application. Being a neighbour, AJ declared his interest in the use of the Winterfold community land. No other interests were declared and no requests for dispensation had been received.
3. Minutes of the Last Meeting: The Minutes of the last meetings held on Tuesday 20th July and Tuesday 2nd August 2016 were approved as a correct record and signed by the Chairman.
4. Council Membership: Since the last meeting, the Chairman had received Ms Alex Stone's resignation and the statutory notice to advertise the vacancy had been displayed. In terms of the other two vacancies, the Parish Council was able to co-opt and an expression of interest had been received from Mr Michael Newell, who had recently moved into the village. He was unable to attend the meeting due to a prior commitment but his application had been circulated. The Chairman reminded that Mr Newell had attended a couple of meetings prior to moving to the village and he had since spoken to him about the role. The Chairman believed that Mr Newell would bring valuable experience to the Council and proposed that he be co-opted, seconded by HT and agreed by all. Members were encouraged to make further personal approaches to fill the two remaining vacancies. The Clerk would contact Mr Newell and arrange for the necessary paperwork to be completed.
5. District/County Councillor Update:

ALL

District Councillor:

- The Boundary Commission had published the recommendations for the boundary review for the Chichester District. The proposal was to reduce the number of district councillors from 48 to 36, with each councillor representing about 2750 residents. For the north-east Parishes it was proposed to create a ward, Loxwood Ward, to include Wisborough Green, Loxwood, Plaistow & Ifold, Ebernoe and Northchapel, with 2, rather than 3, councillors representing the ward. At its meeting last evening, Kirdford Parish Council had suggested that the Ward be named 'West Weald' rather than making reference to any particular Parish. Any comments should be submitted to the Boundary Commission by 10th October 2016.
- The Crouchlands Biogas Appeal had now been differed to April 2017. The rules of appeal allowed each party to defer once; West Sussex County Council (WSCC) had made the first deferral to allow shared use of a barrister, and this deferment had now been requested by Crouchlands. Further information was available through the P.O.R.E website.
- The Council had considered and agreed today the Community Infrastructure Levy (CIL) expenditure which would go to a second round of consultation. Some funding had been allocated

as priority for schools and provision for the north-east area for alternative modes of transport to the car. Mr Ransley cautioned the Parish Council to look carefully at what funding might be available before creating ambitious plans.

- The All Parishes Meeting would be held on Wednesday 28th September where information on Community Land Trusts would be provided. The provision of affordable housing in the district was causing difficulties due to the viability of smaller schemes for Housing Associations, although CDC was adamant that it would continue with support for smaller developments which were required.

County Councillor: Mrs Duncton had sent her apologies.

6. Public Questions: A Durbans Road resident attended the meeting to raise concerns about dog fouling around the village. He gave details of his own experiences in Durbans Road as well as walking around the village and on The Green. Although articles to raise awareness had been published in the Parish magazine, he felt the Parish Council should take a harder stance. SO concurred that the problem also existed in Newpound Lane. The Chairman thanked him for his comments, which would be considered as part of a later agenda item. There were no other questions.

7. Matters Arising from the Parish Council Meeting on 19th July and on-going matters:

- a. Gatwick Airport: In the absence of PD, the Chairman advised that earlier in August, details of a new Communities Against Gatwick Noise Emissions (CAGNE) Parish Council Forum had been received; circulated to all. The Chairman read from the email which explained why the group was being established, with information being made available on a new website as well as bi-monthly meetings to highlight latest activities and upcoming actions. The representative at this Forum could be a Parish Council member or member of the community. Members currently felt well informed through PD and that the Parish Council was already represented with current association with pressure groups. Members felt unsure that membership of an additional group was beneficial or not. All acknowledged that it was important for Parish Councils and pressure groups to work towards the common aim, but both had a different role to play. It was agreed to revisit at the next meeting when a further update from PD was available.

Members confirmed that they had all received the latest update form PD which would be published in the October Parish Council newsletter.

- b. Traffic Management Plan: Following discussion at the last meeting, the Traffic Consultant had prepared plans for improvements at the Cricketers crossroads and a build-out in Durbans Road, as a way to reduce traffic speed and improve safety. Both ideas had received support from WSCC and plans were displayed. Members agreed that the village would benefit from the proposals, but asked that an overlay of the existing road layout also be provided to give clarity. It was resolved that the Traffic Management Plan group should meet to list all the proposals for confirmation at a future meeting prior to a community consultation early next year. It was noted that it was unlikely that all proposals could be funded from developer funding, so the community would be asked to prioritize.

The Clerk also provided the following updates:

- The next School Traffic Group meeting would be held on Wednesday 28th September at 8.30 am. SO agreed to attend as the Parish Council's representative.
- The CDC Enforcement Officer had visited last week. A number of vehicles were parked along the pavement outside Garmans, but whilst he was able to give advice, Penalty Charge Notices could only be issued where there was a yellow line or sign restriction; pavement parking was currently only enforceable by the police. Feedback was given to WSCC concerning the enforceability of some lines and signs; the Clerk had requested details.
- A meeting with a WSCC Highways Officer to undertake village gateway assessments had been arranged for 10.30 am on Tuesday 27th September.
- A response had now been received from Hyde regarding garage use in Butts Meadow; it appeared that only 4 were unused.
- The Clerk was again chasing Hyde regarding provision of the parking area at the bottom of the estate for the bungalows; no response to date.
- The Clerk had received a few calls earlier in the summer regarding traffic speed on the A272. The police had confirmed that some speed enforcement would be undertaken, but no details received to date.

SO

- A response had been received from WSCC regarding concerns relating to the Land South of Meadowbank development and traffic speed. WSCC advised that when assessing planning applications, they were required to do so in accordance with the evidence submitted at the time of the application. For the outline application, the assessments had taken place in accordance with national and local policy guidance and were subject to a Road Safety Audit. In terms of the latest application, WSCC was restricted on what it could review as part of the reserved matters application and they were not able to revisit matters of access which were determined as part of the original outline application. Details had been provided in relation to a developer contribution to be spent on an improvement scheme for local amenities, such as traffic calming, which could be applied for through the Community Improvements Scheme.
- WSCC also highlighted that regulations prevented developer funding to be used for maintenance of the footway; this was a WSCC responsibility.
- Concern had again been expressed at the van parked by the children's playground, not only in terms of visibility and road safety, but also access for larger vehicles which were mounting the verge, the condition of which would deteriorate with wet ground conditions. The letter sent by the Parish Council had been ignored, so it was agreed that HT would contact by telephone.
- It had also been suggested that the white line by the playground maintenance access should be extended to prevent parking. Members agreed to review once the van had moved.
- HT highlighted that he had put a few Parish Council advisory notices on cars parked around the Cricketers junction in recent week.

HT

AJ declared his interest and withdrew from the meeting room for the following item.

- c. Winterfold Development: The Chairman reminded members that at the last meeting, the use of the community space had been discussed and he understood that further information was being sought. As it now looked as though the development of this site was progressing, the Chairman believed that a decision should be made in order to ensure that opportunities were not missed. The Clerk had made enquired into tennis court installation costs and also contacted Kirdford Parish Council which owned a court. These enquiries suggested that the cost, installation and ongoing maintenance, could be prohibitive and that Kirdford's court was under used; Wisborough Green residents were encouraged to use. Members therefore resolved that the creation of a jogging track, possibly incorporating a natural trim trail around the edge and with a flower meadow in the centre would be a valuable asset for the village and provide an opportunity to all.

AJ re-joined the meeting.

- d. Affordable Housing and Community Land Trusts (CLT): The Chairman explained that changes in government funding had affected the provision of affordable rental properties, particularly for smaller schemes in rural villages and as such, further enquiries into how this provision could be provided were now being made. Kirdford Parish Council had established a CLT some time ago and a meeting was held to discuss in more detail. A meeting with an Action in Rural Sussex CLT advisor had now been organised for Friday 30th September at 12 noon.

It had also been suggested that contact be made with Greenoak, a charitable Housing Association, which appeared to have a different ethos on rural rental housing, making it genuinely affordable and available to local people. The Chairman had spoken at length with a Greenoak representative. Changes in funding and government rent reductions had made rental schemes unviable for some housing associations and as such, shared ownership was being encouraged. In Wisborough Green it was a worry that even shared ownership properties could be unaffordable for many and that these properties could be lost onto the open market.

From the information received so far, there appeared to be two ways forward to retain the properties as affordable in the longer term, either with the formation of a CLT or establishing an agreement with a housing association. Greenoak was keen to work with north-east Parishes and was already partnered with Kirdford Parish Council as the Council's preferred housing association. Members agreed that a meeting should be organised with Greenoak in October and that the CDC Affordable Housing Enabler be made aware of the Parish Council's enquiries.

Clerk

8.30 pm – Cllr Ransley left the meeting room.

e. Clerk's Report:

- Autumn Litter Picking Session: Agreed as Saturday 15th October, meeting at the Sundial at 2.00pm. The Clerk would be unable to attend, but would provide the kit to KC. KC
- Dog fouling on the village green: As highlighted earlier in the meeting, it appeared that dog fouling, despite notices in the Parish Council newsletter and parish magazine, was on the increase. Members agreed that the Clerk should make further enquiries from CDC and potentially look at what measures could be introduced. Clerk
- Routine Footpath Inspection: As a result of the article in the Parish magazine highlighting the forthcoming WSCC Rangers visit, a number of issues were forwarded for inspection.
- October newsletter: The newsletter had now been prepared and details of content circulated, which was agreed.
- Update on n-going matters:
 - Telephone Cable: Nothing further had been heard regarding the cable damaged during the tree stump removal. The Clerk highlighted that when the new Broadband cable was installed along the pavement line by the playground, British Telecom should have sought permission and entered into a Wayleave agreement, which she was now pursuing. This did raise the question as to whether agreement had been given for the cable under the Little Green and if the Parish Council had been unaware, then this perhaps questioned the liability; this information had been passed onto the insurance company.
 - Tree in Wyatt Close: A resident had highlighted that trees behind the garages were potentially in need of work, but her application to both Hyde and CDC had been unsuccessful. Members agreed that the Clerk should follow up. Clerk
 - Cricketer's Flag Pole: A new flagpole had been erected next to the public house sign. As this was on Parish Council land in the Conservation Area, Mr Vit to confirm his intentions and whether the structure was temporary. Clerk
 - Café Flags: Having received confirmation from CDC that one flag only was permitted and the café owners advised according, it was noted that 3 flags had recently been flown. Members had differing views as to whether this should be permitted, but after some discussion, agreed that planning rules should be applied otherwise it was difficult to control other situations and ensure fairness to all. The value of the café to the community was acknowledged but it was agreed that KC would speak to the owners and remind that only one flag was permissible. KC

8. New Items for Discussion

- a. Donation Request: A donation request towards the upkeep of the Church clock and Churchyard had been received from the Parochial Church Council, in addition to a copy of the accounts as at 31st December 2015. The Chairman gave details of income and expenditure, highlighting that the costs had increased. As it had been many years since the figure had been increased, members agreed to make a donation of the budgeted figure of £1250. Clerk
- b. Summer Events on The Green: The August Bank Holiday weekend of events had been a huge success for the village: The following observations were made:
 - Parking on the Green for the Vintage Fair was noted. For improved safety, it was agreed that any parking on the Green for all events should be in a cordoned off area.
 - Visitors attending both the cricket and vintage event had parked in Butts Meadow, despite signage. Organisers to be made aware and to ensure prominent signage.
 - Parking arrangements for the fete had worked well.
 - The management of loaning no parking cones, signs and stakes had caused difficulty for the Clerk, with items not being returned until after 9 pm. As such, she was no longer able to store the cones at her farm. Alternative storage had been found in Wyatt Close for an annual donation of £26. Members totally understood and authorised this expenditure, agreeing that

loaned equipment should be returned as arranged. Members also authorised the purchase of 24 more no parking cones at a cost of £198.00.

Clerk

- The Clerk highlighted that the Parish Council had £10 million Public Liability Insurance and asked for clarification as to what limit should be held by event organisers as a minimum. Members resolved that this should be set at £5 million.

- c. Use of Village Green for Helicopter Landing: A request had been received to land a helicopter for a wedding next year. Members were not against the idea, but before a decision was made, more information was required; date to ensure no clash with sports fixtures, timing and arrangements, risk assessment, insurance and how the public would be kept clear. As it was not a charitable event, members agreed that a donation towards the public toilets would be required.

Clerk

- d. Use of Cricketers Car Park: As the public house was not serving food on a Monday evening during the winter, Mr Vit had requested permission for the Fish and Chip van to use the car park. AB highlighted that a school minibus was often unable to pull into the layby and for child safety on dark evenings felt this arrangement was desirable. Members had no objection.

Clerk

- e. Future Objectives and Expenditure: A list of achievements for the past 5 years, taken from the Annual Report, had been circulated to members. At the next meeting, the Chairman proposed that the Council prepare a broad outline plan for the next 5 years, to incorporate maintenance items and improvements and many of the ideas identified in the Parish Action Plan. Members were asked to give this further thought before the next meeting.

All

9. Correspondence: Details of correspondence received since 20th July 2016 was distributed prior and displayed at the meeting. The Clerk highlighted details as necessary:

- CDC - Housing and Economic Land Availability Assessment 2016: Draft Methodology and Call for Sites. Confirmed by CDC that no action was required by the Parish Council.
- WSCC – notification of outcome of Household Waste Recycling Service consultation – removal village mobile skip, changes to opening times of Billingshurst recycling centre and charging for some building waste materials. Circulated.
- Cllr Janet Duncton – summary of WSCC Annual Report – circulated.
- SDNPA – June Highlights newsletter – circulated.
- Chichester District Association of Local Councils – PowerPoint presentation on Permitted Development Rights – circulated.
- Rural Services Network – weekly email news digest – circulated.
- SSALC July Newsletter – circulated.
- CDC - Further Consultation on the Site Allocation Preferred Approach Development Plan Document (DPD). The consultation would take place from 28 July until 22 September 2016, the contents of which related to the parishes of Bosham, East Wittering and Bracklesham, and Lynchmere.
- WSCC – County News Chichester District July 2016 – circulated.
- Rural Services Network – weekly email news digest – circulated.
- CAGNE – update of impacts of second runway – circulated.
- Rural Services Network – weekly email news digest – circulated.
- SDNPA Parish Workshops to present proposed land allocations for housing, local green spaces, employment land and gypsy and traveller sites that will be included in the South Downs Local Plan. View all the proposed sites and have opportunity to feedback to the SDNPA. Feedback would be taken on the night but through responses after the event - West Sussex Parishes workshop 23 November starting at 6.30pm in the South Downs Centre, Midhurst (nto open to members of the public). **Highlighted.**
- CDC – details of draft recommendations of Local Government Boundary Commission for England (LGBCE) review. Circulated. Councillors confirmed agreement to the proposal to have a two councillor ward for: Wisborough Green, Kirdford, Loxwood, Plaistow and Ifold, Ebernoe and Northchapel.
- Rural Services Network – weekly email news digest – circulated.
- CAGNE Bulletin 55 – Air Flight Paths – circulated.
- GACC Update – circulated.
- SSALC – Planning training session - review changes to the planning system over recent years, the further changes in the pipeline, and the way Brexit may affect planning in the UK after 40+ years of accommodating European initiatives. The training to incorporate a section on the

Community Infrastructure Levy. The course would be led by independent consultant, Lindsay Frost, who had extensive professional planning experience - Tuesday 11th October 2016 (registration 1745, 1800 start finishing at 2100) at Bradbury Meeting Hall, Lodge Hill Centre, Watersfield, Nr Pulborough Cost £55. **Highlighted.**

- Rural Services Network – weekly email news digest – circulated.
- CDC - Reminder of All Parishes Meeting on Wednesday evening, 28 September at East Pallant House, Chichester. Start at 7.00 pm, with a buffet available from 6.00 pm, and finished by 9.00 pm. **Highlighted.**
- CAGNE Update 56 – Gatwick noise and flight paths - circulated
- GACC Update – flight paths and second runway – circulated.
- David Ruff, the director of Dynamic Sports Coaching - hoping to bring a new health and fitness session to Wisborough Green called 'Fitness Games'. Aiming to offer a session on Saturday mornings on the village green. **The Clerk had requested further information as Parish Council permission to use the Green would be required, but no response to date.**
- WSALC AGM & conference; details circulated - Monday 17 October 2016 at 10.00 at The Lodge Hill Centre, Watersfield, Pulborough – **KC to attend.**
- Rural Services Network – weekly email news digest – circulated.
- Dr J Sutcliffe, KKWG – update on conventional drilling application in SDNP – circulated.
- Sue Hobbs – experienced Clerk based in Southampton available as Locum Clerk if required.
- CAGNE Bulletin 57 – Gatwick Boss to gain from second runway – circulated.
- SSALC – Training programme for 2017 – circulated.
- SSALC – September newsletter – circulated.
- Visitor to WG – thank you for providing public toilets – immaculate and welcome break.
- Gatwick Obviously Not – Second runway update – circulated.
- Valerie Dobson, CDC - currently drafting the documents for the final stage of the neighbourhood plan, effectively the publication statement required by the regulations which detailed where the Plan was available. **Members agreed that, if possible, a copy of the Plan to be held in the Church, School, Village Hall and Billingshurst Library. To be confirmed before responding to CDC.**
- Litter warden – highlighting that rubbish still left by Pavilion from Bank Holiday weekend – now scattering. **Emailed to Sports Association Chairman.**
- Cllr Josef Ransley – update – circulated.
- Rural Services Network – weekly email news digest – circulated.
- SSALC – NALC Bulletin on national developments and meetings – circulated.
- Chichester citizens Advice Bureau – invitation to attend AGM on 19th October, 10.30 am.
- CDC – Notification of North west and North East Joint Community Forum on Thursday 10th November for arrival and refreshments from 6.30 pm, meeting at 7 pm, Leconfield Hall, Petworth. Agenda to follow shortly. **Highlighted.**
- School PTA – thank you letter for use of Green and for allowing advertising boards in village. Very well supported and made over £7400 for the school.
- Gatwick Airport's 2015 'Decade of Change' Performance Summary tracking progress against all ten sustainability targets set over a ten year period from 2010 to 2020.
- Action in Rural Sussex – details of AGM and Conference in Lewes on Wednesday 12th October 2016 from 16.30 pm. Annual review enclosed.
- Open Space Society – magazine update.
- Butts Meadow resident – concerned about legal ownership of village hall and expressing disappointment that the Parish Council has not communicated over the proposed parking area. **Clerk currently waiting for further update from Hyde before replying.**

Clerk

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

10. Planning:

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

WR/16/02348/FUL - Case Officer: - James Cross - Minor Dev - All Others	Mr Timothy Meanock Coldharbour Farm Horsebridge Hill Wisborough Green 1 no. new gate to provide access to field from Fittleworth Road. Removal of 1 no. hedge and installation of culvert to facilitate access to old gate. <u>No Objection</u>
WR/16/01232/DOM Case Officer – James Cross	Meadow Cottage, Newpound, Wisborough Green Amended Plans. Proposal: Single storey rear garden room extension. <u>No Objection</u>
WR/16/01953/LBC – Case Officer – James Cross	Meadow Cottage, Newpound, Wisborough Green Amended Plans. Proposal: Single storey rear garden room extension <u>No Objection</u>
WR/16/02717/OUT - Case Officer: - Katherine Rawlins - Lge Scale Maj Dev - All Others	Mr Michael Gadd Stable Field Kirdford Road Wisborough Green Outline with some matters reserved - access. 1 no. village doctors surgery (use class D1); village community uses (use class D2) to include outdoor activity area, activity room, gym, community building, 30 extra-care units (use class C2), affordable accommodation, community allotments and landscaped recreational areas. With associated new vehicle, pedestrian access, ancillary uses and infrastructure. <u>Members reviewed some details and gave initial observations. As it was a significant application and due to the detail provided and the need to study further, it was agreed to defer any decision until the Planning Committee meeting on Tuesday 4th October.</u>
WR/16/02718/DOM - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Ms Julia Lord 9 Council Cottages Durbans Road Wisborough Green Proposed single storey flat roof rear extension with internal alterations to include re-positioning of kitchen from front to rear. <u>No Objection</u>

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

Application No:	Application and Reason	Decision
WR/16/01971/DOM	Mr Gareth Evans St Peters Cottage School Road Proposed roof conversion, extensions and internal alterations.	Permit
WR/16/01836/PLD	Mr David Wates Loves Barn Loves Farm Newpound Change of use of agricultural building to a dwelling house as per permitted development planning application WR/15/02583/PA3Q.	Permit
WR/16/02094/DOM	Mr Peter Bennett Durbans Farm Newpound Wisborough Green Two storey extension with a balcony to the first floor.	Permit
WR/16/01853/COU	The Hyde Group Garmans Newpound Lane Wisborough Green Retrospective change of use of land to garden use only.	Withdrawn

WR/16/01928/FUL	Bucskgreen Holden Ltd Church View Billingshurst Road Replacing the existing windows and external doors of the ground floor premises with white PVC double glazed units.	Refuse Use of uPVC fails to conserve or enhance Conservation Area
WR/16/02286/DOM	Mr Tom Dawson Skiff Cottage Kirdford Road Add a glazed walkway between house and barn/garage.	Permit
WR/16/02564/TCA	Mrs Teresa Penfold Stills Billingshurst Road Notification of intention to fell 1 no. Fir tree and 1 no. Silver Birch tree.	No TPO

c. Enforcement Matters:

- The Wisborough (to revert back to the Bat & Ball), Newpound; In discussion with the Chairman, the Clerk had written to Hall and Woodhouse, copied to CDC, to highlight the car park lighting concerns raised with the previous landlord. As the public house was currently undergoing some changes before re-opening, this seemed the opportune moment to resolve. An acknowledgement had been received.

d. Planning Appeals: Nothing to report.

9.35 pm – 3 members of public and the press left the meeting room.

11. Finance:

- a. Accounts for Payment: The Clerk circulated the Payment List for August and September, which was approved. The income received was noted.

Payment Method	Date	Total Paid £	Payee	Details
CH3064	19.07.16	753.60	E P Clark & Co Ltd	Removal of tree stump on Little Green
DDebit	12.08.16	43.44	Chichester District Council	Rental & emptying of Pavilion waste bin (July)
DDebit	12.08.16	60.80	Chichester District Council	Rental & emptying of V Hall bins (July)
DDebit	18.08.16	34.20	Plusnet	Village Hall Broadband
CH3065	02.08.16	524.95	Pyzer Cleaning Services	Daily cleaning and supplied for public toilets
CH3066	23.08.16	1323.00	West Sussex County Council	Clerk's salary for July
CH3067	23.08.16	162.49	British Telecommunication plc	Telephone and broadband charges
CH3068	23.08.16	16.09	Southern Water	Final water bill for The Old Workhouse
CH3069	23.08.16	715.20	Sussex Land Services	July grass cutting contract & Old Workhouse
CH3070	23.08.16	632.95	Pyzer Cleaning Services	Daily cleaning and supplies for public toilets including second clean at weekends
CH3071	26.08.16	6098.21	G S Builders	Final payment for refurbishment and roof
DDebit	12.09.16	43.44	Chichester District Council	Rental & emptying of Pavilion waste bin (August)
DDebit	12.09.16	60.80	Chichester District Council	Rental & emptying of V Hall bins (August)
DDebit	19.09.16	34.20	Plusnet	Village Hall Broadband
CH3072	20.09.16	493.80	Pyzer Cleaning Services	Daily cleaning and supplies for public toilets
CH3073	20.09.16	200.00	St Peter ad Vincula (WG) PCC	Distribution of April & June PC newsletter
CH3074	20.09.16	1323.00	West Sussex County Council	Clerk's salary for August
CH3075	20.09.16	679.20	Sussex Land Services	August grass cutting contract & Old Workhouse

CH3076	20.09.16	503.79	Mrs L N Davies	Office supplies, domain registration, Jeyes fluid and curtains for The Old Workhouse
CH3077	20.09.16	88.90	Mrs L N Davies	The Old Workhouse – final Council Tax payment
CH3078	20.09.16	480.00	PKF Littlejohn LLP	External audit fee for year end 31 March 2016
Total		14272.06		

Income Received:

100365	11.08.16	30.00	Mrs Boyd – visitor to WG	Donation to public toilets
BACS	10.09.16	27499.00	Chichester District Council	Precept payment (including grant element)
100366	19.09.16	20.42	Southern Electric	Final account – reimbursed for meter change issues in The Old Workhouse
100366	19.09.16	20.00	Mrs Marshall – visitor to WG	Donation to public toilets
100366	19.09.16	37.50	J Douglas	Donation for advertising in public toilets until 1.1.17
100367	19.09.16	310.00	Mr Trickett	Payment for visit of annual fair

- b. British Telecom Contract: As discussed at the Finance Committee meeting held on 23rd August 2016, the Clerk had now reviewed the Parish Council's contract and signed up for a new BT 18 month fibre-optic Broadband contract. The first year's line rental had been paid in advance to benefit from a 10% discount. Members approved a monthly Direct Debit payment of £32.50 (inclusive of vat). This equated to a slight increase of 6p per month, plus delivery for the new hub of £7.95, on the current contract
- c. Bank Reconciliation: HT confirmed that he had checked and agreed the Bank Reconciliation for the period ending August 2016 for the Parish Council's business account. .
- d. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget; the report had been circulated in advance of the meeting. There were no further questions.
- e. Receipt of External Auditors' Report: The report for the year ending March 2016 had been received and was displayed. Members noted that Section 2 should have been signed by the Clerk before approval. Apart from this comment, the auditors commented that the information in the annual return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. The Return would now be published with the 'Notice of consultation of audit' before 30th September.
- f. Insurance Policy: A 3-year long term agreement with the current provider had been established last year. Members reviewed the cover and agreed to renew the policy at a cost of £1455.33.

Clerk

Clerk

12. Other Reports:

- a. Village Hall: SO reported that the History Group held an exhibition at the village fete which included a consultation on the Village Hall modernisation plans. The exhibition had been very popular, and supportive and constructive comments received. An article had been prepared for the next Parish magazine and a meeting would be held in a few weeks to consider the next steps. Members suggested that a joint consultation event on Traffic Management, Village Hall and Pavilion Plans might be advantageous for all.
- b. Allotments: The Clerk had undertaken an inspection last week with Mr King, the Allotment Supervisor. Several allotments had not been worked well this year, and one request had already been received to split a plot as even the reduced plots were large. Members agreed that allotment holders struggling with a plot should be given an opportunity to reduce; any available plots to then be advertised.
- c. Pavilion: The Chairman reminded that it was usual for the Parish Council to meet with the Trustees at this time of year. In view of the Pavilion replacement plans, he had sent a request to arrange a meeting with the Sports Association Chairman but had received no response to date. AB

advised that a Sports Association Committee meeting had been held last week and plans for the new pavilion were proceeding; the CDC planning officers appeared receptive to the ideas. The future structure and set up of the Sports Association was also being reviewed, which included the position of Trustees and the future financial viability of the Club. He anticipated that a draft proposal would be presented to the Parish Council in the next few months.

d. The Green:

- Green Coordination Group: The Clerk would arrange the next meeting in October. In addition to the normal agenda, members agreed that the following items should be included: management around the Pavilion, risk assessments and the unsightly and hazardous junior goal.
- Playground: The Clerk confirmed that the playground inspection was being undertaken this week and would circulate the report when available. HT highlighted that the see-saw bolts were loose. Being of a specialist nature, as were many of the equipment bolts, he proposed that tools for all equipment be obtained to aid future repair, which was agreed.
- Autumn Work to the Green: AB had reviewed the Green and proposed that end of season repairs should be undertaken in the next few weeks. To include verti-draining of the whole Green for £590, fertilizer for £260 and worm suppressant for £290; the Football Club would fund the latter. Members authorised the work, but as the Parish Council financed the spring work at a cost of £1020, this would be at the Sports Association's expense. AB to liaise with the Sports Association and arrange.

Clerk

AB

13. Any Other Matters to Report

- a. SO was extremely concerned to learn that canvassing for the Stable Field application had been undertaken at the Wellbeing Event held at Loxwood Surgery. She felt strongly that an individual should not have been allowed to canvass for public support at a local NHS surgery to influence the outcome of a planning application for personal gain. AB strongly disagreed. No further action to be taken.
- b. AB advised that he had organised a Sports Association work party to install and repair broken drains to address some wet areas on The Green. Whilst members were appreciative of his efforts, they requested that the correct procedure, to obtain Parish Council permission in advance, be followed in the future.
- c. AB had met with Mr Mark Trickett, of Trickett's Fair, to explain that the uneven surface on the Green was now dangerous for players and that next year radical work could be undertaken to improve. This would potentially mean relocating the Fair to the north end of the Green. Mr Trickett had agreed to try this arrangement next year and would liaise directly with AB. The area behind the Pavilion would be used for caravans and a 15 metre strip of the football pitch would also be used for the fair equipment.

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 4th October 2016 at 8.00 pm.
Parish Council Meeting on Tuesday 18th October 2016 at 7.45 pm.

Part 1 of the meeting closed at 10.05 pm.

15. 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.

The Old Workhouse: Members agreed that the Lease for the Village Hall should be updated to incorporate requirements following the refurbishment.

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

.....
Chairman

.....
Date