

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st November 2017

Date: Tuesday 17th October 2017

Present: Mr N Beresford (NB), Mr A Burbridge (AB), Mr K Charman (KC), Mr P Drummond (PD) (Chairman), Mr M Newell (MN), Mrs S Overington (SO),

Apologies: Mr A Jackson (AJ), Mr H True (HT), Mr M Watson (MW)

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

Members of Public: 8

Before the meeting was opened, District Councillor Eileen Lintill asked if she could address the Council. She introduced herself as the Deputy Leader and Cabinet Member for Community Services. She was the Chair of the grants panel which considered grant awards as well as the New Homes Bonus applications. In relation to the New Homes Bonus, over 40 applications were received which involved considerable work for officers to verify applications. Officers had felt that the Parish Council's application was fully and comprehensively completed and as such, was given the 'Best Application' award. The Clerk was presented with a box of chocolates; Mrs Lintill left the meeting room.

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Jackson, Mr True and Mr Watson.
2. Declaration of Members' Interests: No interests were declared. The Chairman then read the following statement:

"On the top of every Agenda of all Parish Council meetings it says "Declaration of Interests in matters on the Agenda for this meeting", the point being that declarations of interest should be made at every meeting.

This is important as:

- Councillors change and miss meetings, some might not be present when another Councillor makes a declaration.
- Members of the public might be present who are rarely present at every meeting.
- Other members of the public might read just some minutes.
- Media representatives might be present.
- Councillors might make a declaration at, for instance, a Planning Committee so other members are then not aware at full council meetings.

It is key that everyone cannot be expected to remember these details. Sometimes a Councillor will note an interest after we have past the initial declaration, but the Clerk will add it back into the correct section to keep together in the minutes. If someone comes in late to a meeting, the Chairman should ask if they have any interests to declare.

Clearly a financial interest is the most significant of interests to declare and this features prominently in each Councillor's formal written declaration. However, there are all kinds of interests that could have bearing, not least friendships, which, living as we do in a small village, are hard to avoid. It is prudent to declare anything that might be an interest no matter how tentative. If the Parish Council is seen, collectively, to be completely punctilious then there can be no danger of rumours which are damaging to both individuals and to the Parish Council."

Cllr Burbridge advised that having joined the Parish Council, he was now aware that he knew about 60% of the people mentioned at Parish Council meetings. On many occasions he knew people but had no interest other than the fact of knowing them. With reference to the Stable Field Planning application, he advised categorically 100% that he had no pecuniary interest in the application, as stated previously, and would like an apology for the accusations made against him. He was a volunteer on the Parish Council and had joined the Council to serve the local community, people he knew and those he didn't know.

At 2.41 pm on the afternoon of the Planning Committee meeting at which the Stable Field Appeal was to be discussed, an email was sent to him by the Parish Council Chairman. He read out the email: "Rumours have reached me that your friendship with Michael Gadd and the doctor in Loxwood might be affecting your approach to PC discussions about the Stable Fields application and appeal. Whilst friendships *per se* do not prevent you entering into discussions you should probably declare an interest and if you are advising the applicant in any way, on a formal or informal basis, then you might consider absenting yourself from the discussions or seeking the Planning Committee's consent to be involved. If you, or your wife, were to have any pecuniary interest and you were to fail to declare same you could be committing a criminal offence. Clearly this is an awkward matter but having consulted SSALC it falls to me to raise the issue with you as rumours have the potential to put the PC in a poor light. I would be happy to meet if you wish but would add that I am under no compunction and am unwilling to reveal from where I heard the rumours. I am attaching the Code of Conduct as an aide memoire."

He gave brief details of subsequent follow up emails. Cllr Burbridge felt that this was something that had clearly been considered for some time as advice was sought from SSALC and elsewhere. Cllr Burbridge explained that he did not have a chance to see the email until 9.30 pm, during the Planning Committee Meeting. He believed that his attitude at the meeting was very even-handed as he did not have an interest. He did not know why the Chairman was listening to rumours and it was these rumours that were putting the Parish Council in poor light. Cllr Burbridge asked the Chairman why he was taking the rumours seriously. He asked why the Chairman had not taken him aside at the start of the Planning Committee meeting or why he had not checked to ensure that he had received the email – this should have been checked and raised? Cllr Burbridge wanted to know what the reason was for the rumours and from where? An accusation had been made and from the advice he had taken, he believed to be libellous. He wanted to know what evidence the accusations were based on and wanted an apology. He wanted to know who was spreading false rumours and if amongst the Parish Council, he believed they should consider the Parish. He was extremely unhappy; it was a severe matter which he took very seriously. He was 100% clear on the matter. He was not self-seeking and wished only to serve the local community.

The Chairman reiterated throughout discussion that no one was making accusations. He had purely reported a rumour which had been heard, and having consulted with SSALC, he was advised to speak directly. He preferred to put the information in an email to ensure clear communication. He was very relieved to hear Cllr Burbridge's statement, but as Chairman of the Parish Council, it was his responsibility to address, which was why it was so important for interests to be declared at the start of every meeting. Cllr Burbridge felt that the Chairman should have checked evidence rather than listening to rumours. The Chairman commented that if rumours referred to the proprietary of the Parish Council then the matter needed to be taken seriously. The Chairman then referred to a list of declared interests highlighting that the Parish Council was generally punctilious, reiterating that it was hugely important that councillors declared all interests.

Cllr Overington advised Cllr Burbridge that she had raised the matter with the Chairman having heard that he was closely linked to Mr Gadd who was the developer for the Stable Field application and had therefore been conscious of this possible connection during previous discussions. This was a very contentious application for the village and several members of the community had made reference to her about his personal and social friendship and past business connection. Her sole motivation to raise this point was to ensure that the Parish Council was seen as being totally open and transparent. She had not accused him of having a financial interest, but it was a responsibility for all Parish Councillors to declare interests. It had not been her intention to create upset or an awkward situation but believed that the matter should be addressed now to prevent possible future repercussions for the Parish Council.

As far as Cllr Burbridge was aware he had always declared interests and suggested clarity over declaration of interests was required. He walked into the planning meeting and then became aware of communication accusing him of a financial interest. Cllr Burbridge felt that he was abiding by the spirit and law of the Code of Conduct, which set clear parameters, and such rumours were very damaging. The Chairman again reiterated that he was not being accused of having a financial interest.

District Councillor Josef Ransley asked the Chairman if he could address the meeting, which was permitted. On occasions over the years, it had been necessary for him to consult with the monitoring officer at Chichester District Council. This officer was a full time employee and had a very clear understanding of protocol. He would be happy to make an approach on behalf of the Parish Council to obtain clarity in this situation and for the future. Cllr Burbridge agreed that involving a third party would be beneficial and reiterated that he would like a written apology.

3. Minutes of the Last Meeting: Two factual corrections were made: Public Questions 6. – it was 6 and not 7 drilling sites between Broadford Bridge and Horse Hill, and reference to Midhurst Community College in item 5 should read Midhurst Rother College. The corrections were made and the Minutes of the last meeting held on Tuesday 19th September 2017 were approved as a correct record and signed by the Chairman.

4. Minutes of the Last Planning Committee Meeting: The Minutes of the last meetings held on Tuesday 27th September and Tuesday 4th October 2017 were approved as a correct record and signed by the Chairman.

5. District/County Councillor Update:

District Councillor:

- Chichester District Council (CDC) incurred substantial costs, over £1 million each year, on keeping the district clean, and as such, had launched a new campaign to highlight that littering, dog fouling and fly tipping was a crime which could result in considerable fines. Advertising literature was provided to the Clerk and more information was available on the CDC website.
- Mr Ransley had received correspondence relating to Boxal Bridge and had followed up with the Cabinet Member and Leader of West Sussex County Council (WSSC). He requested a copy of the minutes for the last meeting with WSSC and would continue to lobby.
- In relation to the Crouchlands Biogas, Mr Ransley was pleased to report that the Planning Inspectorate had published its appeal decisions which confirmed that Crouchlands must cease any unlawful operations and had 18 months to remove all development that did not have lawful planning consent. The company had gone into receivership and left quite substantial debts so how this would be achieved was unknown. There had been no award of costs, so Councils, as well as the voluntary action groups, had expended considerable sums which would have to be met. The operation had a significant harmful impact upon many people as well as the environment and Mr Ransley expressed his thanks to all those involved in the challenge.

8.07 pm – 3 members of public left the meeting room

- CDC was reviewing the Housing & Economic Development Needs Assessment (HEDNA) formally known as the Strategic Housing Land Availability Assessment (SHLAA). A draft had been prepared which indicated an increase in housing numbers, although the Government had recently announced a consultation on the standardised methodology for accessing housing need. Initial calculations indicated that this could result in a reduction for CDC on future projected numbers. Further information would not be known until early in the New Year, but a review of local housing numbers would likely require existing Neighbourhood Plans to similarly be reviewed.
- Mr Ransley gave explanation to the difficulties currently being experienced with a development in Kirdford. As the Neighbourhood Plan was adopted in advance of the CDC Local Plan, a policy on a site delivery was contrary to a CDC policy to bring forward parishes numbers within the first 5 years. The CDC Planning Committee had recently deferred a decision to allow more Parish discussion with the developer.

8.13 pm – Mr Ransley left the meeting room

Mrs Duncton had been delayed and arrived later in the evening; her report recorded in this section for clarity.

- Considerable work was being undertaken to find a solution for the A27 Arundel/Worthing improvements. As previously advised, any improvements around Chichester were delayed.
- The litter campaign highlighted by Mr Ransley was a joint venture with WSSC.
- As highlighted previously, there were a considerable number of children in care, about 680, although this figure fluctuated, costing the Council a minimum of £40,000 per child per year. Family planning education and advice was now being provided in the family centres.

- In association with CDC, WSCC had introduced a Community Green Offer (CGO) developed to assist City, Town and Parish Councils and community groups to volunteer to undertake a range of work and help maintain the street scene. Tools would be available from Midhurst and additional help provided; the Clerk confirmed that information had been received.
- Mrs Dunton advised that members were now beginning to look at budgets for next year. She highlighted that all 36 libraries would remain open but other services would be introduced into buildings to improve viability.

6. Public Questions: Dr Jill Sutcliffe, Chair of Keep Kirdford and Wisborough Green (KKWG) highlighted that the action group continued with efforts to save Boxal Bridge. She gave explanation to the WSCC process to challenge the decision which would rely upon 6 councillors calling in to a select committee. Kirdford Parish Council reiterated its objection to the replacement at its meeting last evening, and at the weekend, a rally at the bridge was held which generated considerable local interest; litter picking was also undertaken. WSCC had again received much local opposition and had now published a question and answer document on its website. The group would continue to lobby but feared that the decision had been made.

AB questioned the accuracy of the information being published by KKWG. From his understanding, a new bridge design was being prepared (two lanes with a pedestrian pathway) in anticipation for when the bridge failed but at the current time it was still structurally safe and was not scheduled for immediate demolition. Until it failed to meet standards, it would remain – this could be 2 years or 20 years. He understood WSCC's need to plan so that when the bridge did fail, a design was in place.

Dr Sutcliffe highlighted that after the resolution taken by WSCC in October 2016, an email received from WSCC advised that replacement had been included on the Works Programme for 2018/2019 which perhaps demonstrated that the decision had been made. The bridge was assessed every 2 years, and for the last 14 years, had shown no sign of further deterioration. Dr Sutcliffe acknowledged that the bridge did have some issues, but required some maintenance rather than demolition.

KC suggested that he provide an update under the specific agenda heading; agreed.

8.25 pm – 2 members of public left the meeting room.

7. Report on on-going matters:

- a. Gatwick Airport: Rather than report on the workings of the Noise Management Board (NMB), PD highlighted two issues, one positive, one potentially negative on the wider aviation debate.

On a positive, the concerted community action and the formation of the NMB had, possibly, provided the impetus and platform for a community aviation noise champion. Mr Charles Lloyd lived in Penshurst in Kent where the community suffered on a scale as bad as, if not worse, than Ifold. He fairly recently retired as a partner at PwC where he worked as a consultant to the Government. He not only knew how to engage with the Government but had also become a worthy champion for all communities. He chaired the national Aviation Communities Forum and represented communities effectively at every level. There was immense pressure to increase aircraft traffic and indeed it was seen as a growth generator post-Brexit. Mr Lloyd had been instrumental in getting the Government to acknowledge that there had to be a trade-off between growth-at-any-cost and the plight of communities underneath.

The negative was with regard to the introduction of Precision-Area Navigation (PRNAV) on arrivals. Whilst many schemes had been proposed for using multiple arrival routes to provide fair and equitable distribution, research had shown that there was no example of multiple arrival routes being used anywhere in the world other than one respite route against a main arrival track. Whilst PRNAV could well be five years away, the decisions relating to how it was implemented would likely be taken within the next 12 months. Far from providing fair and equitable distribution this had the potential to have dire consequences for some communities.

- b. Boxal Bridge: KC advised that little had changed from the summary given at the last meeting although a statement of objection from both Parish Councils had again been submitted to WSCC. At the meeting held with WSCC in September, there had been some ambiguity over the process, but this had now been clarified. The decision to proceed to detailed design for a new bridge had been made by the

Cabinet Member and after publication to councillors, the decision would only be reviewed by a select committee if called-in by 6 members; it appeared to be a fait accompli. The bridge would continue to be monitored every 2 years and when it failed it would be replaced with a 2 carriageway bridge including a footway. It was confirmed that both parishes would be fully involved in the design of the new bridge. AB expressed his concern that the information being circulated by KKWG was misleading. He personally would like to see a safer bridge and felt that the bridge design on the flyer was a misrepresentation of what would be provided. Mrs Duncton concurred that the leaflets did misrepresent the situation and confirmed that both parishes would be involved in the design and that the bridge would not be replaced until it failed an assessment.

Mr Ransley highlighted that both Parish Councils and many community members considered it to be a characteristic of the landscape, and particularly for Kirdford, was one of 4 bridges into the village. Repairs, rather than replacement, had been undertaken on the other bridges and he questioned why Boxal Bridge had been singled out in this way; it was thought this might be related to the Listing of the other bridges. Both Parish Councils had objected to the replacement and had suggested that the money be spent on Newbridge which was seen as a far greater safety concern. The last inspection had been undertaken this summer and would be undertaken again within 2 years, but scheduled at another time of year to assess in different conditions.

The Clerk advised that she had received notification from WSCC that re-surfacing of the carriageway had been scheduled.

8.37 pm – Mrs Duncton left the meeting room.

- c. Traffic Management Plan: PD, KC and the Clerk had met the Head Teacher and School Business Manager; minutes of the meeting had been circulated to members as well as School Road residents. Although the school was currently undergoing building work, this was enlarging a classroom to accommodate 30 children, allowing the school to have capacity for 210 pupils; currently 200. The initiatives introduced by the school, current use of the drop off in School Road, increase in parking provision and possible village improvements were all discussed. The school offered to interface with School Road residents and invited resident representation on their Traffic Management Group. It was a constructive meeting that demonstrated the school was taking the matter seriously, actively engaging with parents and welcomed feedback from residents.

The Traffic Management Group would be meeting shortly to review progress on the other projects and would report back at the next meeting.

- d. Community Speed Watch (CSW): In the absence of HT, nothing further to report. AB advised that he had two further volunteers and asked that the contact details be passed onto HT.

Clerk

8.39 pm – a member of public left the meeting room.

- e. Dandelion Farewells Access: The meeting earlier today was held at the request of nearby residents who had read the previous Parish Council minutes and were concerned about the Dandelion Farewells traffic safety element and its implications for them. KC and SO confirmed to the residents that the sole objective of the business owner's approach to the Parish Council was to seek any ideas for improving the safety of traffic leaving her premises and that it was the sole objective of the Parish Council to try to address the issue. Ideas had been put forward to the Parish Council to alleviate the dangerous exit onto the A272 but it was felt that WSCC Highways should offer advice given their specific expertise in this area. The ideas and WSCC comments were:

- Mirrors - not supported on public land.
- Concealed entrance signs – not supported.
- Vegetation cut back – the residents were concerned that WSCC might be considering operations on what was their land. The boundary position was discussed. The residents believed that they owned the land to the A272 although WSCC Highways indicated that they owned the run off area and pavement. KC and SO advised that the Parish Council could not be involved in this issue. The residents has already cut back the hedge and were willing to cut back further when it was sense to do so without harming the hedge.

It was a useful meeting during which the following constructive suggestions were made:

- No right turn sign on private land at the entrance – a site was offered. It was agreed that any sign would have to be of a “non-official” nature.
- Left facing arrow on the concrete at the entrance.

- Re-site the kerb to be close to the sign post and therefore provide a larger and left biased exit.
- Possible removal of large rocks and re-site of sign post.

KC and SO agreed to report back to the Parish Council and on leaving, looked again at the bend to the right, and agreed, that in practice, removal of vegetation would have a very limited beneficial effect. Members agreed that the Parish Council should contact Dandelion Farewells to make the suggestions to hopefully resolve the safety concerns to the satisfaction of all.

KC/Clerk

- f. BT Telephone Kiosk: At the last meeting, the Council had received restoration details and provisional costings. Members reviewed and agreed that it was currently an eyesore and that the do-it-yourself restoration was not ideal due to the health and safety implications of paint stripping. Although option 2 (for an approximate cost of £3100 plus interior fittings) appeared to be the best option, some concern was expressed about the cost and usefulness in the present position. AB asked if the box could be re-located for better visibility and to remove from a wet area. In order that the Clerk could start the grant application process, members agreed that the project would be undertaken and that if grants were unsuccessful, agreed to the expenditure. However, the Clerk to make enquiries and review the BT contract to see if relocation was also an option.

Clerk

- g. New Homes Bonus: The Clerk was pleased to report that CDC had approved the application for New Homes Bonus funding and awarded £930.00 towards the new bus shelter notice board. The Clerk highlighted terms of the Agreement, which members accepted; the Clerk to sign and return the Agreement. The Clerk confirmed that 3 quotations had been obtained for the noticeboard and submitted with the application; it was agreed that the order should now be placed with Harry Stebbing Workshop, which had provided previous noticeboards. Members approved the additional expenditure of £599.50 plus installation cost. PD and the Clerk to re-measure before ordering.

Clerk

- h. Community Land Trust: It had been arranged for Ms Holly Nichol, CDC Rural Housing Enabler, to present details to the Parish Council at the November meeting. She would give explanation to the process involved in establishing a CLT and potential funding to assist.

- i. Update on on-going matters:

- Community Payback Scheme: Despite sending a reminder, there had been no further contact. Members agreed not to pursue.
- Village Design Guide: Mr Allgrove, CDC Planning Policy Conservation and Design Service Manager had advised that it would be taken to the CDC Planning Committee on 15th November 2017.
- SDNPA Community Infrastructure Levy application: SO and LD had reviewed the details submitted to CDC and it was difficult to justify support for the emerging SDNPA Local Plan. However, the Clerk had spoken to the officer about the Telephone Kiosk conversation as well as potential history and walk leaflets. Although possibly not for CIL funding, she encouraged an application and also provided contact details in relation to grant funding.

8. New Items for Discussion

- a. Additional Parking Stoppers: The Parish Council had received several complaints about cars parking across the pavement outside The Three Crowns and restricting access, particularly for those with pushchairs and wheelchairs. Four parking stoppers had previously been installed to test suitability – they appeared to have worked and had remained secure, with no trip accidents reported. Two options were presented to the Council along with costs for supply; the installation cost was outstanding but historical costs given. Due to the cost, members agreed that installation should be phased and that a further 6 bays should have the same stoppers installed – key bays where the pavement was narrower. The expenditure of £297 for supply plus installation, in line with previous installation, was approved. PD and the Clerk to review.

Clerk

- b. Dead/Dying Trees: A tree inspection by the Tree Warden, Mr Mike King, and tree surgeon, was undertaken earlier in the summer and some tree maintenance work highlighted; an application for this work had been submitted to CDC. In addition to the Oak Tree on the Little Green which had died, a further Horse Chestnut alongside Newpound Lane had been lost, as had a multi-stem Cherry outside Forrest Place; it was likely that there would be a condition to replace. Arundel Arboretum had now confirmed that it would organise a replacement Oak which would be 4 – 6 weeks delivery. Members agreed that the Oak should be re-located to the Newpound Lane site. A smaller tree for outside

Upfield Stores, and a replacement Cherry be purchased; Clerk to provide cost details for the next meeting.

Clerk

- c. Christmas Lights: PD was arranging to hire a cherry picker for his personal use, but for a £50 plus vat delivery fee, it could be delivered to the Horse Chestnut 'Christmas Tree' to allow the lights to be checked and potentially rebound to allow for tree growth. Unfortunately, the tree surgeon who undertook the original work was unavailable the week of 13th November although an alternative tree surgeon had been found. Members agreed to the total expenditure of £210 inc vat. PD would be on hand to assist and advised that he thought it unlikely that further maintenance would be required for 5-6 years.

PD

- d. Discover Wisborough Green – History Leaflet: SO provided details of a proposed history trail around the village centre as well as potential walks leaflets; examples were displayed. Members of the History Society had been working on details, but were not in a position to fund. Possible graphic design and printing costs were given. It was agreed that the Parish Council was supportive, being included in the Parish Council's objectives. It was suggested that thought also be given to linking to the website and the use of QR Codes, acknowledging that more people now used electronic devices, although leaflets were still useful. In the first instance, to advertise if help for graphic design, and possibly printing, was available in the village – details to be included in the next newsletter. Further proposal and costs to be considered at a future meeting.

Clerk

- e. 'There But Not There' Installation: An email had been received and circulated to all which provided an update on the project which was now being promoted nationally for installations for November 2018. As previously discussed, the Parish Council was keen to support. There were 21 names included on the war memorial, which included 5 sets of brothers, and the History Society had already compiled information for each man. The cost of the perspex figures and plaques would cost approximately £840, but there was also an opportunity for sponsorship. PD had previously spoken with Revd Clive Jenkins, but he was also keen to involve the school and History Society. It was agreed that the Parish Council was supportive but a working group, comprising of PD, KC and SO, to give further consideration.

PD/KC/SO

9. Correspondence: Details of correspondence received since 20th September 2017 was distributed and displayed at the meeting, and noted by members.

- Mr Trickett – Fair site Risk Assessment. **PD advised that following the last meeting he and the Clerk visited the fair to highlight concerns about the ride located in the layby. Mr Trickett advised that the equipment had been signed off by the Health & Safety Executive and gave safety assurances and explanation to the automatic cut-offs. As it weighed over 32 tonnes he felt that ground conditions were unsuitable for placing on the Green.**
- School Road resident – traffic observations.
- CDC – presentation slides from All Parishes Meeting – circulated with PD's notes.
- SSALC - Friday 17th November 2017 SALC holding biannual meeting with Giles York, Chief Constable to Sussex Police. Any strategic or unresolved topics that you would like to be raised SSALC to be advised by Friday 27th October at the latest.
- WS Highways – response to enquiry about accidents at Hughes Hill. Forwarded onto resident who has provided evidence of further accident which appears to have not been recorded. Clarification requested. **To be discussed further by the Traffic Management Group.**
- Rural Services Network – weekly email digest – circulated.
- CAGNE Bulletin 73 – noise survey – circulated.
- SDNPA - The Pre-Submission version of the South Downs Local Plan opens for public consultation from 26 September to 21 November 2017. This will be the last opportunity for the public to comment before we submit it to the Planning Inspectorate in spring 2018.
- WSCC - County News: Chichester district September 2017 – circulated.
- WG Resident – expressing concern at the overgrown hedge along Durbans Road. Matter referred to Cricket Club which confirmed a contractor had been engaged. **It was noted that the hedge had now been cut.**
- Rural Services Network – weekly email digest – circulated.
- Gatwick Airport – invitation for 'behind the scenes' event to learn more about how the operational aspects of the airport on 21st November. Circulated.
- KKWG Update – Boxal Bridge & Scottish Ban on Fracking – circulated.

- CDC Enforcement – explanation to current procedure – circulated.
- CDC circulation – details from KKWG about Boxal Bridge – circulated.
- WSCC Council Leader – response to KKWG from Council Leader giving explanation to Boxal Bridge decision – circulated.
- Rural Services Network – weekly email digest – circulated.
- SSALC - holding three training sessions in October/November that are designed for councillors and clerks who wish to receive training on Neighbourhood Plans, the planning application process and material considerations. The sessions are run by Lindsay Frost, planning consultant & previous Director of Planning and Environment for Lewes District Council.
- Rural Services Network - people to sign a petition, warning that GP practices in rural areas are struggling to recruit doctors – circulated.
- District Cllr Ransley update – new housing in Kirdford – circulated.
- KKWG – Boxal Bridge update – circulated.
- Remembered Charity – update on ‘There But Not There’ project. Circulated.
- WS Cllr Janet Duncton – response to KKWG circular about Boxal Bridge – supports WSCC proposal.
- SSALC – details of budget planning and precept setting workshop in Lewes. Thurs 9 Nov - £60 A training course designed to help Clerks and RFO's understand how to prepare a budget, Deficit / Balanced / Surplus budgeting strategies, the use of reserves, using the budget to determine the precept and 3 to 5 year budget plans. **It was agreed that the Clerk should attend.**
- District Cllr Ransley update_Crouchlands Biogas Appeal Decisions published – all 3 appeals dismissed – circulated.
- WG Primary School – copy of letter sent to School Road residents in response to August letter to school.
- Cllr J Ransley, District Councillor Update – Update on new housing in Kirdford and pressure on rural GP surgeries.
- CAGNE, Communities Against Gatwick Noise and Emissions – invitation to join Council Aviation Forum. **Members were happy with the Council's continuing membership of APCAG.**
- Rural Services Network – weekly email digest – circulated.
- WSCC - pleased to announce a Community Green Offer (CGO) Pilot Project begins today across the Chichester District. The CGO has been developed with the aim of assisting the City, Town and Parish Councils and Community Groups to volunteer to undertake a range of work, important to their communities and will help maintain the highway and improve the street scene in their local area.
Chichester District has been selected for the Pilot, to take advantage of two Tools Libraries located in Midhurst and Selsey and in turn to support emerging community activity more widely across the District. **Clerk to make further enquires to ascertain the type of projects that could be undertaken.**
- KKWG – Update - Still awaiting answers re Boxal Bridge – circulated.
- Dr Sutcliffe – information relating to Boxal Bridge including response from WSCC and questions and answers now on WSCC website – circulated.
- Plaistow & Ifold Parish Council – copy of letter sent to Boxal Bridge supporting objections to replacement – circulated.
- School PTA – letter of thanks for use of Green for school festival. Well supported and raised around £8000 which will be used to upgrade outdoor learning areas.

10. 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 Details
WR/17/02811/DO M - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Mr & Mrs M. Thrower Brooklands Farm Durbans Road Wisborough Green RH14 0DQ Demolition and reinstatement of link building to form single storey rear extension. O.S. Grid Ref. 504851/126520 <u>No Objection</u>

Wisborough Green WR/17/02812/LBC - Case Officer: - Paul Hunt - Other Dev - LBC's Alter/Extend	Mr & Mrs M. Thrower Brooklands Farm Durbans Road Wisborough Green RH14 0DQ Demolition and reinstatement of link building to form single storey rear extension. O.S. Grid Ref. 504851/126520 <u>No Objection</u>
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- b. Chichester District Council Planning Decisions: The following was noted:

Application No:	Applicant and Reason	Decision
SDNP/17/02571/HOUS – Planning Officer Jenna Shore	Mr & Mrs J Sutton, East Lutmans, Brick Kiln Common, Wisborough Green, West Sussex, RH14 0HZ Single storey rear extension and two storey front extension.	WITHDRAWN
WR/17/02362/DOM - Case Officer: - Paul Hunt - Other Dev - Householder Developments	Mr Paul Clark 1 Chapel Cottage Petworth Road Wisborough Green RH14 0BH Replacement of windows and ceiling finishes and works to enable treatment of woodworm.	PERMIT
WR/17/02363/LBC - Case Officer: - Paul Hunt - Other Dev - LBC's Alter/Extend	Mr Paul Clark 1 Chapel Cottage Petworth Road Wisborough Green RH14 0BH Replacement of windows and ceiling finishes and works to enable treatment of woodworm.	PERMIT

- c. Land South of Meadowbank – Reserve Matters Application: Following the Parish Council Planning Committee meeting on 4th October and discussion with Jones Homes, the Parish Council removed its objection to the application, acknowledging that the developer had made changes to address Parish Council concerns. The CDC Planning Committee permitted the application at its meeting on 11th October; the decision notice had been circulated. It was hoped that Jones Homes would continue to work with the Parish Council. PD highlighted that the site would include an electric car charge point.
- d. Stable Field Appeal: The Parish Council's letter to the inspector was submitted and acknowledgement received. CDC would be meeting with their Barrister in the middle of November and requested to meet with Parish Council representatives late November/early December to have final statements confirmed before Christmas; CDC would contact to set up the meeting. The Public Inquiry started on Tuesday 30th January 2018 and would last for 4 days. Anyone could speak, but those who wished to speak would need to attend at 10.00 am on the first day to register. Attendance by members of the public was welcomed.

11. Finance:

- a. Data Protection: Members approved the Direct Debit mandate for the annual Data Protection registration fee of £35.
- b. Bank Reconciliation: PD confirmed that HT had checked and agreed the Bank Reconciliations for the period ending 29th September 2017 for the Parish Council's Current and Reserve Account.

- c. Accounts for Payment: The Clerk displayed the Payment List for October, which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3183	20.09.17	1250.00	St Peter ad Vincula PCC	Donation toward clock and church yard maintenance
3184	20.09.17	1000.00	Plaistow & Ifold Parish Council	Donation towards legal fees for Crouchlands Biogas S137
3185	27.09.17	480.00	PKF Littlejohn LLP	External audit fee for year end 31 March 2017
DDebit	12.10.17	34.20	Plusnet	Village Hall Broadband
3186	17.10.17	652.50	Sussex Land Services Ltd	Grass cutting contract for September
3187	17.10.17	1678.02	West Sussex County Council	Clerk's salary for September
3188	17.10.17	658.80	Pyzer Cleaning Services	Public toilet cleaning for one month plus supplies
		£5753.52		

Payments Received

100377	17.10.17	250.00	Mr Trickett	Annual Fair – one day only
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- d. Statement of Accounts: The Clerk presented details of the actual year to date figures against budget. She highlighted that the Public Works Loan Board payments for the Workhouse and playground refurbishments totalling £3908.86 would be paid on 1st November. There were no further questions. A Finance Committee meeting would be organised for early November to review figures, review objectives, consider next year's budget and Data Protection requirements.
- e. External Auditor's Report: The report for the year ending March 2017 had been received and was circulated prior to the meeting. Members noted the comments that the Annual Return was not accurately completed before submission for review in relation to the 2015/16 Section 2, Box 9 figure (relating to Fixed Assets). Except for this matter, the auditors commented that "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 Return had been published on the website and village noticeboard, which was required before 30th September 2017.
- f. Internal Auditor: It was agreed that PJ Consultancy should be appointed to undertake the internal audit for year end March 2018.
- g. 2018/2019 Budget Preparation: Members were reminded to give thought to possible projects for next year for budget discussion.

12. Other Reports:

- a. Village Hall: SO advised that CDC's decision was still due. A Bat Survey had been completed and there was no bat activity in the building. Mr Killingbeck and she, as part of the refurbishment working group, would be attending a Heritage Lottery Funding Workshop in Bognor tomorrow (18th October) to gain information on grant funding applications, although no applications could be made until the decision and costings had been received. An individual half-hour slot had been booked to allow specifics to be addressed.
- b. Allotments:
- Tenancy Update: The vacant allotment had been advertised and an expression of interest received; the Clerk would meet the applicant shortly.
 - Water Bill: The Clerk highlighted the water bill for this year was substantially higher than previous years, some of which had also been very dry; a graph to show the trend was displayed. There appeared to be no water leak, although some hosepipes and connections had leaks. One allotment holder, without Parish Council consultation, had installed a new standpipe to allow easier access on the far side, and had also installed a drip feed system. Members were at a loss as

to why there had been this increase, and apart from encouraging the use of rain water collection, PD suggested that the Clerk speak to some allotment holders to ascertain their views. Members agreed that the Parish Council should not be subsidizing the cost of the allotments for the tenants. It was now assuming responsibility for the top and outside hedge cutting along with the water cost, and as such, rent should cover the majority of this cost.

- Hedge Cutting: A quotation had been received from Mr Twelvetrees who cut the hedge last year. Members agreed to accept the quotation for £225 for the hedge.

Clerk

c. The Green:

- Verti-draining and damage to the Green: It was agreed at the last meeting that the Parish Council would fund some verti-draining of the Green to address Fair damage at an approximate cost of £400. AB advised that unfortunately it rained but a small window of opportunity arrived when the ground started to dry and a decision was made to undertake the work; potentially the last opportunity for this year. An email was subsequently received from the Cricket Club which complained about damage to the Green (strip of mud) and also that the bowling mat had been driven over by the machinery; AB had since inspected. He reported that after the recent weather the strip of mud had recovered, compaction improved and there was now less weed and more grass evident than previously. In terms of the bowling mat, he believed that the installation was unstable, having being laid onto clay and with wooden supports that were now rotting. It was going to move continually due to the soil structure and any weight was going to cause further damage; KC concurred with all observations. Both issues would be addressed at the Green Coordination Group meeting the following evening.
- Fair Damage: Although the south end had been verti-drained, fair damage was still evident and there were 4-5 entry points that required more major repair when ground and weather conditions permitted. AB had requested that the Cricket Club prepare a repair schedule to help address concerns.
PD questioned whether there would be any benefit in not charging the Fair for each visit but requesting payment for repairs. Members felt that it might be more difficult to obtain money after the event.

10.08 pm – 1 member of public left the meeting room.

- d. Health & Safety: AB expressed his concern that the light sensor over the Village Hall door still needed to be adjusted to activate the light earlier when approaching. To be discussed further with the Village Hall Chairman.
- e. All Parishes Meeting: PD attended the meeting on 20th September 2017. It was an interesting meeting with presentations on S106 and CIL procedures, Planning Enforcement and Litter Strategy; presentations and notes had been circulated.
- f. West Sussex Association of Local Councils AGM: PD attended the meeting on 4th October 2017. After the AGM, presentations were made on West Sussex Highway costs and Community Green Offer, Parish Online, Sussex Police, and what next for Local Plans and Neighbourhood Plans. Clerk to circulate presentations if available.

PD/Clerk

Clerk

13. Any Other Matters to Report:

- a. A letter had been sent to Fishers House in Newpound Lane to request that the hedge be cut back shortly as cars were moving further onto the opposite carriageway; this had now been done.
- b. A letter had been sent to the new owner of Stone Wall Cottage to request that any damage caused to the village green due to contractors' vehicles be repaired on completion of the refurbishment project; PD advised that he had also spoken to the contractors.
- c. The Clerk proposed that the next newsletter be prepared for December and asked for any contributions.
- d. A successful litter picking session had been held on Saturday; PD extended thanks to all those involved.

14. Date of Next Meeting:

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

There being no further business, the meeting closed at 10.22 pm.