

Wisborough Green Parish Council

Minutes of the Parish Council Meeting

Date: Tuesday 17th April 2018

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

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

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

Members of Public: 1

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

Action By

1. Apologies for Absence: Apologies were received and accepted from Mr Jackson and Mr True.
2. Declaration of Members' Interests: AB advised that those involved in the Sports Association's proposal for the new Pavilion were personal friends. MN advised that he was a west road resident. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 20th March 2018 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 3rd April 2018 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Update:

District Councillor (In attendance from 7.45 to 8.18 pm):

- There was not a great deal to report at the present time; much of Chichester discussion currently related to the city.
- The Local Plan Review was continuing and Mr Ransley hoped that the housing allocation numbers would be available in July; he was pressing to have this information released as soon as possible. He advised that it was a government requirement for councils to have a 5-year housing land supply; CDC's was currently 5.21 years, with an annual build of 435 homes. In the event that this 5-year supply was not available, all existing policies would be put aside and applications would be considered as presumption in favour of sustainable development. Mr Ransley highlighted that developers were aware of the National Planning Policy Framework (NPPF) guidance and were including this argument in support of applications; if applications went to appeal, the 5-year supply situation was therefore highlighted to the inspector. He explained that major applications were predominantly in the southern area and CDC was very confident that it had sufficient proof to demonstrate the 5-year supply. He gave further explanation to the current situation with CALA Homes in Kirdford and the possible delaying tactic to avoid complying with the Kirdford Neighbourhood Plan phasing policies.
- Mr Ransley gave his apologies for Thursday's Annual Parish Meeting.

County Councillor (In attendance from 7.50 to 8.18 pm):

- WSCC had launched a new campaign "What Matters To You" to help the Council plan for services from 2017 to 2022. Individuals and businesses were being encouraged to complete a questionnaire, which took about 10 minutes. (<https://www.westsussex.gov.uk/campaigns/what-matters-to-you/>)

- The Government had awarded WSCC £1.6m specifically for pothole repairs. The Council had now taken on 3 extra teams to address the problem, although it would be an ongoing issue, particularly with harsh and wet winters.
- WSCC had also launched a new crowdfunding platform called "West Sussex Crowd" (<https://www.spacehive.com/movement/westsussexcrowd>) to encourage donations towards new community facilities.
- The West Sussex Fire & Rescue Service had launched a 6-week public consultation into the Integrated Risk Management Plan which outlined how it would use resources to help protect the public in the future.

6. Public Questions: The owner of Ivy Cottage had attended the meeting to hear discussion in relation to the proposed new Pavilion and wished to comment on the proposal to re-locate the posts in the west road. Until she was approached by MN in relation to the posts, she was completely unaware of the Pavilion plans and had not been consulted by the Sports Association. She was therefore surprised and concerned about the proposal, with 4 main areas of concern:

1. The size of the proposed facility was inappropriate for Wisborough Green. It was more in line with a facility designed for a town and would be completely different to what was normally seen on village greens.
2. She had very real concerns about the impact on the village in terms of the look and feel. The Green was a key and central hub for the village and the proposal was three times the size of the current facility and cut the village green in half. It would change the feel and look of Wisborough Green.
3. The building was a significant size and she expressed concern about future use. The proposed use was very different to the current building; it appeared that the building was designed for a different purpose. She would want to understand the plans for the building's use.
4. The current facility already had some issues, particularly with parking – there was currently a large van blocking her driveway. The proposal did not provide any provision to address parking issues, particularly if use was being increased.

In relation to the proposed relocation of the posts, she expressed concern that it would change the access to her property, would potentially increase the parking and access difficulties that she was already experiencing. Her property was currently accessed by a private road and the proposal would in effect cut her property in half, with access off a public highway. Parking in the restricted area occurred regularly and she believed that the proposed change would cause further difficulties, potentially with more parking directly in front of her property.

Explanation was given to the parking and access history. The proposal, to be trialled, had been suggested to reduce the use of the west road generally by removing the turning area, and to encourage Pavilion deliveries and traffic to enter off Kirdford Road. It linked with the need to have removable posts for the RunWisborough event, and the Pavilion plans where a slight re-positioning would reduce the parking area. The Chairman stressed that it was proposed as a trial and if it did not work, an alternative would be considered. To be discussed later in the meeting.

To allow Mr Ransley and Mrs Duncton to hear discussion relating to Boxal Bridge, the Chairman proposed that the order of business be varied; agreed by all.

7. Boxal Bridge: KC attended a meeting with Kirdford Parish Council (KPC) and Keep Kirdford and Wisborough Green (KKWG) representatives on 10th March 2018. Historic England had Listed the bridge, but this was now being challenged by WSCC, which had put forward further information. KPC and KKWG's objection to the bridge removal remained and KPC had now retained consultants, at a cost of £2200 plus vat, to seek to maintain the Listed status; a report would need to be submitted by the end of April. Both KPC and KKWG were publicising a fundraising appeal. AB expressed his concern that the bridge was dangerous and gave details of a personal experience when cycling. He believed that a new bridge was required, whether the old bridge was retained or not. If a report was to be commissioned, he suggested that this should be an independent report which gave no direction; just a professional opinion of the current condition. KC advised that the Parish Council had previously agreed to continue its support of KPC and it was not just about the bridge, but about local councils supporting each other when there were local concerns. SO highlighted that the criteria to de-list put into jeopardy the listing of many historic buildings, the Village Hall for example, which had been changed and repaired over the years. After some further discussion relating to bi-annual inspections and the source of funding for a replacement bridge, it was agreed that a £500 contribution towards the cost of the report should be made to Kirdford Parish

Council. It was noted that the road repairs were scheduled by WSCC.

8. New Sports Pavilion:

• **Is the Parish Council happy with the proposed design in the context of the NP?**

At the Council's request, SO had reviewed the Neighbourhood Plan (NP) and Village Design Statement (VDS) to identify where the Pavilion proposal might conflict with policies and statements. The Chairman circulated a summary table which he hoped would help guide discussion. The policies and statements were displayed and discussed in detail.

Members acknowledged the importance of the facility for the village and the work undertaken by the Sports Association. Councillors offered comment on the different policies and justification text of the NP and VDS. In summary, although the proposal was contrary to several policies and statements, in some cases, it could be argued as a special circumstance. No formal vote was taken. **However, 5 councillors agreed that the proposal was contrary to Policy EN2: Landscape Character and Open Views; 2 councillors considered that it was not. Those that agreed it was contrary to the NP felt that supporting the current proposal would undermine the NP, which was now proving to be a valuable document in the protection of Wisborough Green.**

• **Is the Parish Council happy with the design as presented?**

It was highlighted that the Parish Council had previously agreed to the replacement of the building, agreed that it liked the style that had been supported by the consultation event. However, since the original plans were shown to the Parish Council, the building had now increased in size, the glass box reversed and the issue was now whether the building fitted in the context of the Green. Although the Sports Association made reference to 15 re-designs, the Parish Council had only seen a couple. Concern was raised about potential use but PD highlighted that as the landowner, the Parish Council would need to agree to ancillary uses; the building would not be permitted to be in competition with the public houses and the village hall. Members expressed concern at the impact on the Green.

AB gave explanation to the accommodation need and safeguarding issues to address and the ECB and funding requirements. He confirmed that the building size had increased, partly due to funding and disabled access requirements to install a lift. The building would accommodate the 4 sports clubs with the main users being the cricket and football clubs – there was no point in building if it did not meet club requirements. To fully utilise the bulk of the building, it made sense to have an upstairs function room. The current building was an unattractive environment which did not encourage social interaction and the current building could not be preserved or enhanced.

PD highlighted that the projected life span of the building was 100 years. Wisborough Green would be a very different place and future proofing should be a consideration.

AB advised that the glass box was originally on the Ivy Cottage side and the bulk of the building was in the middle of the Green. It had been CDC's suggestion that the building be changed around. There had been little change in the design although AB acknowledged that the size had increased by 20%. He commented that it was a pity that the Parish Council had not raised these concerns previously and been involved in the discussion. He advised that the CDC Planning Officer had stated that any development of this nature would have some issues but it was a balancing act; the public good against the public bad.

No formal vote was taken but members were asked individually by the Chairman to offer comment.

Five councillors would not support the current design; 2 councillors would support the design. Those that would not support the design felt that consideration would need to be given to reduce the scale, aspect and possibly reduction of the glass box, and reduce the impact on the village green.

AB expressed his dissatisfaction at this response, stating that reference to the Neighbourhood Plan should have been made at an earlier stage. He felt that the Parish Council had misguided and let down the Sports Association and was concerned that this would inflame the 'them and us' situation. A great deal of effort had been put into the project in good faith and as a group of people, he believed that the Parish Council had performed poorly. Going forward, the project group would need to be fully informed of requirements and the Parish Council would need to give clear direction. Although he was not the greatest fan of the design, he was concerned that the project group could lose momentum and enthusiasm and the Pavilion could end up being a derelict building. In terms of the architect's fees, AB confirmed that the initial work had been pro bono, but £15,000 had now been spent by the Sports Association.

Discussion ensued over the design consultation to date and the perceived mixed messages given to the Sports Association. Having only joined the Council a year ago, MN questioned why it had not been a joint venture that would have allowed Parish Council input from the outset. AB stated that the building was the Sports Association's responsibility hence they had taken on the project. From the

discussions with CDC, he got the impression that the planning application would be acceptable and the community would have an opportunity to comment through the planning system.

• **What should be the Parish Council's next course of action including should the design go to public consultation (and to agree arrangements)?**

KC stated that it was extremely important to continue to work with the Sports Association and respected the amount of work and money that had been invested in the project so far; concurred by all. He personally believed that the design was nearly there; slight adjustment to the size was required and he could not understand why this could not be achieved.

AB had been assured that the building was at the minimum size and he believed that this professional opinion should be respected; highlighting that storage for the different clubs was key. There were so many conflicting elements to take into consideration; sports, Parish Council, neighbours, ECB regulations etc. It had taken 15 re-designs and £15,000 to get to this stage and no one on the Parish Council was a professional designer. He highlighted that a building was never going to comply with NP policies EN2 and EN4.

SO highlighted that the Parish Council had a broader remit and that Wisborough Green as a whole was more important. Getting the correct proposal for the village was vital and it needed to be thought through carefully.

Members discussed how different ideas could be explored and whether the existing or new architect could produce alternative sketch drawings. Members accepted that the Parish Council would have to make a financial contribution.

It was agreed that a Parish Council working group should discuss further with the Sports Association project team. The Parish Council team to be: PD/KC/MN/MW/AB and possibly AJ. Details to be communicated to the Sports Association and a meeting date established.

Clerk

9. Report on on-going matters:

a. Gatwick Airport: PD attended the Association of Parish Council's Aviation Group (APCAG) meeting on 21st March. The meeting minutes had been circulated along with the latest Noise Management Board update. He advised that Parishes to the west of Wisborough Green had now been alerted to the proposed night trials that would impact on these residents.

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

- Butts Meadow Parking Area: Hyde Housing was aware of the van parked in the disabled parking bays and taken action. The disabled bays were for the adapted bungalows which were only being offered to residents that met the criteria.

Clerk

- Speed Indicator Device: Details of the Parish Council's preferred device had now been submitted to WSCC.

- Durbans Road Traffic Regulation Order: Data for the Halnaker village speed reduction had now been provided, along with advice that policy did allow County Local Committees to override core policy and national guidance. Members agreed that this application should be made.

TMP

- Hughes Hill: WSCC had advised that the accident investigation was on-going and they were not at liberty to comment. At the time of response, the Highways Officer had not been aware of a further accident on 27th March which required police and fire service attendance. Members agreed that this area was a major safety concern, which had also been raised by local residents. When WSCC could offer comment, a meeting was required.

Clerk

- Durbans Build-out: An email, in response to the Parish Council's request to meet to discuss the various matters, had been circulated; members were disappointed with the negative attitude. The Chairman advised that it was the TMP Group's intention to take a holistic approach to traffic management and felt that the Parish Council had a strong case to challenge the latest comments. Members supported this approach and agreed that the TMP Group should make the case and meet with WSCC and Cllr Duncton.

TMP/Clerk

- School Crossing Point in School Road: WSCC had requested further information about this proposal. SO confirmed that she had asked the school to provide details of the location and would follow up.

SO

The Clerk confirmed that the School Road school sign had been reported to WSCC and that the Newpound Lane hedge would be cut back by the resident.

- West Road Posts: It was necessary that the posts by the Pavilion were removable for the RunWisborough event. Re-locating the posts to the southern edge of the hatched lines had been considered to reduce use and alleviate parking along the west road; visitors and deliveries to the Pavilion would enter from Kirdford Road. The Sports Association had now obtained quotations for the new sockets and installation. In view of the concerns expressed by the owner of Ivy Cottage, it

was agreed not to proceed with the re-location at the present time. SO agreed to speak further with the resident. The Sports Association to be advised accordingly.

SO/Clerk

c. Community Land Trusts (CLT): An application for funding and support to help establish the CLT had been submitted.

d. Village Hall Lease: The new Lease had now been signed and the initial payment received. Members approved the anticipated expenditure of £500 plus disbursements for registration.

Clerk

e. BT Telephone Box Conversion: The grant application to CDC had been successful; the Parish Council was awarded 50% of the total cost, being £2374, which was payable on completion. The work would start in May, and the Clerk had now received details of the replacement parts to be ordered directly. In terms of the interior map, the format was still being given thought and details would be presented at the next meeting for approval. Members agreed that the wording for the Transom sign at the top should be 'INFORMATION'.

Clerk

f. Neighbourhood Plan (NP) Review: Following the recent newsletter article, two offers of community help had been received. CDC confirmed that the process of reviewing the NP was effectively the same process as previously; evidence and Regulation 14 consultation, submission to CDC for Regulation 16, examination, referendum and making (adoption by CDC). A working group meeting would be arranged in May.

Clerk

g. Risk Assessments: AJ had recently undertaken an inspection of the paths and identified a number of areas to be addressed. Members agreed that quotations for the work should be obtained.

Clerk

h. General Data Protection Regulations: The Council's assessment was undertaken on 23rd March 2018 and the full report had just been received. Although some of the Council's current policies and processes needed slight amendment, on the whole, the consultant felt that the Council would be compliant with the applicable regulations when they took effect in May. The Clerk would circulate the report and review the requirements with a view to formal approval of documents and amendments at the next meeting. Councillor training would also need to be arranged.

Clerk

i. Clerk's Report:

- Annual Parish Meeting: Members were reminded that the meeting would be held on Thursday 19th April. Help to set up from 7.30 pm would be welcomed.

- Purple Bus: WSCC had confirmed that the Youth Bus would return to the village on Tuesday evenings, 7 to 9 pm, for the summer term.

- Verge Damage: The transport company had accepted responsibility for the damage caused to the verge by the pond and agreed to pay £100 for the repair.

- Ditch clearance: As previously advised to members by email, the ditch opposite the Cricketers required clearing to keep the drainage grill clear; members approved the expenditure of £135 in line with previous years.

- Tree Work Report: The tree surgeon, who undertook the maintenance work earlier in the year, had identified that some further work would be required next winter; to be re-assessed during the summer inspection.

- Great Meadow: There had been an attempted theft on the development site. The nearby neighbour was understandably concerned about her own security and this had been highlighted to Jones Homes.

- Litter Warden's report: The March report had been received and circulated; the highlighted items were noted.

9. Correspondence: Details of correspondence received since 20th March 2018 was distributed and displayed at the meeting, and noted by members.

- Rural Service Network – weekly email digest – circulated.

- Newpound resident – notification that another accident occurred about 10.30 am. Same area.

- CDC – notification that the All Parishes Meeting is on Monday 30th April 2018. Buffet from 6 pm, meeting starts at 7 pm. Need to confirm attendance as PD is unavailable. **Agenda to be circulated when available.**

- WSCC – County News – Chichester District. Circulated.
- Rural Service Network – weekly email digest – circulated.
- Bedham resident – inquiry to PD re Winter Management Plan. Bedham residents purchased equipment for spreading grit having established an arrangement with WSCC some years ago but it appears that they have been missed from the annual requirement to renew. Issues with funding recent use. **In discussion with the Clerk, PD had provided details of the WSCC arrangements which were confirmed annually and advised that the matter should be discussed with WSCC.**
- WSCC – notification that the Watershed fund is open again for applications.
- Rural Service Network – weekly email digest – circulated.
- SSALC - weekly bulletin from Jonathan Owen, Chief Executive of NALC which contains, amongst other items, an update on the Section 137 expenditure limit for 2018/19 of £7.86 per elector. Circulated. **The Section 137 limited was noted.**
- Butts Meadow Resident (telephone call and email) – expressing concern that grass was cut in wet conditions and left behind mud patches and marks. Advised to forward details to WSCC but Clerk also submitted. **Noted.**
Also concerned about parking by the playground and access into Butts Meadow. Explanation given to previous action (discussion with police, traffic consultant, note on van). Concerned about child safety. **It was noted that the Parish Council had previously discussed with the police. To be discussed further by the TMP Group.**
- Notification of Chichester District Association of Local Council's meeting on Monday 16th April – circulated. Apologies sent.
- WSCC – notification of road closure for BT works – Bedham to Fittleworth and Crimbourne Lane for 2-4 weeks, possibly starting on 30 April.
- Velo South Route Team – details of cycle race and road closures in Sunday 23 September – circulated.
- APCAG – Update on Noise Management Board meeting 10 – circulated.
- KKWG – update on Boxal Bridge – circulated.
- Plaistow and Ifold Parish Council – copy of email sent to Historic England supporting the listing of the bridge. Response from Historic England confirming further consultation period to 30 April 2018 and providing the evidence provided by WSCC. Sent to KC/PD for information.
- Josef Ransley – update on Kirdford development and new planning change project – circulated.
- CDC – Statement of Community Involvement – explanation to policy and procedure – circulated.
- CDC – Audit of Community Facilities and S106 Monitoring report to be updated and returned by 21st May. **To be completed by the Clerk; updates from village organisations to be obtained where required.**
- Rural Services Network – weekly email digest – circulated.
- WSCC – notification of new consultation on Bus Strategy. Poster to display. Exploring ways ways in which WSCC can work with bus companies and other partners to help sustain and improve services. Further information and the online questionnaire is available at www.westsussex.gov.uk/buses or by calling 01243 642105 for an information pack
- WSCC – planning application for tarmacking at school site (retrospective). Comment required. **Members confirmed that they had no objection and supported the work.**
- Litter warden – March report – circulated.
- SSALC – notification that West Sussex Fire & Rescue Service has started a six week public consultation into the Integrated Risk Management Plan which outlines how it intends to use its resources to help protect the public in the future. The consultation runs until Monday 28 May. To read the draft IRMP and to take part in the consultation go to www.westsussex.gov.uk/IRMP2018
- WG Minibus Association – thank you for donation.
- Arun & Chichester CAB – thank you for donation.
- St Catherine's Hospice – thank you for donation.

TMP Group

Clerk

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:

SDNP/18/01507/HOU	Mr & Mrs Sutton
S- Case Officer:	East Lutmans Brick Kiln Common Wisborough Green RH14 0HZ
Beverley Stubbington	Single storey rear extension.
	<u>No Objection</u>

- b. Chichester District Council Planning Decisions: No decisions to report.
- c. Enforcement Matters:
- 1 & 2 Newfields, Newpound: CDC advised that an existing file was open and some action had been taken; the Parish Council would be kept informed.

11. Finance:

- a. Subscription to Sussex Association of Local Councils for 2018/19: Members acknowledged the benefits of belonging to the Association and agreed to the annual subscription to WSALC and NALC for a total payment of £448.74.
- b. Bank Reconciliation: In the absence of HT, the Chairman confirmed that HT had checked and agreed the Bank Reconciliation for the period ending 31st March 2018 for the Parish Council's Current and Reserve Accounts.
- c. Accounts for Payment: The Clerk displayed the Payment List for March/April which was approved. The income received was noted.

Payment Method	Date	Total Paid	Payee	Details
3217	20.03.18	50.00	Arun & Chichester CAB	Donation as agreed at the March meeting (S137)
3218	20.03.18	100.00	St Catherine's Hospice	Donation as agreed at the March meeting (S137)
3219	20.03.18	300.00	WG Minibus Association	Donation as agreed at the March meeting
3220	31.03.18	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3221	31.03.18	2055.40	Chichester District Council	Annual charge for weekly emptying of dog & litter bins
3222	31.03.18	100.00	St Peter ad Vincula (WG) PCC	Insert into parish magazine (April)
3223	31.03.18	1525.00	Nicholls Tree Services	Tree work around village centre
3224	31.03.18	1678.02	West Sussex County Council	Clerk's salary for March
3225	31.03.18	48.37	Mrs L Davies	Printer ink, dog waste bags and mileage
3226	31.03.18	37.20	Mr I F C Davies	Clearance of rubbish from allotment
3227	31.03.18	288.00	Pegley Groundworks Ltd	Fixing of parking stoppers outside The Three Crowns
3228	17.04.18	540.00	GDPR-info Ltd	GDPR Data Audit & DPO Services
3229	17.04.18	273.60	E P Clark & Co Ltd	Grit spreading during snow conditions
3230	17.04.18	17.00	SSALC Ltd	LCR magazine subscription
3231	17.04.18	448.74	WSALC Limited	WSALC & NALC subscriptions for 2018/19
3232	17.04.18	659.40	Sussex Land Services	Grass cutting contract for March
DDebit	17.04.18	34.20	Plusnet	Village Hall Broadband
Total		£8648.73		

Payments Received

BACS	03.03.18	300.00	The Country Brocante	Donation towards toilets & use of no parking cones
BACS	07.03.18	3509.52	HMRC	Vat re-claim (01.04.17 to 31.12.17)
BACS	16.03.18	17.00	Allotment tenant	Allotment payment for 2018/19
Cheque	26.03.18	500.00	Kirdford Parish Council	Public toilet cleaning donation
BACS	27.03.18	30.00	Allotment tenant	Allotment payment for 2018/19
Cheque	28.03.18	12600.00	WG Village Hall	Initial payment on signing new Lease
Cheques/ Cash	05.04.18	204.00	Allotment tenants	Rent payments

- d. Year-End Accounts: A copy of the report for year-end 31st March 2018, to be presented at the Annual Parish Meeting on Thursday, had been circulated to members in advance of the meeting. The report included commentary on the financial details. The Clerk highlighted that the Winter Management costs were not included due to the late arrival of the invoice. Members approved the report and agreed:
- The budgeted transfer of £2,000 to the Durbans Road Lay-by project.
 - The year-end balance of £14,663.32 to be transferred to the General Reserve for any unbudgeted/unexpected expenditure for year end March 2019.

12. Other Reports:

- a. Village Hall: SO advised that the planning decision was expected by the end of the month. The working group had discussed the next steps and would resume when the decision was known.
- b. Allotments:
- Tenancy Update: Three small plots were now available and had been advertised. As previously agreed, members approved the purchase of weed suppressant matting to cover the plots if they remained unlet.
- c. The Green:
- Green Coordination Group Meeting: Minutes of the meeting held on 27th March had been circulated. The following items were noted:
 - Drainage Improvements - members agreed that the Football Club could undertake the proposed drainage improvements at the Club's expense.
 - Pavilion Litterbins - the comment relating to use for dog waste was noted. The Clerk confirmed that she had included a note in the next parish magazine.
 - End of Season Repairs: At the Green Coordination Group meeting, AB had continued to establish the precedent that the Parish Council would fund works to the Green that were required for general recreational use and that it was the responsibility of the individual sports club to fund sports repairs. He had contacted Active Grounds Maintenance and confirmed that the cost would be in line with last year, being approximately £700 for the verti-draining, £300 for the weed kill and £400 for the fertiliser; a firm quotation would be forthcoming. This work was required within the next week or so before the cricket season commenced. The Parish Council authorised this expenditure as it was below the budget figure, acknowledging that the invoice for the fair damage repair was yet to be received. In this regard, AB had followed up with Active as he believed that the repairs had yet to be completed.
- d. Health & Safety: No matters to report.

AB

13. Any Other Matters to Report:

- a. The Clerk advised that the Parish Council's printer had just broken. Having made further enquiries, it was unrepairable so a replacement was necessary.
- b. The Chairman advised that at Parish Council Annual Meeting in May, the first agenda item was election of Chairman. Expressions of interest to be directed to the Clerk.
- c. NB gave his apologies for the next Planning Committee Meeting and AB gave his apologies for the Annual Parish Meeting.

Clerk

14. Date of Next Meeting:

Annual Parish Meeting on Thursday 19th April 2018 at 8.00 pm
Planning Committee Meeting on Tuesday 1st May at 8.00 pm (only if required to meet CDC deadlines)
Parish Council Annual Meeting on Tuesday 15th May 2018 at 7.45 pm.

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

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Chairman

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Date