

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 19th February 2019

Date: Tuesday 15th January 2019

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

Apologies: Mrs S Overington (SO), Mr M Watson (MW)

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

Members of Public: 2

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

1. Apologies for Absence: Apologies were received and accepted from Mrs Overington and Mr Watson.
2. Declaration of Members' Interests: Being a resident of the west road, MN declared his interest in the Pavilion. No other interests were declared.
3. Membership: After the November meeting, Mr Keith Charman tendered his resignation. Having received two applications for the November co-option, members agreed to co-opt a new member at this meeting, the vacancy having been advertised according to the required regulations. Mr Rollinson, who had applied for the earlier vacancy, confirmed that he wished to be considered. All agreed that Mr Rollinson should be co-opted onto the Council. He duly signed a Declaration of Acceptance of Office, joined the meeting and declared no interests.
4. Minutes of the Last Meeting: AB advised that the Sports Association's building design was 388m² and not in excess of 400m² as stated; he felt that this measurement should be included to provide clarity. The amendment was made and the Minutes of the extra-ordinary meeting held on Tuesday 18th December 2018 were approved as a true record and signed by the Chairman.
5. District/County Councillor Update:

District Councillor (in attendance until 8.10 pm):

- In terms of the Precept, Mr Ransley anticipated that Chichester District Council (CDC) would be increasing the rate in the order of £5 per year for the average band, equating to a revenue increase of about £250,000 per year.
- The Local Plan was on consultation until 7th February; he expressed concern that the overall review timetable was ambitious.
- The alternative routes for the A27 improvements, suggested by the local partnership comprising of CDC, West Sussex County Council (WSCC) and local interest groups, were objected to by Highways England due to the impact on the South Downs National Park and the economic impact upon the Goodwood Estate. Unfortunately, assessment of the economic impact upon Chichester as a whole had not been considered. Only minor improvements would be undertaken to several roundabouts to allow for the strategic development in the area.
- A Task and Finish Group had been established to review WSCC cuts and consider the possible impact upon CDC, particularly in relation to housing support and waste collection.
- Mr Ransley highlighted that 10 years ago, £7 million capital funding was invested in the Novium Museum which had an annual running cost of £750,000. Mr Ransley fully supported the arts and social history, but expressed his opinion that it seemed fundamentally wrong that only about 1% of the annual funding was spent on preserving artefacts and social history, and as such, was not fulfilling its objectives.

County Councillor (in attendance from 8.10 – 8.25 pm):

- Resilience and Emergencies Training was held in Kirdford. Representatives from local parishes attended which was appreciated by the Resilience Team.

- Mrs Dunton had received details of some interim improvements to Hughes Hill; post and sign reinstatement and the provision of slippery road signs. She was pleased to see that improvements were being progressed.
- The Cabinet was now involved in budget discussion and she warned that decisions to cut budgets to statutory responsibilities were being considered.

6. Public Questions: There were no public questions. The members of public attended to listen to discussion in relation to the Pavilion and Stable Field.

7. Report on On-going Matters:

- a. Gatwick Airport: PD confirmed that he had submitted the Parish Council's response to the Gatwick consultation which closed on 7th January. A Noise Management Board report by the Association of Parish Councils Aviation Group (APCAG) had been circulated; PD gave explanation to the proposed changes to the Board and Chair and the possible involvement of the Department of Transport.
- b. Boxal Bridge: Kirdford Parish Council advised that it would make no further contact with WSCC regarding the bridge replacement proposal but would maintain a watching brief.
- c. Traffic Management Plan: The Clerk provided the following update:
 - WSCC Community Scheme: WSCC had received approval from the government department to proceed with the works on the edge of the Green; layby extension, new layby and connecting pavements. The design details were being progressed and surveyors were noted in the village today.
 - Durbans Road Speed Reduction: A request had been made to the WSCC Cabinet Member for Highways and Infrastructure to exercise his powers to depart from the established WSCC criteria and include the speed reduction on the Traffic Regulation Order programme.
 - Durbans Road Build-out: Cost details (approximately £8000) obtained from an appropriate company had been provided to Runnymede Homes. Runnymede had indicated that the cost would be significantly lower if undertaken during the site development and had questioned WSCC's support of the proposal. As this proposal linked with the speed reduction, it was agreed to wait until a response was received from the Cabinet Member so discussion with WSCC could be resumed.
 - Newpound Lane Junction: A meeting was being arranged with the property owners adjacent to the junction to demonstrate the proposed hedge line; there had been no further contact from the other property owners. It was noted that even just a small amount of hedge removal would improve the sightline.
 - Hughes Hill: A meeting was held with the County Road Safety Group Manager on 21st November 2018. Explanation was given to survey results, the issues and deficiencies affecting the road and the planned improvements, which included resurfacing, reshaping, hedge cutting, and signage. A further meeting to receive the scheme details was scheduled for tomorrow, 16th January 2019.
- d. New Sports Pavilion: At the last meeting, revised plans had been discussed and details were provided of the legal advice received from the Open Spaces Society and the Parish Council's solicitor. It was agreed that AJ would update Mr Gadd, Wisborough Green Sports (WGS) Chairman, and also invite him to seek further opinion. Mr Gadd had now provided examples of planning precedent which has been circulated to the Parish Council working group members. The examples provided were generally replacement or building enhancement on Village Greens or recreation grounds of varying sizes. One example included reference by a planning authority that, in consideration of the planning application, the use for technically unlawful activities for the common good of the community had not been justification for refusal. AJ believed that the advice and examples received was sufficient to allow the building design to be progressed. AB advised that the WGS Committee was frustrated with the delay, feeling that the one-twentieth building size requirement and better enjoyment of the Green for people in the Parish was being met. The Committee felt that the design should progress to planning and would then provide the community with an opportunity to comment. Although agreeing that there was sufficient information to allow the design to be progressed, PD highlighted the need to consider commercial sustainability and commercial restrictions on the building. He provided details of a local example of a reasonably new building which had reverted to the Parish Council due to the sports association's closure. Although the Council had been able to Lease part of the building, it remained as a large cost and liability to the Parish, and as such, it was important that the Parish Council consider the viability and long-term sustainability of the building. Sustainability and the need for a Business Plan was discussed. It was agreed that the building size and design was required before a Business Plan could be prepared and consideration given to a new Lease. AB highlighted that the current Lease expired in 6 years' time (December 2024). AJ advised that there was a clause that stated that the building would revert to the

Parish Council, but he believed that it would be the Parish Council's intention to renew the Lease, as had been done in the past. AJ proposed the following action for the working group, which was agreed:

- To continue to develop the building design; meeting to be arranged.
- To undertake further research into replacement buildings and planning precedent.

Wking Grp

- e. Wisborough Green Sports: The Licence to assign the Lease to the new Charitable Incorporated Organisation had been received from the Parish Council's solicitor. The Clerk would now provide details to the different parties involved and facilitate the process.

Clerk

- f. Junior Sports Practice Facilities: Details of the proposal to use part of Stable Field, Kirdford Road, as a sports facility had been received from Wisborough Green Sports (WGS) and circulated to all in advance of the meeting. Members noted that Collards Field, Durbans Road, had worked well for 5 or so years and it was a disappointment that this arrangement had concluded. There had been some management issues relating to the use but this had been addressed. Previous concerns from nearby residents about the use of Stable Field were noted; these residents would be informed of the planning application by CDC and could submit comments. Members reviewed the plan and were supportive of the proposal, The following response to WGS was agreed:

- Although supportive, the Parish Council would not wish to see parking in Kirdford Road on the hill outside the site; this would require management by WGS.
- It was hoped that the field would be made available for event parking.
- In response to a suggestion by WGS and after some discussion, it was agreed that the application should be submitted by WGS and not the Parish Council; the Parish Council had not submitted the Collards Field application, it did not own this land, it was not involved in the activities and there was a concern that if the PC made the application it could deter residents from voicing any concerns they may have. The Parish Council would provide a letter of support to be submitted with the application.
- As the Parish Council supported the promotion of sport and wellbeing, it would make a donation of £100 to the CIO towards the planning fee.

8.35 pm – The two members of public left the meeting room.

- g. Neighbourhood Plan: The Steering Group had now agreed a timetable for the review process to coincide with the Local Plan review, policies and the site assessment process. An article had been prepared for the next Parish magazine that had been circulated to members as an update. Members approved the Steering Group's proposed action to undertake a call for sites, submit an application to Locality for grant and technical support, and agreed to the budgeted expenditure of £500 to fund consultant help for the site assessment process, should it be required.

h. Clerk's Report:

- Great Meadow Contractor Parking: Contractors parking around the Green had caused congestion and safety concerns. Despite notifying the site manager, parking along the west road had continued causing difficulties and inconvenience for residents. A visible temporary sign was installed in December and 'no parking' stickers used, which made a noticeable improvement. Members approved the expenditure of up to £50 to purchase a more permanent sign.

It was noted that contractor parking was unlikely to reduce in the near future and the impact on the village, in terms of parking and restricted visibility for motorists and pedestrians would therefore continue. CDC Enforcement had been informed but appeared to have little influence. SR highlighted that a landowner had been in negotiation with Jones Homes, offering a piece of land for parking, however it appeared that this had not been taken up. In view of the safety concerns, it was agreed that the Clerk should highlight concerns to Jones Homes directly and request that this parking area offer taken up.

Clerk

It was anticipated that the development of the Winterfold site would commence within the next few months. It was agreed that the developer should be asked to provide sufficient hard standing at the site entrance for contractor parking.

Clerk

- Great Meadow Public Art Installation: CDC had agreed to Jones Homes' request for the public art installation to be organised and installed by the Parish Council. The agreed sum, about £10,000, would be paid directly to CDC for payment to the Parish Council on implementation. Having discussed further with the CDC officer, it appeared that CDC wished to see the funds spent on one large project rather than piecemeal expenditure.

- BT Telephone Box Restoration: The leaflet dispensers had now been installed and the paving around the kiosk completed. MN confirmed that he and HT were organising the map.
- May Elections: CDC had been advised that the Clerk would distribute nominations documents for the Parish Council elections. These papers would need to be completed and returned to CDC before 3rd April. AJ questioned the rationale for individuals all driving down to Chichester to hand deliver the papers. The Clerk suggested that this requirement be questioned when the election schedule was received. She reminded members that they would all retire on Tuesday 7th May 2019.
- Workhouse Shed: Work had now started on the shed but having stripped the roof, it was apparent that some roof trusses needed replacement, at a cost of approximately £500. Members authorised this additional work, acknowledging that it had not been possible to assess when quoting.
- Village Footpaths: A quotation to repair the village stone paths had been requested from the contractor who undertook the telephone kiosk paving.
- Lorry and Trailer: The old army vehicle and trailer that had been parked in the village at the beginning of November was removed early December.
- Winterfold Site Name: CDC Street Naming Officer had confirmed that the name 'Songhurst Meadow' had been submitted by the developer.
- Winterfold Gas Installation: PD and SO met with Runnymede Homes and Calor Gas on 28th November 2018 to discuss the location and procedure for the installation and operation of a communal LPG gas tank on the site, to replace the proposed air source heat pumps. Explanation had been given to the look, filing procedure, safety aspects and protection, and the land requirement was discussed. Calor, as the operator, or any subsequent operators selected by the residents, would either own or lease the land for peppercorn consideration. As the land was within that due to be gifted to the Parish Council the best method to facilitate the change was discussed. It was likely that the position would involve a minor redesign of the car park to ensure that the tanks were accessible at the entrance. For future management and to avoid future Parish Council involvement, it was agreed that the land should be excluded from the parcel gifted to the Parish Council. An amendment to the S106 agreement was required and a planning application for the gas tanks would be submitted. Members supported this action.
- Newpound Lane Road Gully: WSCC had confirmed that the blocked gully would be addressed.
- School Road Kerb: The granite sett drop kerb outside the White House and Clovers had now been raised by WSCC to stop surface water runoff from the road entering the properties.
- Pavilion Car Park Gully: The Clerk arranged for leaves to be cleared from the gullies.
- Balloon/School Fete Dates: The Clerk had been copied into email exchanges with the Wisborough Green Cricket Club in relation to proposed 2019 events, and the frustrations expressed that dates had not been confirmed; emails circulated. However, the Cricket Club had just confirmed that the School Fete could be held on Saturday 15th June as requested, and that the Club would now contact the opponents for the Saturday 31st August match to request an earlier start time to accommodate the Balloon Festival. Members hoped that this request would be favourable. It was confirmed that the Parish Council owned the Green and held ultimate responsibility. Wisborough Green Sports only leased the land on which the Pavilion was built although members acknowledged that cricket was an established and historical sport in the village. AB gave explanation to the difficulties of scheduling fixtures across Sussex, which could lead to on-going disagreements. Members hoped that a satisfactory compromise could be reached that would allow all events to take place as planned.
- Work to the Green: The Clerk had been copied in on email exchanges relating to verti-draining the village green. AB advised that this had been the result of differing opinions and the matter had now been resolved; only part of the verti-draining was undertaken due to the wet conditions.
- Litter Warden's Report: Nothing specific to report; the usual winter litter. Members noted the comments in relation to the lack of Christmas lights, particularly as the Three Crowns had fewer lights this year.

8. New Items for Discussion:

- a. Local Plan Review: It was agreed that members should review the implications and submit comments to the Clerk to draft a response for approval at the Planning Committee Meeting on 5th February 2019. ALL
- b. Neighbourhood Plan Monitoring Report: The report for year end March 2018 had been circulated in advance of the meeting. Members approved submission to CDC.
- c. Grass Cutting Contract for the 2019 Season: The grass cutting specification was reviewed and a tendering process undertaken. Five contractors were invited to tender, with 3 tenders received; details had been circulated in advance of the meeting. Members agreed that the quotation from Sussex Land Services, the previous contractor, for the contract price of £4408 plus vat, which included leaf clearance and some spraying, should be accepted. Clerk to advise contractors accordingly. Clerk
- d. Verge Repair/amendment outside the White House/Clovers: With parking in School Road, access to the properties was more difficult and vehicles often drove across the grass verge which sustained rutting particularly in wet weather. A request had been received from the property owners to widen the entrance by about 90 cm on either side, reposition the kerb stone edging and re-surface, at their expense. Members approved the changes. Clerk
- e. Litter Warden's Contract 2019/20: Mrs Twelvetrees had been contracted to undertake litter collection in the Conservation Area on an annual basis. The contract had been reviewed in March 2018 and the contract price increased from £1400 to £1600. Members were pleased that monthly monitoring reports were being received and agreed to renew the contract on the same terms. Clerk
- f. Sports Association Event: A request had been received to use the Green for the RunWisborough event on Sunday 19th May 2019. Details would be similar to previous years with a local 5K and 10K race starting at 10.30 am and a colour run on the Green for children. The event was being run professionally and had a UK Athletics Licence. Members were delighted to support the event; Clerk to ensure that the necessary paperwork was received. Clerk
- g. Annual Risk Assessments: The Clerk advised that Risk Assessments now required updating and were allocated as follows:
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|------------------------------------|--|
| Village Centre Assets - SR | Benches - PD/Clerk |
| Pond - MN | Allotments - Mr Mike King (Allotment Supervisor) |
| Village Hall Car Park - AB | Toilets - SO |
| The Green - SO | Parish Council Paths - AJ |
| Playground - JD | |
| Trees - Mr Mike King (Tree Warden) | |

9 Correspondence: Details of correspondence received since 21st November 2018 was distributed and displayed at the meeting.

- CDC – Timetable for Local Plan Review and key dates for Neighbourhood Plan Review. Forwarded to Review Steering Group.
- District Cllr J Ransley – update on Crouchlands. Appears CDC officers are satisfied that the report does not materially add to details reported to committee and they see no basis for any further action from CDC other than when/if there is a spillage from the lagoon. Details circulated.
- Rural Services Network - weekly Bulletin – circulated.
- Rural Services Network - weekly Bulletin – circulated.
- CDC – wants to improve the way it communicates with Parish Councils we are therefore running a consultation to look at how we can improve the District Council Community forums and develop other communication methods: deadline for completion is the 17th December. Circulated to all.
- Rural Services Network - weekly Bulletin – circulated.
- CPRE Sussex – details of Gatwick consultation and its response. Circulated.
- WSCC – Notification that rights of way inspection will take place in May 2019.
- WSCC – budget challenge – notification of survey to complete by 13th January. Circulated to all.

- Response from Katy Bourne's Office: sorry to hear the experience of your volunteers whilst conducting their duties as a Community Speedwatch Group, I can only imagine how distressing this must have been. I note your comments concerning the importance of highlighting this incident with other Community Speedwatch Groups and am therefore copying to this email Sgt Phil Badman from the Sussex Police Roads Policing Unit and Stephen O'Connell who is lead for the training of all volunteers for their thoughts. Followed up by Stephen O'Connell – **HT to provide details to him directly.**
- Hughes Hill resident – having received an update, thanking council for their persistence in this matter. Pointed out that special road surface was put down and warning markers installed but Highways did not maintain.
- SALC Weekly Bulletin – circulated – 2019/2020 Section 137 Limit is £8.12 per elector.
- Rural Services Network - weekly Bulletin – circulated.
- South Downs National Park Authority - highlighting the South Downs Local Access Forum (SDLAF), which advises the National Park Authority and others on how best to manage access to the countryside in the National Park. It is an independent statutory body with seventeen members who represent the views of recreational users, land managers and others with an interest in countryside access. The main function of this group is to look at how the public rights of way network and access land is managed and improved. Forum members will also be asked to comment on broader access, transport and countryside subjects. webpage. Information is on the SDLAF, including meeting dates, minutes and agendas, on the [Local Access Forum](#)
- Loxwood Surgery – details of paediatric first aid course – details sent to Climbing Bears and Wizzy Tots.
- Hughes Hill Resident – contacted to advise of further accident (one also on Monday). Advised WSCC in case road surface affected.
- Carters Way Resident – observing amount of traffic parked in village and on occasions parked cars have blocked access to bus stops in Kirdford Road. Asking if dropped kerb could be installed and white lined to prevent parking. Suggesting that cones are used as a temporary measure. **Noted. Referred to the next Traffic Management Plan Group meeting to consider.** Clerk
- APCAG – latest update on Gatwick Noise Management Board – circulated.
- SALC – weekly bulletin – circulated.
- Newpound Lane Resident – reporting two accidents – a car was damaged outside Garmans and his son was involved in an accident at the Cricketer's junction. Concerned about the amount of parking in Newpound Lane around School Road entrance and that the situation is becoming more dangerous. Is there anything that the PC or WSCC can do. Appreciate PC against signage but as village is growing, suggests that the need outweighs aesthetics. **Noted. Referred to the next Traffic Management Plan Group meeting to consider.** Clerk
- CDALC – next meeting on Tuesday 29th January, 7 pm at East Pallant House. **Apologies to be sent.** Clerk
- St Peter ad Vincula PCC – letter of thanks for There But Not There donation. **Noted.**
- There But Not There – letter of thanks for donation to Remembered Charity. **Noted.**

10. Planning:

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

WR/18/03193/TCA - Case Officer: Henry Whitby	Gaynor Waterman Park Hill Durbans Road Wisborough Green Billingshurst Notification of intention to fell 12 no. trees (species break down include - Ash trees, Field Maple trees and Hawthorn trees (all marked with blue dots at bases). <u>No Objection</u>
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- b. Chichester District Council Planning Decisions:

Application Number:	Applicant and Reason	Decision
WR/18/02400/TCA	Mrs Sandie Yeo Old Pond Cottage Billingshurst Road Wisborough Green Notification of intention to fell 1 no. Silver Birch (1) and crown reduce by 50% on 1 no. Twisted Willow tree (2).	NO TPO

WR/18/02447/DOM	Mrs Caroline Calder Smith The Elms Billingshurst Road Wisborough Green RH14 0DY Construction of a 3 bay carport.	PERMIT
WR/18/02280/DOM	Mr & Mrs G Lillywhite The Granary , Newpound Lane, Wisborough Green, Proposed two storey extension and removal of 1 shed and 2 stables. Change of concrete parking area to permeable gravel.	PERMIT
WR/18/01912/DOM	Miss Louise Rason Farleys Newpound Wisborough Green RH14 0EJ Two storey rear extension and alterations. Demolition of conservatory and porch. Rebuild of porch. (Substitute Plans)	PERMIT
WR/18/02684/DOM	Mr & Mrs Tony Pitts Little Bungalow Durbans Road Wisborough Green RH14 0DQ Proposed single storey side extension.	PERMIT
WR/18/03001/DOM	Mr & Mrs Stephen Woodcock Daniels Newpound Wisborough Green RH14 0AX Proposed garage outbuilding.	PERMIT
WR/18/03002/LBC	Mr & Mrs Stephen Woodcock Daniels Newpound Wisborough Green RH14 0AX Proposed garage outbuilding.	PERMIT

- c. Planning Enforcement - Land south of 2 Newfields, Newpound: Notification had been received from CDC that the steps required by the Enforcement Notice had now been complied with and as such, no further action would be taken and the Council's file would be closed.

11. Finance:

- a. Bank Reconciliation: HT had agreed the Bank Reconciliations for the periods ending 31st December 2018 for the Parish Council's current and reserve accounts.
- b. Accounts for Payment: The Clerk displayed the Payment List for December and January which was approved.

Payment Method	Date	Total Paid	Payee	Details
3294	20.11.18	100.00	RBL Poppy Appeal	Wreaths and donation (S137)
3295	26.11.18	75.00	St Peter ad Vincula (WG) PCC	Sponsorship of one 7ft Christmas tree
3296		250.00	Aviva Insurance	Excess payment re cable damage claim
3297		1690.42	West Sussex County Council	Clerk's Salary for November
3298	18.12.18	90.00	Arun District Council	December newsletter printing charge
3299		493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies
3300		364.80	I F C Davies	Various maintenance items around the village
3301		360.00	Active Grounds Maintenance Ltd	Verti-draining of village green
3302		200.00	St Peter ad Vincula (WG) PCC	Newsletter inserts into Parish Magazine x 2
3303		659.40	Sussex Land Services	Grass cutting contract
3304		1159.20	Surrey Hills Solicitors	Services in connection with Pavilion Licence to assign
3305		72.91	Mrs L N Davies	Mileage, parking notices, literature holders, domain registration and stationery
3306		600.00	Remembered	There But Not There Donation (S137)

3307		80.00	St Peter ad Vincula (WG) PCC	There But Not There Donation
3308	04.01.19	493.80	Pyzer Cleaning Services	Public toilet cleaning and supplies (Re-issue Cheq 3291)
3309	Error			
3310	04.01.19	100.00	Mr T Ralph	Installation of leaflet dispensers in Telephone Box
3311		715.00	David Baker	Telephone Box paving
3312	15.01.19	1690.42	West Sussex County Council	Clerk's Salary for December
3313		60.00	George Nicholls	Tree surgery
3314		146.28	Mrs L N Davies	Hire of Christmas light, gobo, travel and parking
DDebit	19.11.18	173.43	British Telecommunications plc	Broadband and telephone charge
DDebit	12.12.18	28.20	Plusnet	Village Hall Broadband
		£9602.66		

Payment Received

Cash	29.11.18	160.00	There But Not There donations for WG22 booklet
BACS	04.12.18	120.00	Old Mill Café – donation towards toilets
BACS	07.12.18	50.00	There But Not There silhouette sponsorship
Cash	08.12.18	30.00	Allotment Holder – deposit
Cheque	08.12.18	50.00	Allotment Holder – donation towards tree removal
BACS	08.01.19	30.00	WSCC Library Service – for copies of WG22 booklets

- c. Financial Statement: The Clerk presented details of the actual year to date figures compared against the budget. She gave clarification to items in budget headings and highlighted the current unbudgeted expenditure. There were no further questions.
- d. Budget and Precept Setting for Year End March 2020: The current year's budget was compared against predicted expenditure and next year's budget had been considered by the Finance Committee at the meeting on 6th November and discussed further by the Parish Council at the meeting on 20th November 2018. An updated report had been circulated in advance of the meeting and was displayed. An error in the addition was corrected and budget figures adjusted; it was agreed that the election cost, if required, would be paid from reserves. A precept calculation chart was used to demonstrate the effect of any increase. All were mindful that costs were continuing to increase and unanimously resolved that the budget be adopted as presented and that the Precept for 2019/2020 be increased by £2500 to £61,500 for the year. Members noted that the increase was still below an inflationary increase for Band D (2.79% or 0.04p per week). It was a recommendation that the general reserve was maintained as 3-6 months of the Precept for unexpected expenditure. The Parish Council maintained allocated reserves above this level, but as there had been unbudgeted expenditure this year, the Finance Committee to review the Reserve position at the year-end.
- e. Direct Debit Payment: To simplify the process, WSCC had requested that NEST pension payments were paid directly by Direct Debit rather than through WSCC. This would therefore reduce the monthly payment made to WSCC. Members authorised this mandate.
- f. Banking Arrangements: The Clerk confirmed that the Barclays account was being opened and proposed that it be used from 1st April. The new account would allow online banking with two signatories and would allow the Clerk to input the payment with either PD or AJ authorising online. The procedure would be presented for Parish Council approval in due course.
- g. Investment Policy: The Parish Council would be receiving Community Infrastructure Funding in the future and it was therefore necessary for the Parish Council to spread the risk of its deposits and consider how the funds could achieve a better return. An Investment Policy had been circulated in advance of the meeting which was formally adopted as tabled.

Finance Committee

Clerk

15. Other Reports:

- a. Village Hall:
 - The Village Hall Committee was obtaining tenders from Project Managers to progress the tendering process and build.

- The Annual General Meeting was held on 29th November 2018. The Clerk would circulate the report for information but highlighted that the Workhouse rent had been reviewed but an increase was not applied due to plumbing problems experienced during the year and the work undertaken in the garden by the tenant.

b. Health & Safety: There were no issues to report.

c. Resilience and Emergencies Training: SO and the Clerk attended the initial training session in Kirdford on 9th January; a date for the second session had now been confirmed as Wednesday 13th February 2019. On completion of the course, SO and LD would identify if/where any improvements to the village's resilience and emergency plan were required. Councillor first aid training was hopefully being organised and details would be circulated in due course. JD was aware of an Age UK initiative to identify those in communities possibly in need of assistance; she would make further enquiries and provide details.

SO/Clerk/
JD

16. Any Other Matters to Report: There were not further matters to report.

17. Date of Next Meeting:

Planning Committee Meeting on Tuesday 5th February at 8 pm.
Parish Council Meeting on Tuesday 19th February 2019 at 7.45 pm.

There being no further business, the first part of the meeting closed at 10.03 pm.

18. Exclusion of Press and Public: Members resolved under the 1960 Public Bodies (Admission to Meetings) Act, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

a. Community Land Trust: PD advised that although the CLT was unable to raise sufficient funds to acquire the Section 106 units on the Winterfold Site, it was still being established to meet any future need. The Housing Need Survey had been completed. Whilst it did not demonstrate a large need for affordable housing, it supported the previous Neighbourhood Plan consultation results that smaller housing in the village was required. The full report would be issued and circulated shortly.

There being no further business, the meeting was closed at 10.05 pm.

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Chairman

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Date