

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 21<sup>st</sup> May 2019

Date: Tuesday 16<sup>th</sup> April 2019

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

Apologies: Mrs J Dandy (JD), Mr S Rollinson (SR)

In Attendance: Mrs L Davies, Clerk

Members of Public: 1

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

1. Apologies for Absence: Apologies were received and accepted from Mrs Dandy and Mr Rollinson.
2. Declaration of Members' Interests: No interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 19<sup>th</sup> March 2019 were approved as a true record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 2<sup>nd</sup> April 2019 were approved as a true record and signed by the Chairman.
5. Minutes of the Last Finance Committee Meeting: The Minutes of the last meeting held on Tuesday 9<sup>th</sup> April 2019 were approved as a true record and signed by the Chairman.
6. Sussex Police Update: PCSO Colin Booker explained that the police no longer had beat areas to cover. He worked out of Chichester Police Station and could be sent to any area in the district, effectively being deployed to an area with the greatest need. When these changes were originally introduced a couple of years ago, there was little contact with Parish Councils and this communication omission had now been identified. It was the intention that a member of Sussex Police would provide the Parish Council with an annual update. Having reviewed crime details for the area since the beginning of the year, the biggest issue was theft from building sites, containers, outbuildings and vehicles, generally targeting tools. The garage at Newpound was also targeted and he believed that this investigation was on-going. The other crime increase was associated with unsolicited or scam telephone calls. If it was felt beneficial, presentations to vulnerable people could be arranged and literature was available. In terms of the ATM theft at Sainsburys in Billingshurst, he understood that this involved a joint operation across four districts and a number of people had been arrested.

The incident during Community Speed Watch involving the ball bearing being shot at HT's car was raised. PCSO Booker explained that this was unfortunately not uncommon; there had been a number of similar incidents in the district, generally on the outskirts of Chichester. AB expressed his concern at response times to this area, particularly with the dangerous roads and number of accidents; he was aware that it took 40 minutes for a response unit to attend one incident. Mr Ransley concurred. He had personal experience of trying to direct the emergency services to an accident; the introduction of new technology to identify location was acknowledged. PCSO Booker explained that the nearest response unit would attend, which could come from out of district, and it was hoped within 20 minutes. In response to AB's query regarding under reporting of accidents (Hughes Hill was quoted) he confirmed that police attended accidents were recorded. However, some accidents occurred which did not involve the emergency services and as such, if not reported by the individuals concerned, did not form part of the accident data. AB highlighted a recent accident at Boxal Bridge where the police did attend; the Clerk believed that accident data was available from West Sussex County Council (WSSCC) and would request. SO questioned how 'greatest need' was determined in terms of deployment and what guidelines had been established. PCSO Booker advised that this was based on the number of calls received, and as a member of the Preventative Team, this identified his deployment. Response units would attend most severe incidents, and the call centre would prioritise all calls.

Action By

Clerk

The Chairman thanked PCSO Booker for providing this update. PCSO Booker advised that he could be contacted should further questions arise and he would endeavour to provide a regular update; he left the meeting at 8.10 pm.

7. District/County Councillor Update: Cllr Duncton had sent her apologies and advised that she had nothing to report.

- Cllr Ransley advised that he had nothing to report pending the forthcoming elections. With the Ward changes, two councillors would now cover a larger area, and he hoped that there would be no further demanding issues to address.
- He had been contacted by the agent acting for Fishers Farm Park and understood that further plans were being discussed. The Clerk advised that Chichester District Council (CDC) anticipated further plans would be on consultation shortly, for Parish Council consideration on 21<sup>st</sup> May 2019.
- Members acknowledged that Mr Ransley was not standing in the forthcoming district election and extended their thanks for his tremendous help and support over the years. Mr Ransley left the meeting at 8.12 pm.

8. Public Questions: The applicant for the Old Helyers Farm application gave explanation to the history of the site and business, her business plan and personal needs, and the need to provide a property on-site. She hoped that the Parish Council would support her application.

8.28 pm – the member of public left the meeting

9. Report on On-going Matters:

a. Traffic Management Plan:

- Durbans Road Speed Reduction: Having spoken further with Cllr Janet Duncton, it was now clear that WSCC would not support a speed reduction.
- Durbans Road Build-out: WSCC had again confirmed that it would not support a build-out in Durbans Road despite Runnymede Homes being willing to finance. Members noted that the introduction of a new side road may have some effect on speed. Members expressed disappointment on both counts.

b. New Sports Pavilion: At the last meeting, emerging plans had displayed. Parish Council members were invited to meet with the architect, at short notice, as he was travelling through the village. The Wisborough Green Sports (WGS) members, at their own risk, had asked the architect to draw up ideas to obtain some initial feedback; the architect's plans were displayed. AJ gave explanation to the architect's drawings and the amendments discussed which the group believed was the Parish Council's view.

- There was good news in that the concept of extending to the back did work, but some re-angling had occurred to produce a simpler shape (2 rather than 3 angles) and reduce construction costs. This had created a rather boxy look. It was agreed that a pitched roof with hipped gables above the first floor ceiling level to reduce the outline and soften shape, which were in the recent design, was in preference to the architect's rather boxy look.
- The extent of the building had been slightly increased and it was agreed to reduce the building outline on the eastern side back to within the original line.
- It was felt that the terrace/balcony could extend to the front as in the recent design and restrict the extent of the terrace so part of the roof could be sedum (plants).

Members agreed with these observations. AJ advised that although it would not be possible to have full plans available for the end of June Neighbourhood Plan consultation event, it was an aspiration to include some details to gauge community feedback on the emerging ideas. Members agreed.

In view of the closure of a sports club locally and the impact that the building liability was now having on a Parish Council budget, PD advised that the Finance Committee had made the recommendation to full Council that, when plans had been agreed by all parties, it was important that WGS provided a 'Business Plan' to demonstrate how the building would be financed to ensure the long-term sustainability. AB highlighted that a new building would be more viable by decreasing heating and maintenance costs. Members agreed that a Business Plan should be requested.

c. Wisborough Green Sports: The out-going Trustees had completed the necessary paperwork and the Wisborough Green Sports CIO Trustees had been reminded to forward details to the solicitor.

d. Neighbourhood Plan (NP): SO advised that an update on policies, written by Jill Sutcliffe, had been included in the next parish magazine. An independent consultant was engaged to review the site assessment process

that was now being progressed following the call for sites. A community consultation on the site assessments to help identify the emerging sites would be organised in the Village Hall at the end of June. Details of how this information would be presented would be discussed further by the NP Steering Group, and an independent consultant would be engaged to validate the results. The NP was now being reviewed further to identify where other information required updating. It had been the intention to circulate a community questionnaire prior to the consultation, but unfortunately, this was likely to be delayed as grant-funding applications were not being received until the beginning to mid-May.

In terms of funding, the Clerk explained that the Parish Council was able to claim £9,000 grant funding, £1,575 of which had already been received in relation to the independent review of the site assessment process. The total of £7,900 was required to cover the questionnaire and consultation costs until the end of the year in order to meet CDC timescales to provide site information. In terms of the questionnaire, the NP Steering Group recommended that Action in rural Sussex be engaged to provide the full service; printing, distribution and independent analysis of the results, which would cost £3,491, covered by the grant. In relation to the remaining grant, this would be used to cover consultation costs and independent analysis of results, but potentially there could be a shortfall in line with the Parish Council's budget figure of £500. Members agreed with the proposed action and expenditure.

g. Clerk's Report:

- Election Update: Members had been elected in an uncontested election; MW confirmed that he would like to be co-opted in May. Members were reminded that they were required to complete expense forms and submit to CDC by 30<sup>th</sup> May 2019 otherwise their election would be invalid. The Clerk would also circulate the Code of Conduct, Register of Interests and Acceptance of Office to be completed for the May meeting. Clerk
- Possible Youth Club: The Clerk had met the two residents who were keen to establish a Youth Club. Explanation had been given to the previous club's set up, retained equipment, and policy, legal and insurance requirements. The residents had been advised that the Parish Council was holding funds for a Youth Club and that full details would need to be provided to gain Parish Council support to release them.
- Annual Parish Meeting: Members were reminded to attend the meeting on Thursday 25<sup>th</sup> April; SO gave her apologies. Members were asked to meet at the Village Hall at 7.30 pm to set up. PD to obtain the refreshments. PD/ALL
- Community Notice Board: The insurance company had been provided with the quotations along with details of the original purchase in 2016. Members agreed that the Clerk should follow up again in a few weeks prior to ordering. Clerk
- Safety Concerns: At previous meetings, some members had expressed concern at the possibility of the Parish Council having some responsibility for highway safety. Advice had been sought from West Sussex Association of Local Councils that advised that the Parish Council had absolutely no liability for matters relating to the public highway in the context of a planning application. The Council was not a statutory consultee, but had a statutory right to be notified of planning applications that fell within its area, unlike the County Council as Highway Authority that was a statutory consultee and had responsibility for its professional comments to the Local Planning Authority. The Parish Council did have responsibility for its own assets and to ensure that they were safe and not a risk to users.
- Developers' Signs: WSCC has reviewed its policy and given permission for the signs to be removed; now taken down.
- Website Accessibility Regulations: The Clerk highlighted that it was necessary for the village website to comply with new regulations by September 2020 and as such, she would make further enquiries. Clerk
- Councillor Training: As some members had not attended training, the Clerk suggested that in-house training be organised, possibly opening up to Kirdford, Loxwood, Plaistow and Ifold to help share the cost. Members agreed. Clerk
- Carters Way Hedge and Ditch Clearance: As highlighted at the last meeting, concern had been raised about recent vegetation clearance and ditching in the green lane that had been undertaken by the adjacent landowner at the request of CDC. Residents were now concerned that a large mound of soil had been left. The Clerk had contacted the landowner and highlighted these concerns, but it was not his intention to

clear as there was no requirement to do so. Members agreed that it was not a Parish Council responsibility.

- Ditch opposite the Cricketers Arms: The Clerk advised that the grill had been totally blocked with debris which had now been cleared by Sussex Land Services.
- Balloon Festival: The dates had been confirmed for this year but the Clerk was aware of tension particularly in relation to the event going forward. Members agreed that it would be appropriate for Parish Council representatives to meet with the organisers and WGS in due course.
- Litter Warden's Report: Rubbish was mainly where the contractors' vehicles were parked around the Green and lay-bys. She had requested that WSCC leave the grass cutting below the church to encourage the wild flowers. Members noted that a request to miss one cut had previously been made to WSCC that resulted in obscured visibility and unattractive long grass; when cut, there was a large accumulation of cuttings that looked very untidy. Members agreed that the cutting cycle should not be amended.
- Kirdford Road Bus Stop Sign: WSCC advised that it had now started the process of consulting with relevant parties to ensure that the operator, area office and any residents did not object to the works.

Clerk

#### 10. New Items for Discussion:

- a. Community Infrastructure Levy (CIL): CDC had requested that the Parish update its project list for inclusion on the Infrastructure Business Plan; projects included on the plan could be funded by CIL which was payable on the Runnymede development and any future development. The current list and funding details had been circulated in advance of the meeting. Members agreed to include all the projects as listed. Although the Pavilion project has been identified on the district list, members agreed that it was also the Parish Council's intention to contribute to this project. Clerk to update list and submit to CDC.
- b. Parking outside the Village Shop: Members briefly discussed this but in the absence of SR who requested the agenda item, deferred further discussion and any decisions to the next meeting.
- c. School Road Verge: The residents of the White House and Clovers had previously requested Parish Council permission to widen their entrance to avoid verge damage; unfortunately, they could not justify the expense. They had now asked if the Parish Council would repair the verge and install posts. It was noted that the verge had previously been repaired and within a few days, tyre tracks into the property had been noted. Members therefore felt that the verge damage was not purely related to School Road users and that the installation of further posts would incur a further on-going responsibility and cost to the parish. Members suggested that the residents might repair the verge on this occasion and perhaps seek quotes for alternative surfacing to reduce the cost.

Clerk

Clerk

#### 11. Correspondence: Details of correspondence received since 20<sup>th</sup> March 2019 was displayed:

- Rural Services Network – Rural Bulletin – circulated.
- Rural Services Network – Rural Bulletin – circulated.
- WSCC – notification of bus service changes.  
Compass Travel 64: Loxwood – Horsham (from 14 April) - Route unchanged between Loxwood and Billingshurst, revised to run via Coolham, Brooks Green and Barns green between Billingshurst and Horsham.  
Compass Travel 69: Alfold – Worthing (from 14 April) - Route unchanged, but to run on Tuesdays & Fridays instead of Tuesdays & Thursdays.
- South Downs National Park Spring Newsletter – circulated.
- WSCC – update on budget challenges questionnaire and further questionnaire to complete – circulated.
- Cllr Janet Duncton – notification that she was Chairman of West Sussex County Council as of Friday 5<sup>th</sup> April 2019 – circulated.
- Rural Services Network – Rural Bulletin
- CDC - Chichester Local Plan Review Preferred Approach 2016 – 2035; confirmation that all representations received have now been published on consultation portal at: <https://chichester.jdi-consult.net/localplan/>.
- Rural Services Network – Rural Bulletin – circulated.

- Southern Water – undertaking surveys of sewers and water mains under Village Green – looking at connections and apparatus to establish pipe condition. Will take place within 4-6 weeks. Undertake by a company called Atkins – visual inspection.
- Merchant Navy Fund – notification of Seafarers Day on 3<sup>rd</sup> September and encouraging promotion and flying of Red Ensign. **To enquire from the volunteer who raised the flags if the village owned a Red Ensign.**
- 4Sight – letter of thanks for donation.
- Minibus Association - letter of thanks for donation.
- St Catherine's Hospice - letter of thanks for donation.
- Arun and Chichester CAB - letter of thanks for donation.

9.30 pm – HT left the meeting room

**12. Planning:**

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

WR/19/00124/FUL - Case Officer: James Gellini  <b>Substitute Plans</b>	Jane Butler Old Helyers Farm Kirdford Road Wisborough Green RH14 0DD Replacement of existing permanent residential caravan with a new dwelling and relocation of the existing access. Members agreed that the plans had not materially changed since the last application and consequently, the Parish Council's <u>Objection</u> , as stated previously, remained.
WR/19/00837/DO M - Case Officer: Vicki Baker	Mr R Palmer Wilton Cottage Kirdford Road Wisborough Green Billingshurst Erection of two storey rear extension with 5 no. roof lights. The Parish Council has <u>no objection</u> to the extension, but in view of its support of dark sky policies and initiatives, would request that blinds or light reducing film be installed on the roof lights to prevent the egress of light at night.
WR/19/00969/ELD - Other Dev - Certs of Lawful Developmen	Mrs J Curtis Wallabies Nursery, Kirdford Road, Wisborough Green, RH14 0DD Existing Lawful development - Unfettered dwelling (Use Class C3) Non-compliance with condition 3 of planning permission WR/96/01117/FUL for a period exceeding 10 years. <u>No Objection.</u>

- b. **Chichester District Council Planning Decisions:** The following decisions were noted.

WR/19/00073/REM - Case Officer: Kayleigh Taylor	Mr Michael Weeks (Runnymede Homes) Land East Of Winterfold Durbans Road Wisborough Green Application for the approval of reserved matters pursuant to outline planning permission WR/15/03366/OUT - 22 no. dwellings, associated infrastructure and open space. Seeking approval of layout, scale, landscaping, appearance - Variation of Condition 2 of planning permission - WR/17/03677/REM - Plot 22 rotated approximately 45% anti clockwise and handed. Change approved Site Plan 1701/01J for new site plan 1701/01K	PERMIT
WR/19/00396/PLD - Case Officer: William Price	Mr D Grout 1 Barns Cottages Newpound Lane Wisborough Green Billingshurst Erection of rear single storey extension and alterations and additions to fenestration.	Not considered permitted development REFUSE

- c. **Planning Enforcement:**  
Bat & Ball: CDC would follow up on the car park lighting and polytunnel.

- d. Appeal Decisions – Albion House, Petworth Road: The inspector ruled that the visible extension at the side had a negative impact upon the building and was in conflict with Listed Building and Conservation Area Acts, as well as Local Plan Policy. The appeal was therefore dismissed.

13. Finance:

- a. Subscription to Sussex Association of Local Councils: Members acknowledged the benefits of belonging to the Association and agreed to the annual subscription to WSALC and NALC for a total payment of £460.23.
- b. Accounts for Payment: The Clerk displayed the Payment List for April which was approved. Members noted that online payments would now be made where possible; set up by the Clerk and authorised by a member.

<b>Payment from Barclays Community Account by Online Banking</b>			
<b>Payment Date</b>	<b>Payee</b>	<b>Amount £</b>	<b>Description</b>
16.04.19	Sussex Land Services	661.20	Grass cutting contract for March
16.04.19	Action in rural Sussex	50.00	Annual membership
16.04.19	WSALC	460.23	Subscription to WSALC & NALC
16.04.19	Scotts Signs and Posters	72.00	Map for telephone kiosk
16.04.19	Active Grounds Maintenance	3,216.00	Grounds work to Village Green
	<b>Total</b>	<b>4,459.43</b>	

<b>Direct Debit Payments from Natwest Business Account</b>			
<b>Date</b>	<b>Payee</b>	<b>Amount £</b>	<b>Description</b>
04.01.19	NEST	185.22	Pension contributions for period 01 Mar to 31 Mar 2019
23.04.19	Plusnet	28.20	Village Hall Broadband
01.05.19	Public Works Loan Board	3,908.86	Loan repayment for playground and Workhouse

<b>Payments Received to Barclays Community Account</b>			
<b>Date</b>	<b>From</b>	<b>Amount £</b>	<b>Description</b>
15.03.19	Chichester District Council	2,374.00	Grant fund for telephone kiosk refurbishment
12.04.19	Chichester District Council	30,750.00	Precept payment (first instalment)
15.04.19	New allotment tenant	48.00	Allotment deposit and rent

<b>Payments Received to Natwest Business Account</b>			
<b>Date</b>	<b>From</b>	<b>Amount £</b>	<b>Description</b>
05.04.19	Allotment tenants	42.50	Allotment rent
05.04.19	Allotment tenants	57.00	Allotment rent
13.04.19	New allotment tenant	62.00	Allotment deposit and rent
11.04.19	Wisborough Green Village Hall	3780.00	Rent payment (first instalment)

- c. Natwest Bank Accounts: Due to the two signature requirement, it was not possible to set up online banking to make payments from the two accounts but members gave authorisation for the Clerk to establish online banking to view balances and statements. Members approved the Chairman and Vice-Chairman signing the application form on behalf of the Parish Council.
- d. Bank Reconciliation: HT had agreed the Bank Reconciliation for the period ending 31<sup>st</sup> March 2019 for the Parish Council's Natwest Business and Reserve accounts, and the new Barclays Community Account.
- e. Year-End Accounts: A copy of the figures for year-end 31<sup>st</sup> March 2019, to be presented at the Annual Parish Meeting, the Finance Committee minutes giving explanation to budget discussion and an updated budget for 2019/20 had been circulated to members in advance of the meeting.

Clerk

The recommendations made by the Finance Committee, as detailed in the circulated minutes, were discussed and approved.

Year End March 2019:

- The Year-End accounts, as tabled, to be presented at the Annual Parish Meeting. No transfers to reserves to be made and £2,091.99 to be transferred from the Village Hall Reserve Fund to balance the budget for year-end 31<sup>st</sup> March 2019; this transfer was £582.67 more than originally budgeted.

Year End March 2020:

- Revised budget approved; election fee removed but virement to cover unbudgeted expenditure. Transfer of Funds from Village Hall Reserve into budget of £3000 as detailed in original approved budget.
- Parish Council to make a donation of £2,500 to the Pavilion Project later in the year. It was hoped that WGS would be in a position to fund this cost initially and be asked to make a formal request and provide annual accounts for the last financial year in line with other donation requests.
- Donation to be made on receipt of Section 106 or CIL Funding, or later in the year when other projects had been progressed and the budget position was known. As the landowner there was justification for the Parish Council to submit the planning application which could be explored further.
- In terms of General Data Protection Regulations, as protocols had been updated and measures put in place to protect data, members recommended that the Clerk should now act as Data Protection Officer and seek additional support if a data request was made at a one off cost of £150.

13. Other Reports:

a. Village Hall: SO advised that the Hall Trustees had ratified the appointment of Philips Chartered Surveyors of Pulborough to progress the project. The drawings were now being updated to meet the Conditions specified in the Planning Consent and provide the details for the Building Regulations application. An asbestos survey, heating survey and cost report had been commissioned. The project team were now exploring different funding options and researching different elements of the project, such as the kitchen specification.

b. Allotments:

- All but one small plot had been let and all were being worked well. Rents were being received.

c. The Green:

- Active Grounds Maintenance had recently undertaken the work. Unfortunately, a message was not conveyed to the Football Club to prevent playing on the surface that caused some upset within WGS. Having met with those concerned, and considered the difficulties of scheduling work and allowing time for growth, AB had suggested that the Green be rested for a two-week period from 15<sup>th</sup> to 30<sup>th</sup> April every year. WGS had agreed to this proposal. Members therefore agreed to this recommendation but suggested that the dates be subject to some flexibility to allow for ground conditions and football scheduling. Dates to be agreed at the Green Coordination Group meeting each March.
- Unfortunately a lorry was driven onto the Green behind the A272 noticeboard. The Clerk had followed up with WSCC and Southern Water and was waiting for a response. It was suggested that the shop CCTV might help to identify. Clerk to enquire.

Clerk

Clerk

d. Health & Safety: There was nothing to report.

14. Any Other Matters to Report:

- a. SO advised that wooden posts had been installed on the verge outside the school, presumably to prevent parking. However, they were over a meter in height and were out of keeping with the area. Members, who had seen, concurred with this observation. Clerk to contact the school.
- b. AJ passed on a resident's comment complimenting the Parish Council on the condition of the village centre.
- c. The map was now installed in the telephone kiosk so the project was complete.
- d. Unfortunately, the Oak tree planted last year on the Little Green appeared to have died. Members agreed that it should not be replaced at the present time.

Clerk

14. Date of Next Meeting:

Annual Parish Meeting on Thursday 25<sup>th</sup> April 2019 at 8.00 pm.  
Parish Council Annual Meeting on Tuesday 21st May 2019 at 7.45 pm

There being no further business, the meeting was closed at 10.20 pm.

..... Chairman

..... Date