

Wisborough Green Parish Council

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

Date: Tuesday 15th October 2019

Present: Mr A Burbridge (AB), Mr A Jackson (AJ), Mr M Newell (MN), Mr S Rollinson (SR),
Mr H True (HT), Mr M Watson (MW)

Apologies: Mrs J Dandy (JD), Mr P Drummond (PD) (Chairman), Mrs S Overington (SO)

In Attendance: Mrs L Davies, Clerk
Cllr Gareth Evans, District Councillor
Cllr Janet Duncton, County Councillor

Members of Public: None

As Vice-Chairman, Mr Jackson opened the meeting at 7.45 pm and welcomed all.

Action By

1. Apologies for Absence: Apologies were received and accepted from Mrs Dandy, Mr Drummond and Mrs Overington.
2. Declaration of Members' Interests: HT declared that he was a neighbour of the 7 Carters Way planning application and the applicant had also been used by the Parish Council as a paving contractor. No other interests were declared.
3. Minutes of the Last Meeting: The Minutes of the last meeting held on Tuesday 17th September 2019 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Update:

County Councillor (In attendance from 7.45 pm until 8.00 pm):

- In response to the Parish Council's previous questions about Gatwick and the use of emergency runway, Cllr Duncton explained that West Sussex County Council (WSSCC) had been asked to provide some information to the Planning Inspectorate in relation to the environmental impact assessment scoping report, but would not be considering further until a pre-application consultation in 2020 at the earliest. The County Council would not have a formal position until the planning application had been submitted and full details were known.
- In her role as Council Chairman, Cllr Duncton had attended a number of award ceremonies where the Lord-Lieutenant had presented the Queen's Award to voluntary services. She gave examples of recipients' work and highlighted that nominations could be made; she would advise of the nomination process.
- Cllr Duncton advised the Hall and Woodhouse Group managed a community award system for small community grants.
- Children's Services had not had a good Ofsted Report, primarily relating to the administration of the service. She continued to visit the children's homes across the county, all of which had been judged as Outstanding or Good over the years. Cllr Duncton anticipated that the Children's Services Ofsted Report would be available online after Friday's Council Meeting
- The new Chief Fire Officer, Dr Sabrina Cohen-Hatton, was now in place.
- The Chief Executive had left and the Executive Director was acting Chief Executive until a replacement was recruited. The new Council Leader would Chair their first full Council meeting on Friday

District Councillor (In attendance from 7.45 pm until 10.17 pm):

- As previously mentioned, council meeting times were debated at the full council meeting on the 24th September. Chichester District Council (CDC) currently held all of its meetings during the day whilst 95% of all district/borough councils across England and Wales held evening meetings. It was argued that day time meetings was discriminating against those of working age or with other commitments (i.e. care) from being able to serve and to perform this role at the highest standard. It was also argued that being more flexible allowed residents and parish councils to attend meetings and have their voices heard

allowing more people to engage on the democratic process. The decision taken was that the matter was closed and would not be reviewed until 2023 (i.e. after the next district council elections). At the last election, there had been a push to encourage younger, working people to join the council and Cllr Evans felt strongly that the decision not to review meeting times precluded many people from attending. In terms of taking forward, this was not being driven by the Liberal Democrats, but a cross party non-political petition was being promoted. Cllr Evans confirmed that he received an allowance to perform his role as District Councillor and that he had an agreement with his employer to attend the 6 Full Council meetings each year, but, attending planning meetings and other panels would be more challenging. However, he did have supportive colleagues who would attend and speak on his behalf, if necessary. Members fully supported Cllr Evans views and agreed that a more flexible approach was required, particularly to encourage more people to be involved in local government. It was agreed that a letter of support would be sent to CDC.

Clerk

- Mrs Natalie Hume had resigned as District Councillor on 30th September and as such, a By-election would be held on Thursday 21st November.
- Cllr Evans attended the Neighbourhood Plan consultation event and congratulated all involved on the clear presentation which was displayed in a way that was easy to understand and therefore gave residents the ability to give informed feedback. Planning was a complex issue and it was heartening to see the work that had been put into this presentation to make it open and inclusive for all.
- Sadly, the applicant of the Goose Cottage planning application had passed away.
- For information, the COOP (Food Store) application in Loxwood was very controversial. There was a definite need for a shop, but the building was now larger and incorporated 10 flats. The Parish Council was not opposed, but there was much opposition from residents.
- Cllr Evans reminded of his upcoming surgeries which were now being used by residents:
 - Saturday 19th October, Plaistow Stores
 - Saturday 2nd November, Kirdford Stores
 - Saturday 23rd November, Onslow Arms, Loxwood

5. Public Questions: There were no public questions.

6. Report on on-going Matters:

a. Traffic Management Plan:

- Community Highways Scheme: A meeting with WSCC Highways was being held this Thursday, 17th October, to consider the implications of the survey work. Members requested circulation of the original plans as a reminder.
- Hughes Hill: The surface improvement work started last week but unfortunately was delayed due to the weather.

Clerk

b. New Sports Pavilion: The consultation on the new building design was held at the same time as the Neighbourhood Plan consultation event. AJ had entered and analysed the data and displayed the results. In summary:

- 96 responses.
- Significant majority in favour of replacement project.
- New design liked and it being 'About right' was dominant response in all key questions.
- Strong support for combination of traditional and modern, but some concerns raised by minority.
- General acceptance that latest design is improvement.
- Amongst concerns raised; stained finish, traditional look, extent of glass, extent of social space.
- Overall response appears consistent from Wisborough Green Sports (WGS) members and non-members.
- Conclusion: Consultation response gives result with clear direction of support for new design. Response is valid, with representation from residents both members and non-members.

Members reviewed the results and accepted the conclusions as a valid result. It was agreed that the Pavilion Project Team should meet to consider the detailed comments to inform any minor design change and arrange a pre-application meeting with CDC. Prior to any planning application being submitted, the Parish Council would require a Business Plan to demonstrate the long-term sustainability of the building. Members agreed that as the landowner, the Parish Council would submit the planning application, approval of which would then support the further steps in the fundraising process. AJ to forward consultation results to WGS and arrange meeting.

AJ

- c. Footpath Charter: Members agreed in principle to the charter, as discussed at the last meeting, but felt that some context should be included. HT to review. HT
- d. Clerk's Report:
- Next Newsletter for November: Members were asked to give thought to items to be included and send suggestions to the Clerk. ALL
 - Councillor Training: Now booked for Tuesday 3rd December. An invitation had been extended to Kirdford, Loxwood and Plaistow and Ifold. Members were asked to confirm attendance.
 - The Three Crowns: CDC had confirmed that the application to register as an asset of community value had been unsuccessful. Case law created a number of precedents that public houses did not in themselves provide social value and the activities highlighted in the application were consistent with activities of a public house and were not demonstrative of community use. CDC also received objections on behalf of the owners.
 - Other Matters or Actions to Report:
 - School Festival in 2020: The PTA had enquired into the possibility of holding the festival on Friday 8th May, which was the amended Bank Holiday to commemorate VE Day. Members were delighted to support the event, but requested a formal application and details in due course. Clerk
 - Greenoak Shared-Ownership Housing: The Housing Association had advised that two, 2-bed properties were available, the price of which had now been reduced. Updated leaflets had been provided to promote in the village. Clerk
 - Village Christmas Tree: Reverend Jenkins had kindly agreed to the projection on the Church tower as last year. Clerk to make necessary arrangements. Clerk

7. New Items for Discussion:

- a. Chichester Infrastructure Business Plan: Members reviewed the document and agreed that there were no omissions. However, the playground re-surfacing cost to be uplifted to £17,000 and the provision of an additional storage garage to be included; costs to be obtained. Clerk
- b. Death of a Senior Figure: A proposed policy had been circulated in advance of the meeting. It provided details of the prescribed arrangements for the death of a senior figure, primarily the monarch. Details of the arrangements to be put in place by the Parochial Church Council were also given. Members adopted the policy as tabled, agreed to the flag pole as being the most appropriate place for community flowers and approved the expenditure for a book of condolence. Clerk
- c. Winter Management Arrangements: WSCC had been updated on the grit provision in the Parish; no grit used last year, so no further grit required. Members approved the winter management arrangements, as detailed last year. HT was the main contact and E P Clark to be the Parish contractor.
- d. Major Emergency Plan: Group Members were confirmed as: SO, HT, SR and the Clerk. HT agreed to update the cascade list to ensure numbers were still current. SR to organise equipment check; help would be required. HT/SR
- e. Pond Willows: The local tree surgeon that looked after the pond willows had highlighted that further attention to remove base growth resulting from trimmer damage was required. Members authorised the expenditure to purchase trimmer guards at £4.95 each plus postage (up to 10 required) with £70 labour charge for trimming and guard installation. Clerk

8. Bench Donation Policy: Members resolved to re-adopt the circulated policy with the updated cost details. Clerk

9. Correspondence List:

- SDNP – September Newsletter – circulated - Farming for Nature, Through the eyes of a ranger, Caring for the environment and photographer competition.
- SDNP Workshops – confirmation of events – Dr Sutcliffe would attend as a parish representative and report back.
- Gatwick Airport – invitation to attend ‘behind the scenes’ event – details circulated.
- Steyning Parish Council – notification of Regulation 14 consultation on Neighbourhood Plan.

- On behalf of Scope, trying to find new locations and wondered if there was somewhere suitable in Wisborough Green. The Scope Textile Banks help to raise awareness and to provide a much needed source of income towards ongoing projects. **To be advised that the Parish already had this facility and that recycling opportunities were also available at a nearby recycling centre.**
- Zumba Teacher – holds a class in Village Hall and wondered if she could put up an A frame to advertise. Advised that Parish Council has a sign policy for village businesses. **Members agreed that an event sign could be located on the road for the duration of the class and removed immediately afterwards.**
- CDC – District Council Standards Committee – 3 nominations and therefore no ballot – Ray Cooper Lurgashall, David Ribbens Plaistow & Ifold, Jose Galego Easebourne.
- Cllr Natalie Hume – notification of resignation due to move and work and family commitments. By-election to be held.
- Rural Services Network – weekly bulletin – circulated.
- Open Space Society – autumn newsletter.
- Possible resident – in the process of buying a house in the village and asking about the implications of development – referred to the NP Steering Group.
- WSCC – Small School consultation but not relating to Wisborough Green.
- Rural Services Network – weekly bulletin – circulated.
- SDNP – November Newsletter – circulated - Boost for Bees, Locations to Love, Milestones and Win a holiday.
- Plaistow & Ifold Parish Council – details of Public Rights of Way meeting relating to proposed changes on Wephurst Estate – circulated.
- SDNPA – details of new lottery to support the conservation and enhancement of South Downs National Park and have a chance to win up to £25,000.
- APCAG – supports Gatwick is Big Enough Campaign – details of Gatwick Master Plan and potential adverse impact upon communities.
- Update on Parishes Wildlife Group and notification of Keep Kirdford and Wisborough Green AGM on Thursday 21st November. Circulated.
- Rural Services Network – weekly bulletin – circulated.
- CDC – circulation of update from Sussex Police in relation to Police Community Support Officers (PCSOs) allocation, increased number and deployment from Monday, 4 November. Circulated.

10. Planning:

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

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| SDNP/19/04448/LIS – Case Officer: Beverley Stubbington | Mr and Mrs R Wilkins Pallingham Quay Farm, Horsebridge Hill, Wisborough Green, Billingshurst, West Sussex, RH14 0HE O.S. Grid Ref. 503592 /121617 Proposed remedial and re-roofing works and replacement windows. <u>No Objection</u> |
| WR/19/02357/DOM - Case Officer: Vicki Baker | Mr & Mrs David Baker 7 Carters Way Wisborough Green RH14 0BX First floor side and rear extension over rebuilt garage, enclosed porch and single storey rear extension and internal alterations. O.S. Grid Ref. 504598/126066 <u>No Objection</u> |

- b. Chichester District Council Planning Decisions:

| | | |
|-----------------|---|--|
| WR/19/01962/FUL | Mrs J Curtis Wallabies Nursery Bungalow Kirdford Road Wisborough Green RH14 0DD Proposed nurseryman's bungalow and garage - Removal of Condition 3 of planning permission WR/96/01117/FUL - Sole agricultural occupancy. | REFUSE Contrary to Local Plan and Neighbourhood Plan Policies |
|-----------------|---|--|

- c. Enforcement Matters: Bat & Ball Public House Lighting: CDC had again contacted the agent and was following up.

11. Finance:

- a. Bank Reconciliation: HT had agreed the Bank Reconciliations for the period ending 30th September 2019 for the Parish Council's NatWest Business Account and Barclays Community Account.
- b. Accounts for Payment: The Clerk displayed the Payment List for October which was approved:

| Online Payments from Barclays Current Account | | |
|--|---------------------|---|
| Payee | Amount £ | Description |
| D J Pegley Contracting Ltd | 336.00 | Installation of parking stoppers |
| N Riley | 130.00 | Repair of allotment tap and gate post |
| Arun District Council | 211.50 | Printing for NP Consultation event |
| Pyzer Cleaning Services | 504.30 | Public toilet cleaning, supplies and additional weekend cleans |
| WSSC | 1,741.00 | Clerk's salary for September |
| Sussex Land Services | 741.60 | September grass cutting contract and weed spraying |
| L Davies | 76.19 | Consultation expenses, office supplies, Instant Ink fees, allotment deposit refund (cash requested) |
| | 3,740.59 | |

| Direct Debit Payments from Barclays Community Account | | | |
|--|---------------------|--------------|---|
| Date | Amount £ | Payee | Description |
| 09.10.19 | 230.48 | NEST | Pension contributions for period 01 to 30 September |
| 19.10.19 | 28.20 | Plusnet | Village Hall Broadband |
| | 258.68 | | |

| Payments Received to Barclays Account & Natwest Account | | | |
|--|---------------------|--------------------------|---|
| Date | Amount £ | From | Description |
| 20.09.19 | 340.00 | Trickett's Fair | Annual fair – official day and extra day |
| 14.10.19 | 3,801.00 | WG Village Hall | Lease payment |
| 14.10.19 | 100.00 | WG Horticultural Society | Donation towards public toilets |
| 30.09.19 | 250.00 | WG Fete Society | Donation towards public toilets (paid to Natwest) |
| | 4,491.00 | | |

- c. Financial Statement of Accounts: The statement was displayed. There were no further questions. Members acknowledged, with thanks, the donations received from the Horticultural and Fete Societies.
- d. Clerk's Computer: Members agreed to the expenditure of at least £500 to replace the Parish Council laptop. Decision delegated to MN, AJ and the Clerk.
- e. Internal Auditor: Due to the Clerk's current work load, members agreed not to change the internal audit arrangements. Members therefore resolved that PJ Consultants should be appointed to undertake the internal audit for year-end March 2020.
- f. 2020/2021 Budget Preparation: Members were reminded to give thought to possible projects for next year for budget discussion. Ideas to be forwarded to the Clerk for discussion by the Finance Committee at its meeting on Tuesday 12th November 2019.

Clerk

MN/AJ/Clerk

ALL

12. Other Reports:

a. The Green:

- Grass Cuttings: AB reported that WGS would organise directly a CDC green recycling bin for the grass cuttings at a cost of £53 per year.
- Green Coordination Group Meeting: The Clerk was currently trying to set a meeting date. The current cricket square net, condition and visibly, to be raised.

Clerk/AB

b. Allotments:

- Tenancy Update: Unfortunately, a number of tenancies had been relinquished; one deposit had been retained as the plot had not been cleared. An advertisement would be included in the next newsletter. The Clerk would shortly be undertaking an inspection and would also discuss water collection plans and the location of a further greenhouse with the tenants.
- Hedge Cutting: Another quotation had been sought but the contractor was too busy to take on further work. Members therefore agreed to accept the quotation from Sussex Land Services for £250 plus vat, the same price as last year. Clerk to organise for later in the year.

Clerk

- c. Health & Safety: MN reported a possible trip hazard on the Kirdford Road pavement by the cricket nets; HT to inspect and report back to the Clerk.

HT/Clerk

13. Any Other Matters to Report:

- a. Following the last meeting, AB confirmed that he had met with contractors to discuss a specification to resolve the water run-off issue from Kirdford Road; both contractors proposed different schemes. He would pursue.
- b. AB had, as yet, spoken to the school regarding the Songhurst Meadow track, but would do so shortly.
- c. The Clerk would be moving house and there was insufficient space to accommodate the Parish Council's filing cabinets. She would undertake a clearance and combine with the cabinets in the Village Hall. The Parish Council shed on the allotments was a short term shortage solution but further consideration to be given to scanning documents to remove paper files.
- d. SO had advised the Clerk that she had reported a sewerage leak on fields behind Moonsbrook Cottage. Southern Water had inspected but had also noted run-off from the Fishers Farm manure heap entering the stream and would inform the Environment Agency. AB agreed to speak with Mr Rollings at Fishers Farm.

AB

Clerk/MN

AB

14. Date of Next Meeting:

Planning Committee Meeting on Tuesday 5th November 2019 at 8.00 pm (only if required)
Finance Committee Meeting on Tuesday 12th November 2019 at 7.30 pm.
Parish Council Meeting on Tuesday 19th November 2019 at 7.45 pm.

There being no further business, the first part of the meeting closed at 9.34 pm. Cllr Evans left the meeting room.

15. 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.

Neighbourhood Plan Review: A successful consultation event was held on 27th and 28th September 2019. Over 200 responses had been received and the data was now being entered; it would take some time before the results were known. The majority of comments had been very complimentary, but potential improvements had been identified for implementation at future events. In the absence of SO, AJ read an update statement detailing the actions now being undertaken by the Neighbourhood Plan Steering Group, the independent consultancy advice and validation being sought and the lengthy process to be followed. Parish Council members supported this action. It was agreed that the Neighbourhood Review Team would consider the developer's comments and provide a full report to the Parish Council for consideration and response.

There being no further business, the meeting closed at 10.00 pm.

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Chairman

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Date