

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 15th September 2020

Date: Tuesday 21st July 2020

Present: Ms L Bartley (LB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ),
Mr M Newell (MN), Mr H True (HT), Mr M Watson (MW)

Apologies: Mr A Burbridge (AB), Mrs S Overington (SO), Mr S Rollinson (SR)

In Attendance: Mrs L Davies, Clerk

Members of Public: 2

Due to the Coronavirus Pandemic, the meeting was held online via Zoom which was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.45pm and welcomed all. The members of public had been advised that the meeting would be recorded for minute preparation only, and the recording then deleted. Members of the public would be on mute and permitted to speak during public questions only.

1. Apologies for Absence:
Apologies were received and accepted from Mr Burbridge, Mrs Overington and Mr Rollinson.
2. Declaration of Members' Interests:
HT declared a financial interest in Gatwick Airport. MN advised that he was an acquaintance of the Yoga instructor in relation to 8e.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 16th June 2020 were approved as a correct record.
4. Minutes of the Last Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 7th July 2020 were approved as a correct record.
5. District and County Councillor Update:

District Councillor:

Cllr Evans was not in attendance but had circulated an update in advance of the meeting, summarised below. Members had no further questions.

- Cllr Evans continued to support the Covid-19 hubs. As we emerged from lockdown, he encouraged residents to exercise caution in case of a second spike. At present the Covid-19 District Councillor hotline remained open should residents report any concerns.
- Chichester District Council (CDC) was working very closely with West Sussex County Council (WSSCC) and other partners on a Covid-19 Local Outbreak Plan. The plan worked together with the test and trace system, providing a strategy on how the spread of the virus could be reduced if infections started to increase locally.
- Overview and Scrutiny met this month to review the recovery plan. Cllr Evans questioned inclusion of Mental Health and received assurances that reference to Health included Mental Health – he would follow with interest.
- The recovery plan would be considered by Cabinet on 7th July, and then full council on 21st July. The report outlined how CDC planned to help communities and businesses to recover.
- CDC had reported increased littering in parks and beaches and was working hard to address.
- Cllr Evans had been asked to remind the community that as we emerged from lockdown the Covid -19 risk remained high and it was vital that social distancing rules were observed. While Civil Enforcement Officers, Foreshore Officers and Community Wardens had been monitoring and offering advice, they did not have any powers to enforce social distancing measures. CDC had produced appropriate signage.
- CDC had written to all public houses and restaurants across the district offering advice and guidance on re-opening, especially as the government had eased restrictions around licensing and planning.
- Regarding dangerous driving and speed and noise issues, the next meeting of this task force was currently being organised.
- Cllr Evans provided an update on his enquiries into the Loxwood Claypit application.
- Cllr Evans continued to conduct meetings with residents via Zoom, Google Hangout, Skype, Video Call or WhatsApp. Contact at gbevans@chichester.gov.uk / 07958 918 056.

6. Public Questions:

There were no questions.

7. Report on on-going matters:

a. Coronavirus (Covid-19):

The Clerk provided the following update:

- A feedback questionnaire had now been received from WSSCC to ascertain the impact upon the village. The Clerk had completed, advising that volunteers had not been stood down in case further help was required. The Parish Council would need to consider at a future meeting whether a volunteer list should be retained with due consideration to data protection requirements.
- The village-based company would anti-viral spray the playground, benches, and public toilets on 30th July.

- The playground was being well used; picnicking and non-social distancing had been observed despite the advisory notices. MN advised that after initial excitement, the playground was now returning to normal use.

- b. Gatwick Airport:
During the Coronavirus situation, the village had obviously benefitted from quieter skies, however, the action groups remained vigilant. Members approved the £100 annual membership fee for the Association of Parish Councils Aviation Group (APCAG). PD confirmed that he would attend the virtual APCAG Annual General Meeting Tuesday 28th July 2020.

- c. New Pavilion:
AJ had provided an update at the Planning Committee Meeting on Tuesday 7th July. There had been no further response from CDC to the amended design.

- d. New Homes Bonus:
Members had previously agreed to submit a funding application for the Speed Indicator Device which would be moved around the village. A costed proposal had been circulated in advance of the meeting which provided details of the two devices supported by WSCC. CDC had now confirmed that there was no need to commit to the device selection at this stage. Members therefore agreed that the application should be submitted for £2,500, which was slightly above the indicative grant available, in the hope of this additional funding and that further research into the devices should be undertaken. A north West Sussex parish had both devices in operation which allowed for a direct comparison. MW requested further information about ongoing costs for any annual maintenance or recalibration. It was agreed that the Chairman and Clerk would make further enquiries and report back at the next meeting. CDC had also confirmed that CIL funding could be used for the balance. Clerk to submit New Homes Bonus application.

- e. Songhurst Meadow Open Space:
SO and the Clerk had attended an onsite meeting with Runnymede Homes on 17th July to share the initial plans for the area. Meeting notes had been circulated and a revised plan, prepared by Runnymede Homes, was displayed. Runnymede Homes was receptive to the ideas and supported the Parish Council's plans but had reiterated that it was unable to do any work in the north field beyond the new fencing due to the environmental sensitivity. Any groundwork in this area would need to be undertaken by the Parish Council and once Runnymede was off-site. Members were disappointed to note the alteration and reduction to the proposed 750m path route but acknowledged that the reduced route would create a circuit, and perhaps an extension could be added by the Parish Council later. To guide further discussion with Runnymede Homes, it was agreed that a local quotation to install the path section in the north field should be obtained, delegated to MW and the Clerk.

f. Clerk's Report:

- School Festival: The Parent Teachers' Association had now made the difficult decision to cancel the event which had been re-scheduled from May to 19th September. The Clerk had not heard if the annual fair would be visiting but would follow up.
- Dieppe and Remembrance Day Commemorations: A low key Dieppe Day commemoration would take place on Sunday 2nd August. The Chairman would attend to represent the Parish Council. As wreaths were not currently in production, members agreed to the expenditure for an alternative wreath up to the value of £30. The Royal British Legion had advised that the poppy appeal and Remembrance Day commemoration would be different this year.
- Duck House Repair: The current duck house required repair or replacement. A local company would potentially donate the wood and a local contractor used. Members authorised repairs up to £200 to allow the work to be undertaken whilst the water level was low.
- Public Toilets Hot Water Cabinet: The Clerk had been advised by the local contractor that he missed the cost of materials from his quote, which would be an additional £46. Members authorised this expenditure.
- Hedges: A few residents had commented on overgrown hedges. A notice had been placed in the next Ad Vincula and the Clerk would contact the landowners concerned.
- Communications: The Clerk attended a webinar on communicating and engaging with the community organised by the Surrey and Sussex Association of Local Councils. It covered social media as well as e-newsletters. Details had been forwarded to the Communications Working Group for information. PD suggested that the group meet virtually, or perhaps physically, at the end of August to report back at the next meeting. Action by PD, MN, MW, and the Clerk.

8. New Items for Discussion:

a. Community Speed Watch Equipment:

SR had circulated a report which updated members on the re-establishment of the group; there were now 17 new members undergoing training. PD complimented SR on the report which set out a good plan for the future. Having sought information from other parishes, it appeared that successful groups owned their own equipment. Owning equipment removed the need to pre-book and travel to Midhurst to collect and return, would enable more sessions on any days and allowed Wisborough Green to participate in a coordinated and targeted approach with other parishes. Members fully supported the proposal and authorised the expenditure of £432. CDC had confirmed that CIL funding could be used for this purchase. Action by SR and the Clerk.

b. Biodiversity Report:

The Sussex Wildlife Trust had produced the report in support of the local green gap assessments by the Neighbourhood Plan Review Steering Group. Unfortunately, at the time of requesting, the Group was not advised of the £100 plus vat charge.

Members approved the expenditure as the report was required for the Neighbourhood Plan review.

- c. Website Accessibility: The website had now undergone an accessibility check which identified elements of non-compliance; the Clerk would be undertaking a further update over August. A proposed Accessibility Statement had been circulated in advance of the meeting but would require updating at a future meeting. Members approved the circulated statement for publication on the website.
- d. Newpound Lane Sewerage Concerns:
The Parish Council had previously raised concerns with Southern Water about sewer capacity in Newpound Lane, particularly in relation to the Songhurst Meadow development and the problems experienced in the past at Moonsbrook Cottage. The cottage residents had reported a recent blockage in the main sewer somewhere in Newpound Lane which cleared suddenly overnight resulting in sewerage emerging in the road by their property. The Southern Water operative who attended advised that the 6-inch pipe in Newpound Lane was insufficient. Members agreed that this should be followed up with Southern Water by PD and the Clerk.
- e. Use of the Green for Yoga Class: A request had been received by a local instructor to hold classes on the Green instead of the Village Hall, due to Covid-19 restrictions. It was proposed to take place on a Wednesday evening between 7 – 8 pm under the trees in front of the Pavilion, with participants social distancing and providing their own mats and equipment. The instructor had provided a risk assessment and a copy of her £5m public liability insurance. She had offered to make payment in line with her arrangement with Rudgwick Parish Council. Members approved use of the Green during the current restrictions and until the clocks went back at the end of October. The instructor and participants should park in the laybys or Kirdford Road and not use the west road. A charge would not be made, but a donation towards the public toilets would be appreciated. Clerk to issue agreement form and advise WG Sports.

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was displayed.

Details of emails and letters received
GACC June Newsletter – circulated.
Rural Services Network – The Rural Bulletin – circulated.
Rural Services Network – The Rural Bulletin – circulated.
Kent Surrey Sussex Air Ambulance – thanking Parish Council for donation and advising of Zoom session to meet the team and hear more about the service on Wednesday 22 nd July at 10am, Zoom link available on request from Sarita Taneja, Community Fundraiser SaritaT@aakss.org.uk

<p>English Regional Transport Association (ERTA), a voluntary membership-based association seeking to reopen select rail links for the betterment of the society they would serve. Details of proposal to re-open Guildford to Shoreham line and perceived threat of canal restoration. Details circulated.</p>
<p>Andrea Smith, CDC Climate Changer Officer – details of tree planting grants.</p>
<p>Pulborough Parish Council – Neighbourhood Plan on Regulation 14 Pre-submission consultation. The plan and supporting documents/evidence base can be viewed on Pulborough Parish Council website.</p>
<p>Rural Services Network – The Rural Bulletin – circulated.</p>
<p>Newpound Lane resident – having read about Speed Indicator Device in newsletter, asking if a site in Newpound Lane was included. Concerned about speed of traffic. “We live right by the newly re-opened Fishers Farm, and from about 6.45am every day we have constant cars, vans and lorries seriously exceeding the 30mph speed limit. The rat-run from the green to the B2133 continues all day, -increasing in traffic volume again about 5/5.30.” Advised that there was a site identified by WSCC near to Jays Barn.</p> <p>Sussex Police to assess for a Community Speed Watch site. Action SR.</p>
<p>CDC - The Local List sets CDC policy on the information which must be provided in support of all planning application types within Chichester District, outside of the South Downs National Park (SDNP), for the Council to determine their validity. The Council's current Local List was last reviewed in July 2017, and therefore the Local List has been reviewed and updated. The updates take account of the changes in national and local planning policies and other guidance associated with the consideration of key issues when determining planning applications.</p> <p>Comments on the revised Local List invited. Comments can be made by email to dcplanning@chichester.gov.uk. Consultation closes: Monday 10 August 2020</p>
<p>NALC, CDC and WSCC Weekly Coronavirus updates.</p>
<p>WSCC - the June/July round of County Local Committees was cancelled due to COVID-19. The next round in October/November is due to be considered by our Governance Committee on 7 September 2020. Ahead of this, welcome any views from you on whether this next round of CLCs should resume. If they do, what format you think they should take (virtual etc), and any alternative arrangements to ensure community engagement if they were to be cancelled or held virtually. Having attended previous meetings, the Chairman advised that a virtual meeting would be more suitable</p>
<p>CDC - Let's Talk: Dogs in Public Spaces — consultation to run until 14 August 2020. Reviewing the dog control rules that apply to public spaces within the Chichester District. Proposing that the current Public Space Protection Order, which is due to end in October this year, continue for a further three years with a few minor changes.</p> <p>www.chichester.gov.uk/letstalkdogsinpublicspaces.</p>
<p>Steining Parish Council – prepared a Neighbourhood Plan which was now on Regulation 16 consultation. Comments invited.</p>
<p>Rural Services Network – The Rural Bulletin – circulated.</p>
<p>Newpound Lane resident – thanking the PC for very smart playground surfacing with complements the rural environment.</p>

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:

Application Number	Application Details and Parish Council Comment
SDNP/20/1894/HOUS Case Officer: Jenna Shore	Mrs S Lonsdale Glasshouse, Fittleworth Road, Wisborough Green, Billingshurst, West Sussex, RH14 0HB Alterations and single storey rear extension. Grid Reference: 503197/122878 <u>No Objection</u>
SDNP/20/02285/LIS Case Officer: Jenna Shore	Mrs S Lonsdale Glasshouse, Fittleworth Road, Wisborough Green, Billingshurst, West Sussex, RH14 0HB Alterations and single storey rear extension. <u>No Objection</u>

b. Chichester District Council Planning Decisions:

Planning Application Number	Application Details	CDC Decision
WR/20/01036/PA3Q	Mr Jefferson Stroodlands Cottage Newpound Lane Wisborough Green Billingshurst Prior Approval Application for Change of Use of Agricultural Building to Dwelling (C3).	PERMIT
WR/20/01070/TCA	Miss Nicole Wright Thornton Cottage Petworth Road Wisborough Green Notification of intention to reduce height down to 4.5m and reduce by up to 1m (back to the boundary) on the north and west sectors on 3 no. Elder trees (marked on the sketch plan as 1 and 2), 1 no. Beech tree (marked on the sketch plan as 3), 1 no. Laurel tree (marked on the plan as 4) and 3 no. Lawson Cypress trees (marked on the plan as 5).	NO TPO

WR/ 20/01361/TCA	Mrs S White Meadow View Petworth Road Wisborough Green RH14 0BJ Notification of intention to fell 1 no. Ash Tree.	NO TPO
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11. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the Bank Reconciliations for the period ending June 2020 for the Parish Council's Barclays Community Account and Natwest Capital Reserve Account.

b. Accounts for Payment:

The Clerk displayed the Payment List for July which was approved.

Online Payments from Barclays Current Account (Dated 21st July unless stated otherwise)

Payee	Amount £	Description
Pyzer Cleaning Services	576.30	Public toilet cleaning and supplies (dated 19 th June 2020)
Sussex Land Services	665.40	Grass cutting contract for June
West Sussex County Council	1,739.21	Clerk's salary for June
E A Ansell Contractors Ltd	6,288.00	Playground sub-base and Kirdford Road ditch clearance
Pyzer Cleaning Services	648.30	Public toilet cleaning and supplies
Arun District Council	104.25	July newsletter printing
Association of Parish Councils Aviation Group	100.00	Annual subscription
L N Davies	265.37	Zoom Subscription, website fees, computer ink and dog waste bags
Sussex Wildlife Trust	120.00	Parish Biodiversity report
Royal Mail	352.50	PO Box and re-direction service
Total	£10,859.33	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
16.06.20	70.00	Chichester District Council	Annual premises licence for village green.
19.06.20	28.20	Plusnet	Village Hall Broadband
01.07.20	230.48	NEST	Pension contributions for

			period 01 to 30 June 2020
20.07.20	28.20	Plusnet	Village Hall Broadband
23.07.20	109.49	Business Stream	Allotment Water
Total	£466.37		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
21.07.20	58.50	Allotment tenants	Rent and deposit
Total	£58.50		

c. Financial Statement of Accounts:

The statement was displayed. There were no items of concern to highlight and no further questions. The Clerk advised that she had transferred £20,000 from the Barclays Deposit to the Barclays Community Account.

12. Other Reports:

a. Village Hall:

Refurbishment Plans: In the absence of SO, the Clerk advised that the working group was now engaging a professional to assist with grant funding applications.

Hall Re-Opening: The Village Hall Management Committee was now reviewing guidance and contacting regular users with a view to re-opening the hall with Covid-19 precautions.

b. The Green - Parish Council Liability for Injury:

The Parish Council's insurance company had advised that if the Council was found liable for matters on the Green, insurance cover was in place. With regard to action and possible hazards relating to WG Sports, the Parish Council was advised to communicate officially via the Parish Council Clerk to highlight concerns and to create a communication trail; this would transfer liability to WG Sports.

c. Allotments:

The allotments were generally being worked well. The Clerk would arrange to measure the allotments later in the summer to inform the rent review. The allotment tenants were all aware that a rent review was being undertaken with effect from 1st April 2021.

d. Health & Safety:

There were no concerns to report.

13. Any Other Matters to Report:

There were no further matters to report.

14. Date of Next Meeting:

Planning Committee Meeting

Tuesday 4th August 2020 at 8.00 pm (only if required to meet CDC deadlines)
Tuesday 18th August 2020 at 8.00 pm (only if required to meet CDC deadlines)
Tuesday 1st September 2020 at 8.00 pm (only if required to meet CDC deadlines)

Parish Council Meeting on Tuesday 15th September 2020 at 7.45 pm on Zoom.

15. Exclusion of Press and Public: Members resolved under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, and pursuant to Standing Orders (3d), to exclude the press and public due to the confidential nature of the business to be discussed.

In the absence of SO, the Clerk provided details of the proposed local green gap validation process which was approved by members; members noted that postage costs would be incurred and approved this expenditure. The Highways consultant's report had been received and further enquiries now being made. There had also been a change in circumstances for one site. In terms of the Local Plan Review, CDC advised that the housing allocation number was unlikely to be confirmed until Spring 2021. As such, the review could only be taken so far.

There being no further business, the meeting closed at 9.50 pm.

Signed by the Chairman:

Dated: