

# Wisborough Green Parish Council

## Minutes of the Parish Council Meeting

Date: Tuesday 21<sup>st</sup> April 2020

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

Apologies: Mrs J Dandy (JD), Mr H True (HT)

In Attendance: Mrs Davies, Parish Clerk  
Cllr Gareth Evans, District Councillor

Members of Public: 1

Due to the Coronavirus Pandemic, the meeting was held online via Zoom that was permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. The Chairman opened the meeting at 7.30 pm and welcomed all.

### Action By

1. Apologies for Absence: Apologies were received and accepted from Mrs Dandy and Mr True.
2. Declaration of Members' Interests: No interests were declared.
3. Online Meeting Policy: A policy to aid management of online meetings was circulated in advance, with suggested amendments subsequently circulated. The document, subject to these amendments, was adopted as tabled. The Chairman reiterated how the proceedings would be conducted and that the meeting would be recorded solely to aid the writing of minutes.
4. Minutes of the Last Full Council Meeting: The Minutes of the meeting held on Tuesday 17<sup>th</sup> March 2020 were approved as a correct record and signed by the Chairman.
5. Minutes of the Last Planning Committee Meeting: The Minutes of the last meeting held on Tuesday 7<sup>th</sup> April 2020 were approved as a correct record and signed by the Chairman.
6. District/County Councillor Update:

District Councillor (in attendance from 7.30 pm to 8.00 pm): Cllr Evans's full report had been circulated in advance of the meeting. He highlighted the following details:

- He paid tribute to Reverend Pauline Lucas, the vicar for Kirdford, Plaistow and Ifold, who had recently died. She did a huge amount for the villages and would be a massive loss to these communities.
- Cllr Evans had been in contact with all wards to support the setting up of Covid-19 community volunteer hubs. Since being in lockdown, there had been a shortage of food-bank donations, so local businesses such as Kirdford and Plaistow Stores, and the local churches, were offering to be drop-off points to facilitate donations.
- It was also encouraging to see that local businesses were offering support, such as Old Mill Café, which was now providing fresh fruit and vegetables.
- Chichester District Council (CDC) was working hard to solve issues as they arose and had established a 'hotline' for councillors to use to raise matters directly with officers. Cllr Evans was happy to pass on any concerns through this channel.
- A letter had been written to the Secretary of State for Housing, Communities and Local Government urging them to extend the validity of the current local plan beyond the July deadline. This delay was felt essential to enable communities to direct immediate efforts and attention to the effects of the Coronavirus. The government was also asked to suspend time scales for new planning applications so that they could

- be given due consideration in these challenging times. There was a fear that without these measures, unplanned piecemeal development without infrastructure and in unsustainable locations, might result.
- Council meetings were now being conducted on virtual platforms such as Zoom. The confirmed dates for the next meetings were:
    - Planning Committee on 6<sup>th</sup> and 13<sup>th</sup> May.
    - Cabinet Meeting on 12<sup>th</sup> May
    - Development Plan and Infrastructure Panel on 14<sup>th</sup> May
    - Environmental Panel on 18<sup>th</sup> May
    - Full Council Meeting on 19<sup>th</sup> May
  - CDC was continuing to receive reports about bonfires being lit across the district, which was more noticeable when the refuse collection had some issues a couple of weeks ago. These issues had been resolved and notices not to burn waste during the Covid-19 pandemic were being circulated.
  - CDC was offering help to residents who might experience difficulties in paying council tax due to loss of employment or earnings. Residents who were struggling could contact Cllr Evans for advice or CDC directly on [taxation@chichester.gov.uk](mailto:taxation@chichester.gov.uk).
  - Obviously, Cllr Evans was unable to offer face-to-face surgeries for the foreseeable future, but he was available to meet residents remotely through video calls, on request, and could be contacted by telephone, email, Facebook or Twitter.
  - MN noted in the full report that CDC staff and Senior Leadership Team were supporting the charity Stone Pillow by providing food for the homeless. MN hoped that CDC had been successful in housing the homeless during this time and asked if there were any plans to continue support going forward, and perhaps extending foodbanks, or funding in the short term. In terms of the homeless, Cllr Evans confirmed that the homeless had been housed. He understood that discussion about longer-term arrangements was being driven by the government as this was a national concern, but he would see what guidance had been provided to CDC. It was an interesting point in relation to foodbanks that he would raise.
  - The Chairman asked if the use of foodbanks had increased. Rather than increased use, Cllr Evans understood that self-isolating and a reduction in shopping had resulted in a decline of donations.
  - With meetings now being held online, the Chairman asked whether it might help in Cllr Evans's campaign to participate in meetings when he was not physically able to do so. Cllr Evans acknowledged that online meetings were opening many new opportunities and if it worked well, he certainly felt that there was scope to change how meetings could be held. It was a good point that he would raise at the first full council meeting; it perhaps provided a solution going forward.

County Councillor: Not in attendance.

7. Public Questions: There were no public questions.

8. Report on on-going Matters:

- a. Coronavirus: The Parish Council had established a volunteer scheme in the village; over 60 volunteers had registered and currently 12 households were being helped. The playground had been closed and following recent advice, notices advising of possible harbouring of the disease placed on the village benches. The Clerk had heard this evening of two confirmed cases in the village.
- b. Neighbourhood Plan: SO advised that the Steering Group continued with the required work and confirmed that Local Plan queries had now been sent to Andrew Frost, CDC Director of Planning and Environmental.
- c. Songhurst Meadow Open Space: SO had contacted the wildflower specialists with the area measurements provided by AB; the amount of seed required was a huge reduction on previous estimates and they were quite hopeful that a positive result could be achieved. In relation to the drainage, AB questioned whether drainage was necessary, as the area would be mainly used in the summer months when the ground was drier. Although the area for drainage was reduced, the cost would be two-thirds of the estimate as the equipment and staff costs were constant regardless of area. He suggested that levelling and seeding might only be required. The Clerk advised that she had emailed Runnymede Homes to make them aware of the Parish Council's plan and intentions. Work at the site had currently stopped due to the Coronavirus, so a delay in the development was anticipated, Runnymede, however, was now aware of the plans when work resumed. AB advised that ideally work should start this September. The Clerk reminded that the land transfer had previously been raised with Runnymede and they were receptive to land work being started

in advance of the transfer as, they agreed, having the open space prepared would benefit sales. It was agreed that the Clerk should prepare a costed plan for future confirmation prior to further discussion with Runnymede.

- d. New Homes Bonus: At the last meeting, members had been asked to consider a possible project. The Chairman proposed new 'rural' benches for Songhurst Meadow. Clerk to obtain options and costs for confirmation at the next meeting.
- e. Motorbike Noise on A272: The Clerk reminded members that noise was discussed earlier in the year. Unfortunately, the Police had only referenced Community Speed Watch and suggested the Clerk contact Sussex Safer Roads Partnership; despite several emails, there had been no response. Emails had been received from several residents again who were concerned about the noise, they highlighted a trial that was being undertaken in Hampshire using acoustic cameras. SR, who lives on the A272, concurred with the residents' observations, and highlighted that the noise was worse than aircraft noise over the village. Members agreed that the Clerk should contact the East Meon Parish Council for more information about the trial.
- f. Future Meetings Start Time: As the 7.30 pm meeting start time proved difficult for some, particularly for those who were working, it was agreed to revert to the 7.45 pm start time from May 2020.
- g. Risk Assessments: Members had undertaken the assessments and a summary of the items to address circulated, the majority of which were maintenance items. The Clerk would obtain quotations for the pond repair work as this was potentially the largest job, but expenditure to address the other maintenance items was agreed; it was noted that the village maintenance budget had been increased for this year. In terms of the paths, the repair work had yet to be completed but primarily related to the items highlighted by AJ. The Clerk would follow up with the contractor when the lockdown was lifted.
- h. Clerk's Report:
  - VE Day Commemorations: The planned commemorations in the village had been cancelled. However, the May parish magazine was a feature edition and national commemorations were now being promoted in the village, such as decorating houses and picnicking in front gardens. The Parish Council's grant application for a projection on the Church tower had been successful, but as people would not see it under the current lockdown, members agreed that the Clerk should apply for grant variation to plant a VE Memorial tree in the autumn.
  - Regarding the School Festival, it was now the intention to hold on Saturday 19<sup>th</sup> September, which had been discussed with WG Sports. Although it would coincide with the visiting Fair, the Clerk believed that the Fair opening time could be stipulated to avoid any conflict as it was not the official day; members were happy to support.

## 9. Correspondence List:

<b>Correspondence received since the last meeting:</b>
GACC Newsletter – update on impact of Coronavirus on aviation industry. Gatwick would not be undertaking its consultation on the proposed regular use of the emergency runway in the spring and would be reviewing options for future consultation.
Prospective resident – looking to buy a property and asking about future development and Gatwick. In discussion with the Chairman, the Clerk sent a response.
Resident sent a copy of a CDC email to Fishers Farm regarding persistent bonfires. Been advised that if there was continued evidence of unreasonable burning from the site, enforcement action would be taken.
SDNPA – South Downs News for April: Connecting with nature remotely, Top 10 biodiversity triumphs, Wildlife competition. Interactive dog training sessions, response to Covid 19. Circulated.
CDC Council Leaders Message – Covid-19 approach and details – circulated.
Many email updates from various organisations about Coronavirus.
SDNPA - minutes of the last Pathwatch Scheme meeting, WSCC Access Rangers map and information on how to sign up to 'In the Know' and guidance on the Countrywatch scheme which was replacing Pathwatch. Sussex Countrywatch is a partnership of organisations with the common purpose of tackling rural crime and disorder. Details to be published on the website.

WSSC Highways – Notification of Highways Transport and Planning restructure and officers now working in the Western Area.
WSSC Highways – notification of weed spraying programme – 27 April – 1 May in Wisborough Green.
St Catherine’s Hospice – thanking for the Parish Council’s for donation.
Gatwick’s Big Enough – thanking for the Parish Council’s for donation.
CDC – District Dispatches – update from the Leader of CDC – 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:

Application Number	Application Details
WR/20/00815/DOM - Case Officer: Rebecca Perris	Mr G Lillywhite The Granary, Newpound Lane Wisborough Green RH14 OEG Proposed two storey extension and associated alterations. Removal of 1 shed and 2 stables. Variation of condition 2 to planning permission WR/19/01809/DOM to amend the approved drawings by removing the proposed chimney stack and installing patio doors, replacing original plans with 70312/PGF/R2, 70312/PFP/R2 and 70312/PEL/R2 and citing these in condition 2. O.S. Grid Ref. 505645/126888 <u>No Objection</u>
WR/20/00598/DOM - Case Officer: Rebecca Perris	Mr & Mrs J Thoday Brookbridge Cottage, Durbans Road Wisborough Green RH14 ODL Construction of a detached garage and home office. O.S. Grid Ref. 505151/127039 Although the Parish Council had <u>no objection</u> to this application, the roof lights were noted. In view of the Parish Council's support of dark sky policies and initiatives, the Council requested that automatic blinds or glazing film be installed on the roof lights to prevent the egress of light at night.

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

Application Number	Application Details	Decision
WR/20/00247/LBC - Case Officer: Jenna Shore	Mr & Mrs Grant Kilford 1 Clock House Billingshurst Road Wisborough Green Billingshurst Single storey side extension. O.S. Grid Ref. 505039/125860	PERMIT
WR/20/00246/DOM - Case Officer: Jenna Shore	Mr & Mrs Grant Kilford 1 Clock House Billingshurst Road Wisborough Green Billingshurst Single storey side extension. O.S. Grid Ref. 505039/125860	PERMIT
WR/20/00241/TCA - Case Officer: Henry Whitby	Mr George Nicholls Stills Billingshurst Road Wisborough Green RH14 ODY Notification of intention to reduce height by 4m and width by up to 3m (all round) on 1 no. Sycamore tree (T1). O.S. Grid Ref. 505062/125833	NO TPO

WR/20/00091/FUL - Case Officer: William Price	Mr Daniel Webber The Bat And Ball Country Pub Newpound Wisborough Green RH14 0EH Erect a red K6 telephone box with electrical connection for use as a community library & defibrillator. O.S. Grid Ref. 506012/126960	PERMIT
WR/20/00701/TCA - Case Officer: Henry Whitby	Mr Sam Thomson Little Friars Newpound Lane Wisborough Green Notification of intention to fell 1 no. Silver Birch tree (marked on plan as 1). O.S. Grid Ref. 505058/126107	No TPO
WR/20/00479/TCA - Case Officer: Henry Whitby	Mr Sam Thomson North Cottage Durbans Road Wisborough Green Notification of intention to crown reduce height by up to 5m and widths by up to 2m on 1 no. Leyland Cypress tree (marked on plan as 4). O.S. Grid Ref. 505021/126103	No TPO

### 13. Finance:

- a. Subscription Payments: Members agreed to renew the subscriptions to the National and Sussex Association of Local Councils at a total cost of £471.64 for year 2020/2021.
- c. Accounts for Payment: The Payment List for April was displayed and approved. The income noted:

#### Online Payments from Barclays Current Account

Payee	Amount £	Description
Peter Frost	113.75	Internal audit for year end March 2020
Arun District Council	62.19	Printing of Coronavirus leaflet
St Peter ad Vincula (WG) PCC	100.00	March newsletter insert into magazine
Greaves Design Ltd	597.00	Deposit for website accessibility work
WSALC Ltd	471.64	WSALC & NALC Subscription 2020/2021
Active Grounds Maintenance	2,850.00	Verti-draining, fertilising, spraying and seeding of village green
L N Davies	22.83	Zoom and website hosting monthly subscriptions
	<b>4,217.41</b>	

#### Payments from Natwest Current Account

Date	Cheq. No.	Amount £	Payee	Description
31.03.20	3344	50.00	St Catherine's Hospice	Donation (£137)
31.03.20	3345	100.00	Kent Surrey & Sussex Air Ambulance	Donation (£137)
31.03.20	3346	100.00	Billingshurst Emergency Assistance Team	Donation (£137)
31.03.20	3347	845.00	George Nicholls Tree Surgery	Tree work around Conservation Area
31.03.20	3348	500.00	Gatwick's Big Enough	Donation (£137) – replacement to online payment on 17.03.20 which failed
31.03.20	3349	300.00	Community Minibus Association	Donation
31.03.20	3350	1,741.00	West Sussex County Council	Clerk's Salary for March
	<b>Total</b>	<b>3,636.00</b>		

**Direct Debit Payments from Barclays Community Account**

Date	Amount £	Payee	Description
06.04.20	230.48	NEST	Pension contributions for period 01 to 31 March
21.04.20	28.20	Plusnet	Village Hall Broadband for April
	<b>444.61</b>		

**Payments to Barclays Community Account**

Date	Amount £	Payee	Description
01.04.20	36.00	Allotment tenants	Annual rent
02.04.20	32.00	Allotment tenant	Annual rent
06.04.20	42.50	Allotment tenants	Annual rent
07.04.20	10.50	Allotment tenant	Annual rent
08.04.20	106.50	Allotment tenants	Annual rent
14.04.20	18.00	Allotment tenant	Annual rent
16.04.20	69.00	Allotment tenants	Annual rent & plot deposit
17.04.20	33,500.00	Chichester District Council	Precept Payment (first 50% instalment)
20.04.20	1,617.17	HM Revenue & Customs	VAT refund
21.04.20	84,298.09	Chichester District Council	Community Infrastructure Levy instalment
	<b>119,729.80</b>		

In relation to the CIL income, the Clerk advised that the income and expenditure would be shown separately within the accounts and had today transferred £100,000 to the Barclays Deposit Account. It was agreed that the Finance Committee would give further thought to investment accounts for approval at the next meeting.

- d. Bank Reconciliation: AJ confirmed that he had reconciled the Parish Council's four accounts for the period end March 2020.
- e. Year-End Accounts: A copy of the figures for year-end 31<sup>st</sup> March 2020, to be included in the Annual Report to be published on the village website, had been circulated to members in advance of the meeting. Due to the Coronavirus situation, the Finance Committee had not met to review. Members discussed the figures and agreed:  
Year End March 2020:  
 - The Year-End accounts, as tabled, to be included in the Annual Report; the full report was approved.  
 - The following transfers to reserves to balance the budget, totalling £5,820.50.  
Path Maintenance - £2,045 - to cover accepted quotations that had not been completed before the year-end.  
Public Toilet - Hot Water Provision - £1,420 - to cover the cabinet and hot water heater installation costs.  
Playground Re-Surfacing - £2,355.50 - it was noted that the Parish Council had already agreed to allocate the Lay-By Project fund to the re-surfacing when discussing the budget. This additional transfer was agreed although members acknowledged that grant funding and potentially crowdfunding were options to be explored further. MW gave a brief update on the surfacing enquires and advised that a report would be presented to the Parish Council at the next meeting.  
 MW/Clerk
- e. Internal Auditor's Report and Annual Return: The Clerk confirmed that Mr Peter Frost had undertaken the annual internal audit. His full report had been circulated in advance of the meeting, along with the Annual Internal Audit Report 2019/2020; there were no financial matters to highlight. Members reviewed and confirmed that relevant controls were in place.
- f. Annual Governance Statement for 2019/2020: The statement had been circulated to all in advance of the meeting and displayed. Members reviewed the wording of all assertions and resolved that a 'Yes' response should be given to all statements and signed by the Chairman and Clerk.

g. Accounting Statements 2019/2020: The statement had been circulated to all in advance of the meeting and displayed. The Chairman proposed that the Account Statements be approved, and the Annual Return submitted. All were in favour. Clerk to send details to the External Auditor and display the statutory notice. The Clerk advised that due to Coronavirus, the audit deadlines had been extended, although the Council would maintain the original timetable.

h. Community Infrastructure Levy Monitoring Report: The report, showing nil for both income and expenditure, was approved; Clerk to submit to CDC and display on the website.

14. Other Reports:

a. Village Hall: SO advised that the Coronavirus had obviously impacted the tendering process for the refurbishment project. There was still no news regarding the ACRE grant application, but on a positive note, the Village Hall had received £10,000 Business Rate Relief from CDC due to the current situation. Nothing had been heard in relation to grant funding specialist support; PD agreed to follow up and advise SO.

b. Allotments: Allotment rents were now being received. Coronavirus advice notices, as advised by the Allotment Association, had been placed on the gates.

c. The Green:

- End of Season Repairs: AB advised that the work was completed on 16<sup>th</sup> April, ideal timing, and weather. The verti-draining had caused very few marks and the seed just needed moisture to aid germination. A resident had raised concern that the weed and moss killer application had been undertaken immediately before the grass cutting. AB confirmed that this was acceptable and would not affect the application; the resident had been informed. It had been the intention to seed just the football pitch, but having reviewed prior to the work, AB had changed the specification to spread the seed over the whole Green; this was supported by members.

- Vehicle Damage: A letter of apology had been received from the resident who drove onto the Green. Although he had levelled the ground, AB advised that the ruts were still evident and would need top dressing and seed. During the current situation, obtaining supplies was more difficult and AB would provide details, as well as a specification for the work, to the Clerk for forwarding.

d. Health & Safety: No village concerns to report.

15. Any Other Matters to Report:

a. SO suggested that at the end of the current crisis, the Parish Council should acknowledge the help and support provided by residents and local businesses.

b. As part of the Pavilion building discussions, sustainability of the building had been discussed. MN asked what impact the Coronavirus was having on the current building and WG Sports. AB advised that the management had mothballed the Club. The Club had reserves but stock had been sold off and on-going costs reduced. He was unaware if an application for the Business Rate Relief had been made and would raise this with the Chairman of WG Sports.

b. The Clerk reminded all that the next meeting was the Parish Council Annual Meeting that included the election of Chairman and Vice-Chairman, as well as confirmation of roles and responsibilities for the year. She asked all to give advance consideration.

16. Date of Next Meeting: Parish Council Annual Meeting on Tuesday 19<sup>th</sup> May 2020 at 7.45 pm.

There being no further business, the meeting closed at 9.02 pm.

.....Chairman

..... Date