

# Wisborough Green Parish Council

## Draft Minutes of the Parish Council Meeting to be agreed on 4<sup>th</sup> May 2021

Date: Tuesday 27<sup>th</sup> April 2021

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ), Mr S Rollinson (SR), Mr H True (HT), Mr M Watson (MW), Mrs S Winship (SW), Mr T Worrall (TW)

In Attendance: Mrs L Davies, Clerk  
Cllr J Duncton  
Cllr G Evans

Members of Public: None

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 7.45pm and welcomed all. The Chairman advised that the meeting would be recorded for minute preparation only, and the recording then deleted.

1. Apologies for Absence:

All members were in attendance.

2. Declaration of Members' Interests:

PD declared that he was a long-standing friend of the potential bench donor.

TW declared that his property was adjacent to the church fields which was subject to the planning application being discussed in item 9.

3. Minutes of the Last Meeting:

The Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2021 were approved as a correct record and would be signed by the Chairman at a later date.

4. District/County Councillor Updates:

**County Councillor (In attendance from 7.45 pm until 7.57 pm):**

Cllr Duncton provided the following update:

- Ivy Cottage Tree Application: She was unable to 'red card' a tree application but advised that the application had been withdrawn.
- CDC Local Plan: To provide clarity, Cllr Duncton advised that CDC did have a Local Plan in place but was lacking a revision of the Local Plan. The Housing Land Supply was currently 4.3 years.

**District Councillor (In attendance from 7.45 pm until 8.10 pm):**

Cllr Evans had circulated an update in advance of the meeting, summarised below:

- COVID-19 Update: Re-opening of all non-essential facilities from 12<sup>th</sup> April.
- New Small Enterprise Grants Scheme: Aimed at small enterprise across the district. Three types of grant were available – capital projects, website and social media projects, and for start-up businesses. More details at [www.chichester.gov.uk/enablinggrantscheme](http://www.chichester.gov.uk/enablinggrantscheme)
- Overview and Scrutiny Met on the 8<sup>th</sup> April with the main agenda item being Water Capacity and Quality in the District. The Committee invited the Environment Agency, Natural England and Ofwat, Southern Water to attend the meeting to discuss several issues affecting the district and to respond members questions. The outcomes would be reported shortly.

As an update, Cllr Evans advised that Natural England has now raised concerns about the possible impact of water extraction at Hardham on the Arun Valley SPA, SAC and Ramsar. The implications on emerging Neighbourhood Plans and planning applications in the area was currently unknown. CDC had asked Natural England for clarification of their approach to applications. The timescale for a response was unknown.

- Governance Task & Finish Group: A group had been set up in response to a motion the Liberal Democrats put to Council calling for a review of the way the Council included members in decision-making. The group would be looking at ways to make governance more effective by involving members in policy-making at an earlier stage.
- Local Plan: CDC had just issued the second Local Plan email newsletter. This was sent to around 2,500 subscribers, parish councils, members and the media. People could sign up: <https://www.chichester.gov.uk/localplannewsletter>
- Local Elections: Preparations were underway for the elections on 6<sup>th</sup> May. CDC had been issuing poll cards to registered voters who were advised to check their polling station as it might have changed.
- Petworth Vision: Developing two projects for which they will be seeking support from CDC Vision budget.
- Lagoon 3: A meeting to update on the multi-agency visit was held on 20<sup>th</sup> April. Actions were agreed; to look at re-opening footpaths as contents were considered non hazardous, to ascertain if minutes and notes from the multi-agency meeting could be made available to Parish Council, and agreement to a further meeting at the end of May when the enforcement notice expired. The situation was slowly coming to some resolution.
- Planning Application: Large scale planning application on Townsfield in Kirdford which had now received 160 objections, as well as the planning application in Wisborough Green,
- Annual Full Council Meeting – bought forward to the 27<sup>th</sup> April at 2 pm.
- Cllr Evans was pleased to be contact with any issue, feedback, problem or question: [gbevans@chichester.gov.uk](mailto:gbevans@chichester.gov.uk) / 07958 918056.

5. Public Questions: There were no members of public present.
6. Report on on-going matters:
  - a. Coronavirus (Covid-19):

With Covid restrictions being lifted, viral spraying of the playground, benches and public toilets was considered. Although members considered the spraying had been beneficial, members agreed that as the warmer summer weather was approaching, with new evidence suggesting that it was an airborne disease and with the infection rate reducing, that likelihood of catching the disease from the playground and touchpoints was small. It was therefore felt that the spraying in the village could now be stopped.
  - b. Neighbourhood Plan Regulation 14 Consultation:

The consultation booklets were currently being distributed to households and advertising boards would shortly be displayed; the consultation was open from 4<sup>th</sup> May until 18<sup>th</sup> June 2021. One notice had already been posted on the village Facebook page and reminders would follow. The statutory consultees would be emailed. All supporting evidence was now available on the village website with copies of the Plan in the shop for those unavailable to access online. Following CDC's email regarding the implications of water extraction from Hardham, the Clerk had contacted the planning consultant assisting with the NP who advised continuing with the consultation. AECOM, which undertook Wisborough Green's Habitat Regulations Assessment, had yet to respond.
  - c. Gatwick Airport:

The Chairman was attending a meeting on Thursday evening and would provide an update at next week's meeting. Discussion items were night flights, Noise Management Board work plan, Gatwick growth plan, air space modernisation, aviation taxation and future aircraft levels. In answer to TW's question, PD believed that British Airways had only suspended flights from Gatwick.
  - d. Traffic Management Plan (TMP)/A272 Noise and Speed:

WG Campaign Against Noise and Speed: The village was promised by Chief Constable Jo Shiner that Sussex Police would do their best to make the A272 a hostile environment for noisy bikes and anti-social riders; some help was now being provided but was not all that had been offered. Although Community Speed Watch (CSW) had some affect, it was known not to carry weight. As such, the CSW session held that morning had been accompanied by a speed officer. He suggested that an application be made to Sussex Police to purchase a Truecam 2 device that was a sophisticated police speed indicator device that took high-definition photographs of a whole line of cars. Using CSW data, repeat offenders could be targeted. SR confirmed that the device had been demonstrated previously and it could pick up car number plates one kilometre away and could also read small plates.

Acoustic Camera: Communication from Chief Inspector Habib Rahman advised that he was waiting for WS Highways to install the electricity supply and necessary equipment to hold the camera. He was confident that it would be working within the next 4 weeks.

Police Camera Sites: Ed Priestly, Head of the Safety Camera Team, would be re-assessing suitable sites in the village with a view to operating and linking with other locations, such as Bury.

Petworth Road Buffer Zone: The Clerk and SW were working together to prepare a report for submission to WSCC; an online application was required.

Speed Indicator Device: SW advised the device on the east side of the village was now working. The Chairman reminded members that funding to purchase a SID to move around the village had been secured and would be progressed. The device would show the speed as well as a smiley or grumpy face.

Data Recording Box: Positioned in the centre of the village, this had now been repaired.

e. Songhurst Meadow:

Runnymede Homes was seeking to discharge obligations in the legal agreement that accompanied the planning permission relating to the transfer and management of the open space. The Chairman had reviewed the document; the only unknown amendment was a change to the hand over from 'prior to 1<sup>st</sup> occupation' to 'prior to occupation of the 22<sup>nd</sup> dwelling'. From discussions with Runnymede, it appeared that they were happy to handover at a time when the Parish Council wished to assume responsibility, potentially also linked to use of the space during construction; the handover would be accompanied by the maintenance payment. Members raised no concerns and offered no further comments. **Clerk to advise CDC.**

f. GoGigabit Scheme:

OpenReach had now provided an offer price for the Parish to provide Fibre to the Premises (FTTP) which would give download speeds of up to 1Gbps. The initial estimate to the community, for 286 premises, was £577,862, or £2,020.50 per premises. Just over 60 houses had originally registered but 145 properties would potentially need to register for the vouchers to cover this cost. A larger scheme for 793 addresses was estimated at £912,819. Members agreed that getting fibre distributed throughout the village as soon as possible would be good to assist people with home working and should be encouraged. The Clerk advised that the Parish Council would be entering into the contract with OpenReach and it was therefore essential to ensure that all voucher funding was in place otherwise the financial liability would rest with the Parish Council. Those who had already registered could be emailed to promote to neighbours. **Clerk to forward details to TW to assimilate and consider promotion.**

g. Village Green Levelling and Drainage:

MW and AB had been involved in discussions with Wisborough Green Sports (WGS). A presentation had been circulated which gave a project overview and details of 3 tenders. MW explained that a meeting was held last week with WGS at which it was agreed that TurfDry, albeit the most expensive, was the best product that suited the situation and soil in Wisborough Green. The product was not traditional drainage but a more modern concept. The references obtained were positive and demonstrated positive results after a number of years. AB went out to a number of other contractors but obtaining interest in a relatively small scheme proved difficult. In terms of funding, the Parish Council had previously agreed to make a total contribution from the Community Infrastructure Levy funding of £33,814.84, so the cost to the Parish Council was capped. WGS fully supported going for the best product at the cost, and also accepted that on-going annual maintenance was an important element. In terms of maintenance, this would vary from year to year, but estimated at about £2,000; WGS was prepared to accept 75% of this cost. MW proposed that the Parish Council contribute 25%, capped at £500, which would be in addition to the annual Green Maintenance budget. Although MW felt that the benefit would primarily be for WGS rather than general recreation, the Chairman disagreed, feeling that a drier Green would be desirable for all users. The Chairman suggested that any remaining balance from the £500 be transferred to a Reserve (sinking) fund to help when more work was required. AB advised that the maintenance should be static, although potentially for the first few years, the cost might be slightly higher, it would then taper off; he also confirmed that WGS was able to fund the maintenance. The Football Club was pursuing a grant from the Football Association specifically for pitch renovation capital costs. In terms of the cost of the drainage and levelling works, AB confirmed that WGS was happy to accept the most expensive option and fund the difference; they accepted that any shortfall was at their risk. MW concurred and advised that the Clubs were very enthusiastic about the project and actively fundraising. The working group believed that the proposal, despite being the most expensive, was the best solution and would be completed by a dedicated and experienced company.

The Agreement, to confirm use of the Green and required for the grant application, had been circulated in advance of the meeting and was also displayed. Wording was discussed; AJ gave historical explanation to the arrangements.

The following was formally approved:

- The drainage and levelling project as detailed, with WGS being the project lead.
- Allocation of £33,814.84 Community Infrastructure Levy funding to be released to WGS on proof of expenditure.
- An additional £500 per year to be allocated for maintenance for the first 5 years; Green Maintenance budget therefore increased. Remaining balance to be retained as a Reserve at year-end.
- Agreement, for use of the Green, as tabled. **To be signed by AJ on the Council's behalf.**

h. Risk Assessments:

Members had undertaken the assessments and a summary of the items to address was circulated and also displayed. Members agreed that the rolling by WGS of the tyre marks opposite the shop and public toilets had resolved the indentations, and that the Parish Council would consider securing the playground gates; **SW to look into possible options for future discussion.** Members approved the following, **to be actioned by the Clerk**, unless indicated otherwise:

Identified Risk	Agreed Action
Bench Repairs	Expenditure for repairs and cleaning in line with previous years. An annual programme was beneficial.
Playground	Required repairs including wetpour edge shrinkage.
Paths	PD advised that the repairs were not urgent. Some areas had possibly been marked by WSCC for repair so leave at present. Review later in the year.
Cricket Net Area	Review sockets when nets removed in September.
Junior Goal Repair	<b>AB to organise repair at time of drainage work.</b>
Kirdford Road Pavement	Consider re-surfacing as a 2022 project or use CIL funding. Small dip to be repaired.
Drop-kerb	Make a request to WSCC for a drop-kerb at the bottom of Butts Meadow.
Pavilion	Unsecured gas canisters/metal kegs and rope and general debris on edge of Green – advise WGS
West Road	Hole on Green edge opposite Butts Cottages – to be repaired.
Pond	Remove trip hazard (old root) at edge

i. New Homes Bonus

As advised at the last meeting, the Parish Council was eligible to apply for £4,482 funding. The Clerk provided some ideas; new noticeboard, another basketball area and pond restoration. Although members agreed that the provision of an alternative soft basketball area behind the Pavilion was desirable, until the new Pavilion plans had been confirmed, the ideal location was unknown. Members agreed that the pond restoration would be an ideal project, if acceptable. A new noticeboard was required and could potentially be funded from existing budgets if a grant was forthcoming for the pond. **Clerk to enquire and obtain quotations.**

j. Scout Hut Lease: The Scout Group had confirmed the draft lease with the solicitor and location maps had now been provided for the solicitor to progress.

k. Clerk's Report:

- Community Storage: The Clerk had previously advised that the storage garage had been withdrawn from the market and the Fete Society could continue renting. Unfortunately, the rental agreement had now been withdrawn as a

family member required use. The Fete Society had advertised in the Ad Vincula but no help had been forthcoming. The Fete Society would need to vacate the garage in June and would potentially require financial assistance to fund a Hyde Housing garage. The shed in the Village Hall car park would be surplus to requirements when the Village Hall work had been completed in August. The Clerk wondered if this would be of use to the Scout Group (and whether the Fete Society could have the small section?). **AJ to consider further.**

- Mobile Pizza Van: The operator had advised that he would be returning to the village on Wednesday evenings from May. As previously, he would park in the layby and put signs out when open.
- Meeting Arrangements After 7<sup>th</sup> May: Virtual meetings were not permitted after 7<sup>th</sup> May. Explanation was given to the legalities and possible arrangements until Covid regulations were lifted on 21<sup>st</sup> June. The decision of a court ruling would be announced shortly; update at the meeting next week.

7. New Items for Discussion:

a. Wisborough Green Fete Society Request:

A request had been received from the Society to use the Green for the August Bank Holiday Fete on Monday 30<sup>th</sup> August 2021. Details would be similar to previous years although with a different layout due to the work on the Green; set up from about 8.30 am with the Fete open from 1 pm and the Green cleared by 7.00 pm. Members were delighted to support the event. Clerk to issue Agreement form.

b. Bench Donation:

An application had been received to donate a bench in memory of a deceased couple who lived in Wisborough Green. The family would like the bench by the pond as they had donated the previous duck house. The Clerk confirmed that it could be accommodated as one bench required replacement. Members accepted the offer with thanks. **Clerk to organise.**

8. Correspondence:

A list detailing the correspondence and updates received since the last meeting was displayed. Members were reminded to request any information of interest if it had not been circulated.

<b>Correspondence – Details of emails and letters received.</b>
Census Update.
Gatwick Airport newsletter.
WSCC – Post 16 Transport Policy Statement - sets out the help that is available through the council, schools, colleges and transport operators for young people of sixth-form age and those who are 19+ with an Education Health and Care Plan to get to school or college. A consultation was now open and available on the WSCC website and ran until Friday 25 April 2021. Survey to complete.

Kirdford Road resident – asking for information in relation to Stable Field – Clerk provided.
GACC Newsletter – circulated.
Rural Services Network – weekly email bulletin.
Petworth Road resident – copied in on correspondence to Cllr Janet Duncton in relation to non-functioning traffic counter on A272
WG Minibus – thanking for generous donation to minibus association which will help with recurring expenses during this time of inactivity.
CDC – Local Plan newsletter – circulated
4Sight – letter of thanks for donation.
Rural Services Network – weekly email bulletin.
Arun & Chichester Citizens Advice – thank you for donation.
Deep Clean Devils – offered to viral spray the village hall (free of charge) for polling day to keep the village safe. Email of thanks and forwarded details to the Village Hall.
Rural Services Network – weekly email bulletin.
Mulberry & Co – training details for Clerks and Councillors – circulated.
Sussex Police & Crime Commissioner’s Office - held a series of online consultations about policing and community safety with 32 local council areas via town/parish clerks and councillors. These sessions proved highly popular and will be repeated this year in May/June and November/December. Wishing to extend the remit by inviting clerks and councillors from nearby parishes which will enable wider consultations and include representatives from more local communities. Invited to online discussion on Tuesday 1 <sup>st</sup> June at 10.00am which will include Petworth Town Council and hopefully some surrounding parishes. The discussion will be held on either Teams or Zoom and the online link will be sent out nearer the time. Details forwarded to SW and SR.
WG Market – Risk Assessment, agreement and insurance details for market on 7 <sup>th</sup> May.
Resident – concerned about signs on the Green. Explanation given by the Clerk.
Rural Services Network – weekly email bulletin.
PCSO Neil Billingham – Sussex Police update for March – circulated.
Resident concerned about signs on the Green. Explanation given by the Clerk.
Kirdford Road Resident – asking what the difference was between Church Fields and Stable Field. Explanation given.
WSALC – update on meetings during public mourning.
WSALC - Sussex Police and Crime Panel is looking for two Independent Members, to each serve a maximum five-year term. Applicants should live in Sussex. The Panel has the statutory task of holding Sussex Police and Crime Commissioner to account. Sussex Police have had a significant level of interest from parish councillors when the position has been advertised in the past. More details can be found on the WSCC website.
St Catherine’s Hospice – thank you for donation.

Kirdford Road Residents x 2 – asking for explanation to difference between the church fields and Stable Field.
Freedom of Information request about litter picking and fly-tipping. Clerk responded.
Rural Services Network – weekly email bulletin.
Resident – concerned about visibility crossing to Harsfold Lane due to signs. Checked by Councillors and considered not to be a risk.
WSALC - The Department for Culture, Media and Sport (DCMS) has recently launched a consultation into improving broadband connectivity to very hard to reach places. The government wants to ensure that long-term, long lasting gigabit solutions are made widely available across the UK. There is currently a DCMS consultation on the proposals which will close in mid-June. The main consultation document can be downloaded <a href="#">here</a> . Please email your responses to this consultation to <a href="mailto:chris.borg@nalc.gov.uk">chris.borg@nalc.gov.uk</a> by 17.00 on Tuesday 25 May 2021. <b>TW agreed to complete.</b>
Rural Services Network – weekly email bulletin.
Circular letter sent to neighbours in Durbans Road in relation to proposals to upgrade the barn for the Vineyard. Tree work being undertaken (planning application submitted). Will apply for planning permission for new barn (although not required as replacing) as will be higher to accommodate toilet. As a PS, the letter stated that pigs are being kept on the site. All food scraps gratefully received in due course. It was illegal to feed food scrapes to farmed pigs. <b>Members agreed that the landowner should be informed.</b>

9. Planning: Land East of St Peter’s Church – WR/21/00621/FUL:

The Chairman provided an update on public awareness, objections, enquiries, and heads of reasons for the objection. The submission to CDC would be prepared and circulated for agreement at the next meeting. Members approved the expenditure to date and up to £500 for planning advice to review the response. The Chairman advised that it was his intention to speak at the Planning Committee meeting and further enquiries would be made to provide video footage to the Committee, particularly if a site visit could not be arranged. **Clerk to write to Cllr Evans and Cllr Duncton in this regard.**

10. Finance:

a. Bank Reconciliation:

HT confirmed that he had checked and agreed the Bank Reconciliation for the Parish Council’s Accounts for the period ending 31<sup>st</sup> March 2021.

b. Accounts for Payment:

The Clerk displayed the Payment List for April 2021 which was approved.

**Online payments from the Barclays Community Account dated 27<sup>th</sup> April unless indicated otherwise.**

Payee	Amount £	Description
<u>Paid 21 March 2021</u> Cricketers Arms	100.00	Christmas tree donation
SSALC Limited	72.00	Councillor training courses
Arun & District Citizens Advice	50.00	Donation agreed March Meeting
Kent Surrey Sussex Air Ambulance	100.00	Donation agreed March Meeting
4Sight Vision Support	50.00	Donation agreed March Meeting
St Catherine's Hospice	50.00	Donation agreed March Meeting
<u>Paid 31<sup>st</sup> March 2021</u> West Sussex County Council	47.30	Payroll charge to 31 March 2021
L N Davies	48.66	IONOS, Zoom, HP Instant Ink and postage
Groundwork UK	266.77	Repayment of unused Neighbourhood Plan grant
Pyzer Cleaning Services	504.30	Cleaning of public toilets and supplies
James Garside Planning	765.00	Neighbourhood Plan advice
Arun District Council	844.23	Neighbourhood Plan consultation printing
George Nicholls	1,372.00	Tree surgery on village green
West Sussex County Council	1,910.24	Clerk's salary for March
Chichester District Council	2,245.12	Annual charge for litter and dog bin weekly emptying
James Garside Planning	2,601.01	Neighbourhood Plan advice
<u>Paid 20<sup>th</sup> April 2021</u> Deep Clean Devils Ltd	216.00	Viral treatment of playground, benches, and public toilets
Pyzer Cleaning Services	504.30	Cleaning of public toilets and supplies
P Townsend	33.78	Wood treatment for Parish Council shed
<u>To be paid</u> Peter Frost	130.00	Internal audit for year end March 2021
WSALC Ltd	465.49	WSALC & NALC Subscription 2021/2022
L N Davies	101.80	Zoom and website hosting monthly subscriptions & dog waste bags
	<b>12,478.00</b>	

**Direct Debit Payments from the Barclays Community Account**

Date	Amount £	Payee	Description
19.03.21	28.20	Plusnet	Village Hall Broadband for March
06.04.21	251.90	NEST	Pension contributions for period 01 to 31 March 2021
19.04.21	28.20	Plusnet	Village Hall Broadband for April
26.04.21	94.93	Business Stream	Allotment water
	<b>375.03</b>		

**Payments to Barclays Community Account**

Date	Amount £	Payee	Description
01.04.21	12.75	Allotment tenant	Annual rent

06.04.21	112.00	Allotment tenants	Annual rent
07.04.21	57.25	Allotment tenant	Annual rent
09.04.21	62.83	Allotment tenant	Annual rent
12.04.21	32.50	Allotment tenant	Annual rent
14.04.21	17.50	Allotment tenant	Annual rent
16.04.21	33,500.00	Chichester District Council	Precept Payment (first 50% instalment)
26.04.21	1,619.55	HM Revenue & Customs	VAT refund
21.04.21	43.50	Allotment tenant	Annual rent
	<b>35,457.88</b>		

- c. Year-end Accounts: A report for year-end 31<sup>st</sup> March 2021 had been circulated to members in advance of the meeting. The figures and transfers to reserves were approved.
- d. Internal Auditor's Report: 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 2020/2021; there were no financial matters to highlight. Members reviewed and confirmed that relevant controls were in place. The Chairman expressed thanks and congratulations to the Clerk for another successful audit.
- e. Annual Governance Statement for 2020/2021: 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.
- f. Accounting Statements for 2020/2021: 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.
- g. Community Infrastructure Monitoring Report for year-end March 2021: The report, showing both income and expenditure, was approved; Clerk to submit to CDC and display on the website.

## 11. Other Reports:

- a. Village Hall:  
Phase 1 of the Village Hall refurbishment project had now commenced. Members expressed thanks and congratulations to the Committee, and in particular, the Chairman, Mr Keith Carter, who was leading the project. Mr Carter was continuing to explore grant funding and had also obtained a further £8,000 from CDC as Covid support.

b. Health & Safety:

The Clerk had seen children using the cricket slip catch cradle to help swing from the junior football goal. Members agreed that WGS to be asked to secure to the Pavilion when not in use for cricket.

12. Any Other Matters to Report:

- a. A resident had reported that the litter bin, on the south-east corner of the Green, was full and he had cleared rubbish from the bench. He would monitor and advise if litter related to the café.

13. Date of Next Meeting:

Annual Parish Council Meeting – Tuesday 4<sup>th</sup> May at 7.45 pm on Zoom.

There being no further business, the meeting closed at 9.55 pm.

Signed by the Chairman: ..... Dated: .....