

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on Tuesday 15th February 2022

Date: Tuesday 18th January 2022

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mrs S Winship (SW), Mr M Watson (MW)

Apologies: Mr T Worrall (TW), Mr H True (HT)

In Attendance: Mrs L Davies, Clerk
Councillor S Taylor, Deputy Leader of Chichester District Council
County/District Councillor J Duncton
District Councillor G Evans

Members of Public: 2

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

1. Apologies for Absence:
Received and accepted from Mr Worrall and Mr True.
2. Declaration of Interests:
Being involved with Wisborough Green Sports, AB declared his interest in the planning application for the new Pavilion.
3. Minutes of the Last Meeting:
The Minutes of the extra-ordinary meeting held on Tuesday 7th December 2021 were approved as a correct record and signed by the Chairman.
4. Minutes of the last Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 4th January 2022 were approved as a correct record and signed by the Chairman.
5. Update by Cllr Susan Taylor, Deputy Leader of Chichester District Council (CDC) on the issues affecting the Sussex North Water Resource Zone (In attendance from 7.45 pm to 8.05 pm):

Natural England is concerned that existing water abstraction in the Sussex North Water Resource Zone is having an impact on protected sites in the Arun Valley. The increasing demand for water is thought to be harming internationally protected species, with the potential threat of extinction for some of these species. In response, Natural England has advised that new developments within this zone, which affects Horsham, Crawley and the northern part of the Chichester district (including some parts of the South Downs National Park), must not add to this impact. Cllr Taylor was invited to the meeting to give further explanation.

Cllr Taylor explained that the Natural England position statement was published in September, but CDC and Crawley Borough Council had previously engaged JPA Consulting to provide a joint study to quantify the scale of the issue and identify proposed mitigation schemes. A large area was affected which included the Horsham and Crawley areas, northern area of Chichester District, some of the South Downs National Park and mid Sussex area. An area wide resolution was required which would be very expensive and take years to achieve. There were several options being explored.

- Employment sites – grey water harvesting (mainly applicable to Horsham/Crawley areas).
- Retro fitting residential properties for grey water harvesting – expensive and would take a long time to achieve.
- New builds - restriction on litres used per household – this would reduce water consumption but not necessarily achieve neutrality.
- A credit system between authorities. Areas which had industry could harvest greywater and developers could contribute to buy credits from these authorities. This was already being looked at by CDC and the Solent local authorities in relation to nitrates as Natural England required development, that ultimately discharged into the Solent, to demonstrate nitrate neutrality.

Cllr Taylor read the Conclusions and Recommendations from the JPA Consulting report:

“It is difficult to achieve water neutrality in Chichester District in isolation unless part of the Target 100 activities can be used to offset growth. The total demand that requires offsetting is fairly low, so it could be achieved by offsetting measures within other authorities in the Water Resource Zone. It is likely a package of measures will be required in order for the water neutrality target to be met in Chichester. This is likely to consist of:

- An expansion of the leakage reduction programme
- Visits to businesses in Chichester to encourage more efficient use of water, and to offer water saving devices
- Discussions with Southern Water are required to understand the extent of the household visits as part of the Target 100 activities in order to assess the likely contribution of household visits to a neutrality plan.”

Although this was an issue for CDC, it only affected the northern area. Horsham DC was required to deliver 1000 new dwellings per year and were on the eve of submitting a new Local Plan; this had now been withdrawn. She reassured that there were constant meetings involving Cabinet Members and MPs representing all affected authorities. A letter was recently drafted and sent to the Right Hon Michael Gove, Secretary of State for Levelling Up, Housing and Communities, to apply pressure on the government as long-term and even medium-term solutions would require central funding and collaborative working by Defra, Natural England, the Environment Agency, and Southern Water. On their own, the local authorities did not have the solution or funding.

Last week CDC circulated a ‘frequently asked questions’ document which she believed was a useful document, particularly for developers, and was available on the CDC website.

The Chairman thanked Cllr Taylor for her update. He was personally slightly confused at how the offsetting could be achieved. Cllr Taylor explained the nitrates scheme that was already operating and the environmental benefits. Offsetting was when a developer in one part of the zone offset a deficit in their “neutrality” by acquiring credits from another part of the affected zone that had a surplus.

In answer to AJ's question, Cllr Taylor explained that authorities wanted to see a reduction in water use and as such a change in building regulations would be required. A possible solution, that was being looked at, was the recycling of the waste from the Littlehampton Wastewater Treatment Works, re-routing the waste via a new pipe to discharge into the River Rother north of Pulborough. If such a solution were to be implemented, the earliest dates would be 2028-2030. There was also a possibility to install further pipes to connect to another water authority.

In answer to AB's question, Cllr Taylor said that development was being delayed as a result. It was subjective as to whether to this was a good situation, perhaps not necessarily for those first-time buyers in need of a home. It was certainly slowing up the process although it purely related to the zone area. Members then discussed how water use could be restricted and the use of water meters.

Regarding the Local Plan, Cllr Taylor advised that work was progressing, and that potential development might need to be phased to allow time for water neutrality solutions. Work was ongoing as planned to achieve Regulation 19. CDC was currently looking at the southern area allocations, followed by the northern area. She was unaware of the exact timescale but would enquire and update the Clerk to inform the Wisborough Green Neighbourhood Plan review.

The Chairman thanked Cllr Taylor for attending the meeting; she was happy to return if further information was required.

6. District/County Councillor Updates:

Full reports had been circulated in advance of the meeting, summarised below:

District Councillor (In attendance from 7.45 pm until 9.00 pm). His report had been circulated in advance of the meeting, summarised below.

- Loxwood Claypit: The applicant had been given more time to provide further evidence and those who had commented been notified. It was not anticipated to be presented to the Planning Committee until March at the earliest.
Cllr Evans advised that Loxwood Parish Council was scrutinising the documents to submit comments by early February. A summary of the additional information would be available shortly.
- Lagoon 3: A meeting was held on 11th January between Parish Council members, CDC Officers and members, and the Environment Agency. Updates were provided.
 - Emergency Planning: Two multi-agency visits each year. The next site inspection will take place in March 2022. Visit noted no activity at the site, however prior to the visit landowner has taken a sample of the lagoon's content. The inspection noted that there was a small gas leak where they think the sample had been taken. This was tested during the site visit. The leak did not register on the gas alarm, with one bubble per minute or less recorded. It was concluded that this did not pose any risk. CDC had contacted WSCC Public Rights of Way team about reopening the footpaths around the lagoon and await a reply.
 - Environment Agency (EA): The EA consider that the Lagoon could contain potentially polluting material and the contents pose a risk. They have served a notice to the landowner to remove the contents. The dam structure is inspected by an experienced engineer on a regular basis who believes the risk of spillage is low. The EA is working with CDC in relation to enforcement, but the EA is responsible for protecting the local

environment and support/permit removal of the lagoon's contents. Disposal is the landowner's decision. Spreading of the lagoon's contents on land is done via an environmental permit which the EA issues. Should there not be a suitable generic Mobile Plant Permit to manage the material, a separate application for a bespoke permit can be sought by the EA. The EA could require a public consultation before permitting a permit which they believe may be the case in regards to Lagoon 3.

- Planning Issues: CDC are putting pressure on the landowner seeking regular updates; and are also pursuing legal action via the Courts for the lapsed enforcement notice with lagoon 3 still in situ. Evidence was being prepared.
- Climate Change: In January, CDC was communicating new energy efficient measures for homes. CDC had developed a range of messages and visuals to use.
- Test and Trace Support Scheme: Has been extended up to 31 March 2020. It pays eligible residents up to £500 to self-isolate. For further information please visit <https://www.chichester.gov.uk/helpwithfinances>
- Household Support Fund (HSF): WSCC has received £4.8 million to support low income and financially vulnerable households across West Sussex over the winter period, specifically from 6 October 2021 to 31 March 2022. For further information visit: <https://www.gov.uk/government/news/government-launches-500m-support-forvulnerable-households-over-winter>
- Chichester Local Plan Area: The update position as at 1 April 2021 has been published. It demonstrates a housing land supply of 5.3 years. <https://www.chichester.gov.uk/article/24661/Housing-land-supply>.
- Cllr Evan's Survery Dates:
Saturday 5th February 2022 – Plaistow Stores, Plaistow 11am – 1pm
Saturday 19th February 2022 – Location TBC, Wisborough Green 11am – 1pm
Saturday 5th March 2022 – The Stag Inn, Balls Cross 12pm – 2pm
Saturday 19th March 2022 – The Onslow Arms, Loxwood 12pm- 2pm

County Councillor (In attendance from 7.45 pm until 8.15 pm). Her report had been circulated in advance of the meeting, summarised below.

- Water neutrality and Hardham extraction issues have not been resolved. Information provided on the CDC website.
- CDC now has a 5-year housing land supply and work continued on the draft revised Local Plan. Important to have in place to avoid developers appealing to the Planning Inspectorate.
- As of 7th January 2022, more than 8 out of 10 people in West Sussex had had their booster vaccination. Vaccination numbers soared after clinics added more days and extended hours; 150,000 given a week.
- The West Sussex Fire and Rescue Service has launched a public consultation around proposals for the Community Risk Management Plan 2022 – 2026. Details on the WSCC website. Closing date is 21st January.
- In terms of Crouchlands, Cllr Duncton provided further explanation to the issues (as above in Cllr Evans report) and confirmed that the site could not be developed with Lagoon 3 in situ.
- As a County and District Councillor, Cllr Duncton endeavoured to attend as many Parish Council meetings as possible.
- She could be contacted on jdunton@chichester.gov.uk janet.ducton@westsussex.gov.uk or my mobile which is 07979152898.

7. Public Questions:

Being involved in the swimming pool industry, the members of public were interested to hear discussion in relation to the water neutrality issues. They provided brief details of how their industry was adapting to reduce water use.

8. Report on on-going matters:

a. Neighbourhood Plan:

The Clerk advised that the draft revised document was currently being amended to incorporate Regulation 14 comments, where considered warranted. In November a meeting was held with WSCC Highways and CDC Planning Officers to consider the Kirdford Road pavement provision. It was necessary to demonstrate to the examiner that the pavement was achievable to justify inclusion in site policies. Discussion and correspondence with the Stable Field and Tanglewood developers, who had both sought pre-application advice from Highways, was also held in this regard. Further enquiries were now being made with Highways in relation to the route from Tanglewood to Anells Yard; a highways boundary map had been purchased from WSCC, at a cost of £66.

In relation to funding, all the grant funding, apart from about £50, had been spent; any underspend would need to be re-paid at the year end. Locality had recently confirmed that the Parish Council was eligible to receive further funding next year, up to about £6,000, along with other support packages.

b. Village Green Levelling and Drainage:

MW reported that the work was fundamentally complete. The only outstanding issue was the overseeding of the bare patches where seed had been washed away by heavy rain; the opportunity to re-seed in the autumn had been missed. A retention had been held to cover the cost of re-seeding in the spring which was sufficient to engage another contractor if Turfdry did not return. The first grass cut had also been removed from the contract and would be arranged locally; a credit note for £500 had been received. The trenches had been topped up with further sand but would continue to settle and require further top ups. Members all agreed that the ground was noticeable drier and thanked MW for managing the project.

c. Traffic Management Plan:

Petworth Road 40mph Buffer Zone: Traffic counting strips had been installed before Christmas and the Clerk would now follow up on the TRO application with the Highways Officer. The information relating to the Plaistow Road application was obtained through a Freedom of Information request and had now been reviewed by the Traffic Management Group. An email would be sent to Cllr Duncton to highlight that speed data was not provided to the County Local Committee (CLC) in relation to the Durbans Road application. To ask for an explanation to the decision made and why it was not re-considered by the Committee when the data was available. It also appeared that CLCs ceased in July 2021 so Cllr Duncton is to be asked to provide a procedural update for applications previously considered by these committees.

School Meeting: A meeting was held with the Headteacher on 6th January 2022. General parking and driving concerns were discussed. Explanation was given to past actions and why the Parish Council would not support a 20 mph speed limit. It was agreed that when the Songhurst Meadow car park was available, the Parish Council would prepare a flyer for the school to distribute to all parents, particularly as over 50% of families were from outside of

the village and unlikely to read updates in the parish magazine. To identify where parking was permitted, reinforce the voluntary one-way system, and promote a smiley face on the Speed Indicator Device.

PD had explained the provision of the 750m track on Songhurst Meadow; the Headteacher confirmed that the school already promoted walking a mile a day and was excited that this facility would be available.

Speed Indicator Device: PD and SW would arrange to view the preferred devices; handling was an important factor as it would be moved around the village. Updated quotation to be obtained.

- d. Youth Provision: The Young Lives Matter survey was distributed at the end of November. The Clerk reminded members that this was undertaken to primarily determine if there was a need for the Purple Bus, operated by Sussex Clubs for Young People. The full report had been circulated in advance of the meeting and was reviewed. The Clerk expressed particular thanks to Mr Chris Bryant, a local resident who was concerned about Youth provision, who had helped to compile the survey and summary charts; acknowledged by members. Members reviewed the results and agreed that there was little demand or justification for the Purple Bus to return particularly as it was at significant cost if grant funding was no longer available. Members agreed that the funding could be used for other items identified in the survey and that provision to be included in the 2022/2023 budget. There was brief discussion regarding possible use of the village minibus, Pavilion and volunteers; for further discussion at the next meeting.

Clerk to ascertain the cost for the Purple Bus to attend the village over the summer holidays.

- e. Parish Council Logo: The village sign had now been digitalised and was displayed. It had been a Parish Council aspiration for some time to have a village logo to be used on correspondence and publications. Previous discussion indicated that the sign and its three shields did represent Wisborough Green: Sussex flag, Church and Horse Chestnut trees. AJ explained that the sign had been designed by local artist, Mr Pat Gierth, who lived in School Road, and was erected about 30 years ago. The structure, with the ornate ironmongery, was a link to the village forge. However, for publication and for the website, he would support a simplified version. PD advised that another option was to put a brief on 'Logo Tournament' which was an online platform that linked to professional designers all over the world. Other ideas might be useful. **Members supported a simplified version of the sign but in the first instance, agreed that details should be included in the next newsletter to ascertain if any local artists/designers, being familiar with the village, had ideas and would wish to get involved.**

- f. The Queen's Jubilee Weekend – June 2022: As advertised in the parish magazine, the Church would be showing the national events on the large screen in the church with refreshments. Wisborough Green Sports was keen to organise events and was looking at obtaining a marquee for the weekend for lunch on the Thursday, a Friday Race Night, Saturday music event and a Village picnic on the Sunday. Details were currently being considered and notification would be included in the March parish magazine.

CDC was promoting a £250 grant and was keen to encourage more lasting acts of celebration such as tree or other planting, street furniture. Funding for community events would be restricted to equipment that might be used for similar events in the future. Consumables or one-off items, such as souvenirs, would not be supported. **Members agreed that a tree for Songhurst Meadow should be purchased locally with a plaque to include reference to the**

Queen's Green Canopy and link with the saplings being obtained from the Woodlands Trust.

- g. Electric Vehicle Charging Points: In November, WSCC circulated information about a county wide scheme which allowed community landowners to put sites forward for assessment. Following discussion at a previous meeting, the Clerk had registered the Village Hall, Three Crowns and Cricketers car parks. The Clerk explained that the Parish Council was unable to provide this provision directly and that this arrangement would remove any liability. **A briefing meeting was being held on Thursday 27th January at 11 am, and LB agreed to attend, with the Clerk.**
- h. Replacement Pond Fence: Since the quotation was provided in April 2021 for the grant funding application, the contractor advised that materials had increased in cost. **Members approved the additional expenditure of £50.**
- i. Clerk's Update:
- Co-option Update: Although advertised, there had been no expression of interest to date. **To be included in the next newsletter.**
 - Emergency Plan: With the completion of the village hall work, an equipment check was now required. The Clerk to liaise with TW and HT and ask for additional help if needed.
 - The Queen's Green Canopy: The application to the Woodlands Trust had been successful. The 30 saplings would be delivered between 28th February and 18th March. **LB, SW and the Clerk to plant.**
 - Playground repairs and playground inspections: The replacement parts, as identified in the Annual RoSPA Inspection, had been ordered and would be installed by Playdale Playgrounds at a cost of £,1075. The only outstanding item was the surfacing repairs, having failed in two areas.
The weekly inspections were currently being undertaken by a resident, but he could not commit to completing the inspection report on a weekly basis. **Notice to be placed in the playground and in the next newsletter; possible job share.**
 - Annual Risk Assessments/Inspections: **Members agreed to undertake. Clerk to circulate a new Risk Assessment/ Inspection form.**
 - Next Litter Picking Session: **Saturday 2nd April 2022 at 2 pm was agreed. Members were encouraged to attend.**
 - March Newsletter: Co-option, Youth survey, playground inspections, litter picking, logo, Jubilee events, Trustees for Community Land Trust.
 - School Lighting: The headteacher advised that the timer for the outside lights had been faulty and until a new timer was installed, the lights were switched off when the last staff member left. **Members to continue to monitor.**

9. New Items for Discussion:

- a. Replacement Noticeboard: At the last meeting, members had agreed to replace the board at the Cricketer's crossroads; supplier and cost details had been provided. Unfortunately, due to the location, the old board needed to be removed to assess the existing sockets before exact measurements were known. Members agreed to purchase a board from the Acorn Workshop in Sussex, authorising an additional 20% expenditure for possible adaptations for this location. **Decision delegated to the Clerk and Chairman.**

- b. Willow Trees: **Members approved the expenditure of £425 to pollard the willows around the pond**, with the work being undertaken by Mr Twelvetrees, who generally looked after these trees. Member acknowledged that one of the large trees was in poor condition and might need to be removed. Mr Twelvetrees to be asked to liaise with the CDC Tree Officer, if necessary.
- c. Ditch Clearance: **Members approved the expenditure of £190 for Sussex Land Services to cut back the brambles and clear the ditch outfall opposite the Cricketers Arms.**
- d. Village Maintenance: There were several small maintenance items to be addressed in the village, such as painting of the fingerpost sign in the village centre. **Members agreed to delegate the expenditure decision on items undertaken as part of the General Maintenance budget to the Clerk and Chairman when expenditure did not exceed £500 (as detailed in the Financial Regulations).**

10. Correspondence:

| Correspondence – details of emails and letters received since the last meeting |
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| WSSC - West Sussex Fire & Rescue Service has launched a public consultation around proposals for Community Risk Management Plan 2022 – 2026. Response by Friday 21 January 2022 The proposals include: <ul style="list-style-type: none"> • Enhancing our retained (on-call) operating model • Weekend protection, prevention and response improvements • Improving protection, prevention and response performance in rural areas • How WSFRS should deal with false alarms from automatic fire systems • When we should review our Emergency Response Standards • How WSFRS proposes to undertake a review of our specialist appliance requirements to consider current and future risks to firefighter and public safety |
| Shurlands Corner resident – concerned about exiting driveway on Fittleworth Road due to speed of traffic leaving A272. Clerk responded to explain that the application for the speed reduction on the A272 had been submitted to WSSC. To report to WSSC directly and support speed reduction and perhaps a mirror might be useful to improve the visibility. Highlighted. |
| WSALC – Civility and Respect Newsletter – circulated. |
| Rural Services Network – The Rural Bulletin. |
| WSSC News release – construction work and update A285 Dunton – circulated. |
| GACC Newsletter – circulated. |
| Rural Services Network – The Rural Bulletin. |
| Local Plan Newsletter – circulated. CDC can now demonstrate a 5-year housing land supply. Circulated. |
| PCSO Billingham, Sussex Police – November update – circulated. |
| Rural Services Network – The Rural Bulletin. |
| Rural Services Network – The Rural Bulletin. |
| WSALC - The Secretary of State for Levelling Up, Housing and Communities, Michael Gove MP, has made a Written Statement on the Provisional Local Government Finance Settlement 2022/23 which proposes no extension of council tax referendum principles to local (parish and town) councils. |
| Rural Services Network – The Rural Bulletin. |
| Open Spaces Society – Christmas news. |

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| GACC Newsletter 131. |
| PCSO Billingham, Sussex Police – December update circulated. |
| Rural Services Network – The Rural Bulletin. |
| WSALC - Sussex Police are using 'big data' to turn millions of records of phone calls, crimes, investigations and court trials into a tool to drive productivity and enhance safety. It will enable officers to predict trends, identify serial offenders, study crime hotspots and devote more time to victims. Chief Constable Jo Shiner will be giving a Zoom presentation to member councils across West and East Sussex on the use of 'big data'. The presentation is taking place on Friday 25 th February 2022 at 1.30pm. SW to attend. |
| WSALC – Information about E Scooters and legislation. Sent to SW for information. |
| Kirdford Parish Council – request for some information about Church Fields. Appears the Townfield Meadows application is active again. Highlighted. |
| WSALC - Ministers reject calls for council meetings to be held online Councils must continue holding meetings in person, the Government has said, as it rejected calls to amend legislation, despite the spread of the Omicron variant and widespread support amongst Councillors. Lord Greenhalgh, a minister of state at the Department for Levelling Up, Housing and Communities, confirmed the policy in response to a written question. Last month the LGA had called on ministers to urgently bring in emergency legislation to enable councils to return to hybrid meetings. Highlighted. |
| WSSC - Loxwood Clay Pits Application (WSSC/030/21) is now open for further comments. Please see attached document for additional information (Effects of Noise of Biodiversity and additional information requested from agent over 250 pages) |
| Rural Services Network – The Rural Bulletin. |
| WSALC – Next Chichester District ALC Meeting via Zoom on Thursday 10 th February at 7pm. PD to attend. |
| Penfold Estate Agents – enquiry into traveller incursion precautions on Songhurst Meadow. Clerk advised bund and ditch, but on inspection appears only a bund at present. Members agreed that the Clerk should highlight the omission of the ditch, as detailed in the Open Space Management Plan, to Runnymede Homes. Ditch not to be on the pavement side of the bund. |
| WSSC – notification that the local Access Ranger will be organising a Public Rights of Way inspection next month and issues with paths, vegetation, signs, stiles etc, will be recorded and logged. Routine work will be prioritised for delivery by the contractor. Highlighted. |
| Rural Services Network – The Rural Bulletin. |
| CDC – reminder of All Parishes meeting on Monday 7 February at 5.30 pm on Zoom. Ideas for agenda items requested. Highlighted to PD. |
| Hughes Hill resident – explanation to concerns relating to farm access and request to review the speed limit on the B2133 and close off the lay-by. (Full letter circulated). This was a WSSC Highways Authority responsibility. Being aware of the policy and difficulties in changing speed limits, it was very unlikely that this would be achieved. Members agreed that the Parish Council would not pursue. |

11. Planning

- a. The following planning application was reviewed. Application details had been circulated in advance of the meeting and were also displayed:

| Application Number | Application Details |
|---|--|
| WR/21/03019/FUL - Case Officer: Martin Mew | <p>Wisborough Green Parish Council Sports Pavilion Butts Meadow Wisborough Green Billingshurst Demolition of existing sports pavilion and erection of a replacement building. O.S. Grid Ref. 504868/126077</p> <p>The Parish Council supported this application. Exact wording was delegated to AJ and the Clerk. The following was submitted.</p> <p><i>Wisborough Green Parish Council (WGPC) supports this application to replace the existing pavilion with a new building.</i></p> <p><i>This project has been identified as a need for the village in the Neighbourhood Plan process. The old building has limited resources, is not compliant with modern standards, and there is demonstrable need for better facilities to support sport and recreation in the centre of our growing village. WGPC is very aware of the sensitivity of the location and also of the impact of the new building profile driven by provision of improved facilities. WGPC has sought to obtain an acceptable balance and considerable effort has been invested by the community in refining the design for the best-balanced solution. The project has had several consultations with residents as well as CDC planning; with feedback being taken into consideration in the project progression.</i></p> <p><i>This design has received substantial and majority support from the community who are well aware of the benefits the building will bring as well as the visual impact on its sensitive surroundings.</i></p> |

- b. Chichester District Council Decisions:

| Application Number | Application Details | Decision |
|--|---|--|
| WR/21/02164/FUL - Case Officer: Martin Mew | Mr D Cooke Goslings Newpound Wisborough Green RH14 OAT Replacement dwelling, retention of existing dwelling to provide ancillary home office, retention of workshop and removal of 2 no. mobile homes, 2 no. sheds and lean to. | PERMIT ANCILLARY TO MAIN DWELLING |
| WR/21/01092/DOM - Case Officer: Maria Tomlinson | Mr J Lambert The Old Coach House Billingshurst Road Wisborough Green RH14 ODY Two storey extension. O.S. Grid Ref. 505058/125809 The Parish Council had no objection to this application, but in view of its support of dark sky policies and initiatives, would request that automatic dusk to dawn blinds or glazing film be installed on the roof lights to prevent the egress of light at night. | PERMIT |

c. Enforcement:

Burdocks, Fittleworth Road: As reported at the December Planning Committee Meeting, the Clerk advised that a breach of planning had been identified in relation to the house sign and CDC was now considering the expedience of enforcement action.

The Chairman advised that new field gates had been installed. A member of public interrupted the meeting and advised that she had evidence that the gates had previously existed and had retained the old gate posts as evidence. She felt that they were being victimised.

The matter to be referred to CDC Enforcement.

12. Finance:

a. Bank Reconciliation:

The Chairman confirmed that HT had checked and agreed the bank reconciliations for the Barclays Community Account, Barclays Deposit Account and Natwest Reserve Account for the period ending December 2021.

b. Accounts for Payment:

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

Online payments for the Barclays Community Account

Payment entered on 18th January 2022 unless stated otherwise.

| Payee | Amount £ | Description |
|---|------------------|---|
| D Sanderson Cheque dated 4 Jan 2022 | 1,760.00 | Reduce and remove pond water lilies (Previous online payments 16 Nov, 7 & 23 Dec failed) |
| Farsight Consulting 23 Dec 2021 | 209.16 | Interim internal audit |
| Wellers Hedleys 23 Dec 2021 | 540.00 | Scout Hut Lease |
| Pegley Groundsworks Ltd 23 Dec 2021 | 499.20 | Gritting machine overhaul & making electrical systems work |
| Steeple Graphics 23 Dec 2021 | 18.00 | Catty Bench signs |
| Playdale Playgrounds Ltd 23 Dec 2021 | 1,289.62 | Playground spare parts for repairs |
| Turfdry 10 Jan 2022 | 2,898.84 | Balance for drainage works (excl. sum withheld) & additional sand |
| Pyzer Cleaning Services | 504.30 | Cleaning of public toilets & supplies |
| West Sussex County Council | 1,909.55 | Clerk's salary for December |
| Arun District Council | 14.20 | Printing of Youth Survey flyers & posters |
| L D Davies | 164.80 | IONOS Website hosting & Email, Printer ink, Highway's boundary enquiry, Dog waste bags, postage |
| IFC Davies | 276.00 | Allotment path repair, installation of posts, playground gate catches and bench sign |
| Mulberry and Co | 48.00 | Introduction to planning training course for SW |
| | 10,131.67 | |

Direct Debit Payments from Barclays Community Account

| Date | Amount £ | Payee | Description |
|----------|---------------|---------|--|
| 06.12.21 | 251.90 | NEST | Pension contributions for period 01 to 30 Nov 2021 |
| 20.12.21 | 29.54 | Plusnet | Village Hall Broadband |
| 10.01.22 | 251.90 | NEST | Pension contributions for period 01 to 31 Dec 2021 |
| | 533.34 | | |

Payments to Barclays Community Account

| Date | Amount £ | Payee | Description |
|----------|------------------|-----------------------|------------------------------------|
| 03.12.21 | 15,501.48 | HM Customers & Excise | VAT refund 01 April to 31 Oct 2021 |
| | 15,501.48 | | |

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. There were no further questions.
- d. Interim Audit Statement: The Interim Internal Audit was undertaken in December and the full report circulated in advance of the meeting. **Matters Arising identified in the Action Plan were noted and the Clerk's responses approved by Members.**
- e. Wisborough Green Sports Request: A miscalculation was made in the planning fee for the Pavilion; a further £1,386 was paid by Wisborough Green Sports (WGS) making a total of £2,310 (50% of the normal rate of £4,620, which was also the rate for 10 houses). WGS had made a request to draw this money from the CIL allocation. **Members approved this payment. Members also agreed that the District Councillors should be made aware of the scale of the planning fee for a community building.**
- f. 2022/2023 Budget: The budget had been considered further at the meeting on 7th December 2021. The revised budget was circulated in advance of the meeting and displayed. The Clerk gave explanation to the Income and Expenditure calculations, highlighting the project allocations that had been included. Explanation was given to future provision on cessation of the Playground and Workhouse loan repayments. **Members resolved to:**
- **Increase the Green Maintenance provision to £3,000 which would include drainage maintenance. No provision was made for irrigation capital or water costs. AB advised that he would loan the necessary equipment, if required.**
 - **Identified tarmacking repairs to be undertaken when the loan repayments had ceased.**
 - **Precept to be increased from £67,000 to £70,000 to cover increasing costs. With the Tax Base increase, this was a 2.25% increase, equivalent to a weekly increase of 4p for a Band D property.**
 - **Reduce the General Maintenance budget by £110.71 to balance the budget.**
 - **Review Reserve transfers and allocations after the year-end.**
- g. NatWest Bank Accounts: The Parish Council currently held two accounts with NatWest but had been unable to establish online banking, hence new online accounts with Barclays had been opened. Retaining the NatWest accounts had spread the risk but being unable to access or receive statements due to inactivity, was problematic. NatWest was now able to

offer online banking for community accounts. **Members resolved to set up online banking with the mandate for existing account signatories (current Council Members) and the addition of MW who already held a NatWest Account. Payments from either account to be authorised by two signatories. Transfer between accounts to be a single signatory (primarily the Clerk) In line with the Barclays mandate.**

13. Other Reports:

- a. Village Hall: The refurbishment work was completed. The Annual General Meeting was being held on Monday 31st January 2022 at 8pm; the Chairman would attend. The Parish Council had been allocated two storage cupboards and the Village Hall Chairman would arrange for locks and shelves to be installed.
- b. Allotments: It was anticipated that from 1st April, all plots would be allocated. The only plot of concern was the one allocated to the Horticultural Society. Members were a little surprised and requested that it be tidied.
- c. Health & Safety:
There were no new items to report. AB advised that he would remove the pipes protruding from the ground by the Pavilion this coming weekend.

14. Any Other Matters to Report:

- a. The Clerk reported that a vehicle had driven onto the Green behind the Pavilion at the end of November. Fortunately, the ground had been dry and it was likely that after the winter and first grass cut, the marks would not be visible. She also noticed today that another car had driven onto the grass along the west road. Areas to be reviewed after the winter.
- b. In a recent publication from the National Association of Local Councils, the Clerk had noticed an article about Trail Tales which offered Smartphone based guided walks. As this could well link with the project for a history trail in the village, the Chairman and Clerk had arranged an initial online meeting. The App included a walk around Chichester.
- c. A tramp had been reported sleeping in the bus shelter this past weekend; he had now moved on.

15. Date of Next Meeting:

Planning Committee – Tuesday 1st February 2022 at 8.00 pm.

Parish Council – Tuesday 15th February 2022 at 7.45 pm

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

Signed by the Chairman: Dated: