

# Wisborough Green Parish Council

## Draft Minutes of the Extra-Ordinary Parish Council Meeting to be agreed on 18<sup>th</sup> January 2022

Date: Tuesday 7<sup>th</sup> December 2021

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

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

In Attendance: Mrs L Davies, Clerk

Members of Public: 3

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

1. Apologies for Absence:  
Received and accepted from Mr True, Mr Watson and Mr Worrall.
2. Declaration of Interests:  
LB declared that Ingrams Farm and Burdocks were properties close to her home.  
PD declared that he had known the owners of Burdocks in a commercial capacity for years.
3. Minutes of the Last Meeting:  
The Minutes of the meeting held on Tuesday 16<sup>th</sup> November 2021 were approved as a correct record and signed by the Chairman.
4. Public Questions:  
Burdocks Owners: Attended the meeting to advise that a Chichester District Council (CDC) Enforcement Officer had visited their property and no planning breach had been identified; they had received confirmation today. They were aware that five complaints had been made to CDC and they felt victimised by a neighbour, who was also a Parish Councillor. The Councillor concerned had taken photographs of their property, their workers and themselves, and had also contacted the previous owner. As a result, they had consulted the police and sought legal advice. They had operated a business in the area for over 30 years and only wished to improve their property. They had attended the meeting to draw the Parish Council's attention to the matter and to advise of the outcome of CDC's investigations.  
The Chairman explained that any Councillor, as an individual, could raise personal concerns about possible planning breaches with CDC, but their comments were noted. The enforcement matter would be discussed later in the meeting.  
AB was unaware of the circumstances but understood that they clearly felt strongly having attended the meeting. Some further explanation was given.

Representative for Ingrams Farm Applicant: Attended the meeting to provide any further information that might be required. She confirmed that the installation was to supply their home with the surplus supplying the grid; battery storage was included. Being a Listed property,

the panels could not be installed on the roof and outbuildings had the wrong aspect. The proposed paddock was not used and was well screened.

5. Planning

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

Application Number and Details
<p>WR/21/03135/FUL - Case Officer: Calum Thomas Tracy Consentino Land Adjacent To 1 Newfields, Newpound, Wisborough Green RH14 0AX Change use of land to private gypsy and traveller caravan site consisting of 1 no. pitch. O.S. Grid Ref. 506049/127156</p> <p>The Chairman provided further information on the The Coastal West Sussex Gypsy and Traveller Accommodation Assessment (GTAA), Local Plan and the inclusion of the appeal decision to support the application. After some discussion, it was agreed that the Parish Council would object to the application, with the response delegated to AJ and the Clerk. CDC to also be advised of the current use.</p> <p>The Parish Council OBJECTS to this application.</p> <ul style="list-style-type: none"><li>• The site was not put forward for inclusion in The Coastal West Sussex Gypsy and Traveller Accommodation Assessment (GTAA) (Revised April 2019).</li><li>• The site was not put forward to CDC's 'call for sites' which closed on 31<sup>st</sup> March 2021.</li><li>• The GTAA does not identify a need for this site.</li><li>• The applicant has provided no details or justification for the need and the Parish Council does not consider that the application meets the GTAA criteria.</li><li>• CDC now has a 5-year housing land supply (the applicant quotes the lack of a 5-year housing land supply as justification for the application).</li><li>• This is a highly visible site and is considered by the Parish Council to be contrary to Local Plan Policy 36 (3).</li><li>• The site has not been identified in the Wisborough Neighbourhood Plan or the document's review. Any development at Newpound is considered unsustainable due to the distance from the Settlement Boundary.</li><li>• The proposed site is agricultural land.</li><li>• This is a new development, outside the Settlement Boundary, and therefore in the countryside, contrary to both Local Plan Policy 45 &amp; 46, and Neighbourhood Plan policy.</li><li>• The proposal design is not of a residential caravan but one of a log cabin and is contrary to Neighbourhood Plan Policy DS2.</li></ul> <p>The Parish Council understands that the land is currently being rented for car parking by the commercial garage opposite. Although this could be allowed under Permitted Development for 28 days, it is understood that this has now been exceeded. The Parish Council will request that CDC also open an Enforcement enquiry in this regard.</p>

Application Number	Application Details
SDNP/21/03910/FUL – Case Officer: Charlotte Cranmer	Mark Howarth Ingrams Farm, Fittleworth Road, Wisborough Green, RH14 0JA Erection of a ground mounted solar array for generation of domestic electricity with 38 no. panels. O.S. Grid Ref. 503137/124418 <u>No Objection</u>
WR/21/03134/TCA - Case Officer: Henry Whitby	Mrs Eva Hardman The Gatehouse School Road Wisborough Green Billingshurst Notification of intention to crown reduce by up to 40% (all round) on 1 no. Ash tree (quoted as T1). O.S. Grid Ref. 505060/126050 <u>No Objection</u>

b. Enforcement:

Burdocks, Fittleworth Road: The Clerk advised that the Parish Council had asked CDC to investigate two concerns; a large house sign and lighting. The Clerk was also aware that concern at the erection of field shelters had been raised with CDC. PD reported that the extremely bright floodlight was on when he passed there on his way to the meeting. **In view of the public comments, Clerk to contact CDC for an update.**

6. Rural Gigabit Broadband Voucher Scheme:

In the absence of TW, the Clerk advised that BT was now refining the address list and preparing a quotation having established that some properties already had Fibre to the Premises. It was hoped that further details would be provided for the January meeting. Unfortunately, West Sussex County Council (WSCC) had advised that the funding scheme was full but hoped to offer another round next year.

7. War Memorial:

The Clerk had now sought advice about the required repair from a national specialist. From photographs, he advised that the damage was due to weather and not vehicle damage. Repair should be undertaken with lime mortar when the weather was warmer. Although the Clerk had initially registered the damage with the insurance company in case a claim was required, members agreed that the potential claim should now be withdrawn. Quotations for cleaning and repair had been obtained from both a local and a specialist national company; the local company was for considerably less as the national company had a far higher travel allowance. **Members agreed that the Clerk should seek advice on the specification from the specialist company and obtain further quotations for the work to be undertaken in the Spring.**

8. Finance:

b. Accounts for Payment:

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

### Online payments for the Barclays Community Account

Payment entered on 7<sup>th</sup> December unless stated otherwise.

Payee	Amount £	Description
White Light Ltd Paid 22 <sup>nd</sup> November 2021	171.00	Projector hire & Christmas gobo
D Sanderson	1,760.00	Reduce and remove pond water lilies Payment on 16 <sup>th</sup> November 2021 failed
Pyzer Cleaning Services	648.30	Cleaning of public toilets, supplies & additional weekend cleans. Payment on 22 <sup>nd</sup> Sept 2021 failed
West Sussex County Council	1,909.55	Clerk's salary for November
James Garside Planning Limited	344.26	Planning services 27.09 to 27.11.2021
James Garside Planning Limited	573.76	Planning services 10.07 to 26.09.21
Pyzer Cleaning Services	504.30	Cleaning of public toilets & supplies
St Peter ad Vincula WG	300.00	Distribution of Neighbourhood Planning leaflet & two newsletters
Mrs L N Davies	66.23	IONOS Website hosting & Email, Printer ink and playground latch
Mr P Townsend	18.00	Scaffold board to rebuild and reinforce allotment path
	<b>6,295.40</b>	

### Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
05.11.21	251.90	NEST	Pension contributions for period 01 to 30 Nov 2021
19.11.21	29.54	Plusnet	Village Hall Broadband
19.11.21	129.85	British Telecommunications plc	Telephone and Broadband contract
25.11.21	67.38	Business Stream	Allotment water
	<b>478.67</b>		

#### f. 2022/23 Budget Preparation:

The year-end forecast and draft budget had been circulated in advance of the meeting but had subsequently been updated as firm quotations were received; it was displayed. The Clerk gave explanation to the current budget year-end forecast, and the budget allocations for next year were discussed. The Clerk advised that the budget should be agreed, and the Precept set to balance the budget. Increases needed to be justified and requested that members considered projects for next year; ideas had been provided.

Members resolved to:

#### Financial Year 2021/2022

- At year-end, transfer any underspend from the 2021/2022 budget to a new Projects Reserve rather than increasing the General Reserve. It was noted that the General Reserve was currently £19,131, the recommendation being 3-6 months of Precept (£16,750 was 3 month's Precept at the current level). It was acknowledged that other Reserves were held and a virement could be made, if necessary.
- New noticeboard to be purchased in this financial year – quotations to be provided at the January meeting for a decision.

- Clerk to undertake a final review and check for the year-end forecast for each budget heading.

#### Financial Year 2022/2023

- All budget allocations were agreed.
- Audit: The figure had been omitted – to be included.
- Green Maintenance: The provision as detailed to be included.
- Public Toilet Cleaning: Members accepted the increase, noting that this was the first increase in 6 years. The full figure, for the weekly and increased weekend cleans, to be included.
- Other Projects: Agreed projects: History tour leaflet, Jubilee Celebrations, Additional basketball provision and a grant to the History Society to produce a History of Wisborough Green Book. PD gave a summary of the plans for the book and its projected timescale; SW asked who was the intended market that PD explained was for existing and future residents, the wider West Sussex diaspora and historians. The Clerk explained that the Parish Council did not have a power to undertake this project.
- Paths & Roads Projects: An idea of costs was being sought. It was acknowledged that not all could be achieved in one year but it was agreed to establish a Reserve for future provision; Kirdford Road pavement, Village Hall car park, road to the Church and Harsfold Lane repairs. Approach to be made to the Village Hall Management Committee about funding repairs to the car park following the refurbishment.
- Projects Using Reserves: New junior football goal to be funded from the new Projects Reserve.

The Clerk recorded the amendments and would update and check figures before circulating the revised budget.

The Precept and Banding Calculator Spreadsheet was reviewed and the implications of increasing the Precept briefly discussed. It was noted that the Tax Base had increased from 768.3 to 785. The Precept would be agreed at the January meeting after final costs had been included.

#### 9. Any Other Matters to Report:

- a. A Bench Donation request had been received from Wisborough Green Sports. It was to acknowledge the contribution made to the Club from a long-standing member who had recently received a diagnosis of a terminal illness. Although no notice of this decision had been given, under these sad circumstances, members unanimously agreed to accept the donation. Clerk to liaise and make the arrangements.
- b. The Clerk advised that the new Pavilion planning application had now been validated and the open day in the Pavilion on Saturday 11<sup>th</sup> December had been advertised. Members agreed that an extension to the response deadline should be obtained to allow the application to be considered at the Full Council Meeting in January.

#### 10. Date of Next Meeting:

Planning Committee – Tuesday 4<sup>th</sup> January 2022 at 8.00 pm.  
Parish Council – Tuesday 18<sup>th</sup> January 2022 at 7.45 pm

There being no further business, the meeting closed at 9.15 pm.

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

Page 98

WGPC Meeting Minutes

Tuesday 7<sup>th</sup> December 2021