

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 17th January 2023

Date: Tuesday 15th November 2022

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

Apologies: Ms L Bartley (LB), Mr A Burbridge (AB), Mr H True (HT)

In Attendance: Mrs L Davies, Clerk

Members of Public: 5

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

1. Apologies for Absence:
Apologies were received and accepted from Ms Bartley, Mr Burbridge and Mr True.
2. Declaration of Members' Interests:
MW declared that he was a Harsfold Lane resident and the Harsfold Lane representative. The Northlands Farm applicant was his accountant's son.
TW was a neighbour to Farnfold.
No other interests were declared.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 18th October 2022 were approved as a correct record and signed by the Chairman.

4. District/County Councillor Updates:

District Councillor: Cllr Evans was not in attendance and his report had not been received.

County Council: Cllr Duncton was not in attendance. Her report had been circulated in advance of the meeting, summarised below.

- Children's Services: This continued to improve but further work was required. A recent small OFSTED was encouraging but a full OFSTED inspection was expected in early 2023. It was difficult to recruit Social Workers. Inhouse training was being undertaken, which included training for those from other countries; although qualified they required further training to work in West Sussex.
- Fire and Rescue: A recent inspection from His Majesty's Inspectorate confirmed that backlog in home safety visits had been cleared. Attending times had on occasion slipped but was being addressed. The construction of the new Fire and Rescue building at Broadbridge Heath was progressing at speed.
- Budget: Members continue to attend usual workshops to keep up to speed, one being on the budget. No substantial cuts in services for 2023/24 were expected.

- Mental Health: Sadly, there had been tragic deaths of 6 young people in West Sussex from suicide. Although mental health was not the remit of WSCC to deliver, the local authority was leading the way in developing a ground-breaking Mental Health triage service to bring together all partners which was informing National learning.
- Budget Savings: The South Downs National Park was having to find savings. Every member of staff had been informed of the situation and asked for their views on taking redundancy or moving to another position.
- Access to the Park: The Authority was keen to ensure easy access for all. The Park had the biggest population on its boundary and inside the Park than any other National Park in the country.
- 'Supporting You': Leaflets and posters for the initiative were being circulated. The team at CDC was now in place and aimed to provide holistic services for those struggling with the cost-of-living rises. It was a team of five which worked alongside Social Prescribing and Wellbeing teams. Contact could be made via supportingyou@chichester.gov.uk or calling 01243 534860.
- Contact: Although Cllr Duncton tried to attend as many events and meetings as possible, queries could also be directed to her at jdunton@chichester.gov.uk janetdunton@westsussex.gov.uk or my mobile 07979152898.

5. Public Questions:

Three residents from Durbans Road attended the meeting to express their concerns at the traffic speed along the road. They explained about the circumstances of a recent accident: a driver who was over the alcohol limit, wrote-off three parked cars and damaged property, all belonging to one family. Details of past accidents at both the Brookbridge and Sweephurst corners were also given. They were incensed that West Sussex County Council (WSCC) did not, apparently, recognise their speeding concerns and the serious risk to householders, road users and pedestrians. They could not understand why the speed limit was not 30 mph as more rural locations in the area had been reduced. The road was a 'rat run' between the B2133 and the A272, used by many heavy goods vehicles. They believed that a physical barrier or weight restriction was required to reduce heavy traffic and slow vehicles.

The Chairman confirmed that the Parish Council had similar views and had tried, in vain, to get the 40 mph reduced to 30 mph; the application had not met WSCC policy parameters. The Parish Council had recently made enquiries to establish the evidence and procedure mechanisms required to make another TRO application.

As the Community Speed Watch Coordinator, SW advised that additional signage and weight restrictions could likely be ignored by drivers. She would shortly be attending a meeting at which a WSCC Highways Officer was in attendance and would use the opportunity to ask about speed reductions. She highlighted that the new Speed Indicator Device had now been installed on Petworth Road and apart from acting as an immediate reminder to drivers, was also recording data which created valuable evidence in support of any speed reduction applications. The installation of the Petworth Road buffer zone had been supported by the police. The police had not supported the Durbans Road speed reduction application, but SW agreed to establish contact in an attempt to garner Police support.

8.03 pm – 3 members of public left the meeting room.

The Farnfold applicants attended the meeting to provide explanation to the design process for the house and proposed gates. They gave explanation to their needs and the substitute plans

that were to be considered. As the house was sited at the back of the plot, they wished the garden to have more privacy, be secure for a dog and discourage unwelcome opportunists who had visited the property. Explanation to a few aspects was requested by the Chairman. Members were invited to visit the property.

8.13 pm – 2 members of public left the meeting room.

6. Report on on-going matters:

a. Neighbourhood Plan (NP) Update:

An email from Andrew Frost, CDC Director Planning and Environment, was received and circulated on 27th October. He advised that it was CDC's intention to report the draft Regulation 19 Local Plan to Special meetings of the Cabinet and Full Council in January 2023. If approved for consultation, the intention was to hold the consultation immediately and then submit for formal examination. He emphasised that this timescale was subject to the satisfactory completion of various elements of continuing technical work required to support the emerging plan strategy. The NP Steering Group had also been advised that it was the intention that CDC officers would meet all the northern parishes at the end of November when the most up to date position and information was known. Consultants had now been approached about undertaking a Local Green Space assessment and the Clerk would submit a grant funding application shortly.

b. Traffic Management Plan:

Buffer Zone and Speed Indicator Device: SW advised that the 40 mph buffer zone in Petworth Road had now been installed by WSCC. The Speed Indicator Device was currently located by Great Meadow and directed at traffic entering the village; it would be turned around at the same position after 3 weeks. It was currently set quite stringently and was flashing the angry face at 31 mph. All feedback received from Petworth Road residents had been positive and encouragingly, traffic speed also appeared lower through the village. From this site it would be moved to Kirdford Road, Durbans Road and then to the B2133 in Newpound. The Clerk and she would retrieve and analyse the collected data.

Community Speed Watch (CSW): SW was keen to have additional sites assessed in the village. Data collected by the device and video footage of abuse and illegal number plates could be submitted to Operation Downsway which was the Sussex Police initiative.

Durbans Road Speed Reduction: The Chairman agreed to attend the WSALC Annual General Meeting with SW and press the WSCC Highways Officer for answers on WSCC policy and procedures. **The 40 mph repeater on the chevrons at the Brookbridge sharp bend was considered misleading to motorists, WSCC Highways to be asked to remove it.**

Kirdford Road Speed Reduction: A new Kirdford Road resident had sent the Parish Council a copy of email correspondence to Cllr Evans and Cllr Duncton regarding traffic speed and requesting a speed reduction. Speeding in Kirdford Road was acknowledged, but the likelihood of a speed reduction application being successful was limited. **It was agreed that SW and the Clerk should respond advising of the Parish Council's actions to date, intention to locate the SID in Kirdford Road shortly, inviting the resident to join CSW and the potential of a new footway being installed to link new developments.**

School Parking: At the start of the school year parents generally respected the no parking cones opposite the school. With the wet weather and dark evenings, the cones were being disregarded and damaged, and pavement parking was again in evidence. **Members agreed that the cones should be removed. SW and the Clerk to monitor over the next few weeks and endeavour to discuss solutions with the school.**

c. Village Green Drainage:

It was noted that, despite the recent deluges, the drainage was working and the Green was much drier than in previous years' experience. It was encouraging to see football return to the village. The football pitch grass was improving, and the surface had withstood the recent match well. MW advised that there was still some settling evident on the trenches which would require topping up. AJ advised that there were some unseeded areas evident in the cricket outfield which required seeding at the appropriate time. **MW agreed to raise with Wisborough Green Sports (WGS).**

The donation of one load of sand, obtained via MW, was acknowledged with thanks.

Members authorised the expenditure of £500 on a second load, the cost to be shared with WGS.

d. Songhurst Meadow Open Space:

Track Installation: The peripheral track and bridge had been installed and reviewed by PD, SW and the Clerk; it was looking good and provided access to a lovely area. The contractor had been asked to remove any large stones at the edges which might impact upon the grass cutting. Unfortunately, the work had not been completed before the rain arrived and despite the contractor being encouraged to complete it when conditions were dryer, they had continued in the rain. Members agreed that on completion, the subsequent damage caused was to be reviewed and, if necessary the contractor asked to repair when ground conditions permitted.

Fence: The Clerk had obtained one quotation but was struggling to find other interested contractors. MW agreed to provide contact details.

Official Opening: Members were reminded to attend the event on Sunday 20th November at 2.00 pm. **It was agreed that tea, coffee, and squash would be provided by the Parish Council and this expenditure was approved.** Clerk to make the arrangements. AJ to ascertain if the Scout Group hot water heater was available to use.

e. Youth Provision:

A proposal to extend the existing cricket net area to provide a larger all-weather basketball/football surface for the winter months had been circulated. Members agreed that this would make a positive addition to the village green. For continuity purposes, it was agreed that contractor A should be used and asked to price match the other quotation: £11,603 plus VAT. The other elements of the project were all supported and the total expenditure, of just under £15,000, approved. The Clerk advised that she was meeting a Grant Funding Officer from CDC to discuss a potential grant application. As the project had exceeded the initial estimate, members supported an application for a small contribution, but acknowledged that, if unsuccessful, the Parish Council would have to fully fund the project.

f. Warm Hubs:

SW confirmed that she had received a positive and encouraging response from all three public houses and had now provided tea, coffee and a sign. **Members supported this action and S137 expenditure.** The use of the provision would be monitored over the winter months.

g. Clerk's Update:

- Christmas Projection: The Clerk had arranged the projection which would be a nativity scene. **Members approved the expenditure of £150 to hire projection equipment.**

- King Charles III Coronation: WGS members, who organised the Jubilee events, had kindly offered to organise a Coronation celebration; further details to be provided in due course.
- Horses on the Green: Four horses had escaped from a field and had run over the village green causing some damage. Contact with the owner had been established who had already attended to tread in divots. The football pitch had sustained little damage, but the cricket outfield was being reviewed as further work might be required.
- Pond Cottage: The residents have an easement over the Parish Council owned car parking area, to access their garage, but no allocated parking space. They used a sign and cones to maintain clear access to their garage, effectively providing two parking spaces. The Clerk noted that the resident used another space and reserved it using a cone. The Clerk had spoken to the resident who advised that she required the space in front of her property as her husband, due to his health, now required a wheelchair and her car could not be blocked in. She had agreed to allow parking in front of the garage as access for her car was not required, thereby releasing two spaces. **Members were happy with this temporary arrangement and agreed that this should be confirmed in writing so that a precedent was not established.**

7. New Items for Discussion:

a. Harsfold Lane:

MW withdrew from discussion.

A briefing document had been circulated in advance of the meeting which provided details of past maintenance work and the financial arrangement agreed at that time.

History: The top section of Harsfold Lane was unadopted by WSCC and enquiries had been unable to establish ownership. The allotment and Scout hut sites were gifted to the Parish Council by the Scott Family in the early 1900s (date unknown) and were now registered with Land Registry; case law suggested that the adjoining landowners owned the land up to the centre of the lane. The other landowner was known to have no interest. The top section served the properties along Harsfold Lane, the Scout hut and allotment users as well as cars parked by recreational users. The Parish Council had assumed some responsibility for this section since 2001 and the September 2011 Parish Council minutes confirmed acceptance of responsibility and ongoing maintenance.

Earlier this year, without including the Parish Council, the Harsfold Estate arranged for sections of Harsfold Lane to be repaired, the cost of which was met by the householders. Unfortunately, the Parish Council was not contacted so the opportunity was missed to include the top section at this time; it would have cost just under £5,000 for a surface layer to make good for another 10 years. The top section was beginning to fail but had not deteriorated to a dangerous or unacceptable condition but would possibly require resurfacing in about 2 years' time.

Proposal: As previously, the residents acknowledged and accepted some responsibility for the top section, and to ease arrangements for the whole lane, had now established a Residence Maintenance Fund where a set sum would be paid monthly by each household to cover the majority of their proposed contribution for future repair costs based on a rolling 10-year plan. Based on the previous repair in 2011, the top section was split 50/50 which, to the majority of residents, was seen as a fair calculation given the volume of non-resident vehicles which also use the lane. Going on a 2021 quotation of £5,000 and assumption of 10-year lifecycle this split 50/50 would equate £2,500.00 each

(WGPC/Harsfold) or £250.00 per annum per party. This figure only covered the tarmacked section and not verges, turning or parking areas as these were not considered a cost that should be borne by Harsfold Lane residents.

Members discussed the proposal and **agreed to the 50:50 split with Harsfold Lane residents for the repair of the top section. The Parish Council to start making reserve provision.** The Scout Group had previously contributed but it was acknowledged that Scout use had reduced; a contribution would be discussed at the appropriate time.

- b. West Sussex Association of Local Councils Annual General Meeting:
The Chairman and SW agreed to attend this meeting in Billingshurst on Friday 25th November 2022.
- c. Major Emergency Plan:
HT, TW, AB and the Clerk had met to undertake an equipment check; unfortunately, the generator would not start and had been sent for service. A full further check would be undertaken on its return, including testing the connection to the Village Hall. The Village Hall Chairman was currently discussing arrangements with the electrician to ascertain if lighting could be included on the emergency circuit. The check identified that batteries for numerous torches were required and a socket in the plant room would be ideal for a trickle feed torch; a quotation had been requested. **Members approved the expenditure for the generator service, a few first aid items and a limited number of batteries, acknowledging that these would potentially need replacing again in a few years.**
- d. Use of The Green:
A request had been received from Wisborough Green Sports to hold the RunWisborough event on Sunday 11th June, slightly later due to the Coronation in May. Arrangements would be similar to previous years. Members were pleased to support the event. **Clerk to issue an Agreement.**

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

Correspondence – Details of emails and letters received
WSALC – Draft minutes of the WSALC Board meeting held on 13 th October. Forwarded to PD and SW.
CDC – consulting on draft Strategic Flood Risk Assessment. Focused consultation (including all parish councils within the CDC Local Plan area along with local interest groups and technical consultees such as the EA), the purpose of which is to allow stakeholders to review the draft documentation and provide comments on the report and/or associated maps in order to help inform the final version of the SFRA.
Rural Services Network – The Rural Bulletin.
WSALC – subscription costs for 2023/24 based on electorate of 1238. WSALC - £438, NALC £95.45.
CDC – “We are now in a position to be able to advise you that our intention is to report the draft Regulation 19 Local Plan to a Special meeting of the Council’s Cabinet on 23 January and a Special meeting of Full Council on 24 January 2023. If Council approve the plan for consultation, then the intention will be to hold the consultation immediately and following that, to submit the Plan for formal examination.

I must emphasise that this timescale is subject to the satisfactory completion of various elements of ongoing technical work required to support the emerging plan strategy in relation to matters including transport, the Strategic Flood Risk Assessment (SFRA) and Habitat Regulations Assessment (HRA). In the event that this essential evidence work cannot be concluded in the time available, we will need to consider the implications and provide a further update.”
Open Space Society – Autumn magazine.
Rural Services Network – The Rural Bulletin.
WSALC – details of AGM in Billingshurst on Friday 25 th November at 10 am.
Resident who regular uses Billingshurst Road pavement concerned about vegetation and narrowness. Advised to send photographs and report to WSCC in first instance.
CDC Monitoring Officer – Complaints between councillors and clerks increasing recently. Circulated NALC guidance and recommending protocols are in place.
Gatwick Airport – details of briefing sessions in December on its project to redesign its departure and arrival routes. Details forwarded to PD.
Rural Services Network – The Rural Bulletin.
Citizens Online, a digital inclusion charting, working with WSCC to develop Digital Access, Inclusion and Safety Strategy for the county and holding a workshop on 24 th November. Short survey to complete.
South Downs Nation Park – November newsletter.
Tanglewood Developer – details of consultation flyer and link to website – circulated. It was agreed that a link to the website should be included in Ad Vincula and on the village website.
A/Inspector Daniel Burt, Sussex Police – would like to get to know Parish Councils and residents, and arrange a regular online teams meeting. Meetings will be held for multiple Parishes across the Chichester area and scheduled for up to one hour. An occasional meeting would be useful but as local parishes with similar issues.
Rural Services Network – The Rural Bulletin.
Southeast water – just launched draft Water Resources Management Plan public consultation, which sets out how we’ll provide a reliable and resilient supply of drinking water between 2025 and 2075. Projects include Leak reduction and water efficiency activities
WSCC Transport Hub – In March 2021, the government published a new National Bus Strategy (Bus Back Better) which sets out its vision to dramatically improve bus services in England, reverse the shift in journeys away from public transport as a result of Covid-19 and encourage passengers back to buses. Link provided for competition by 3 January.

9. Planning

- O. 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/22/00596/DOM – Case Officer: Louise Brace Substitute Plans	Mr David Sloan Farnfold Billingshurst Road Wisborough Green West Sussex 2 storey extension, double garage, open gazebo with pitched roof, pitched roof over existing flat roof annex, electric entrance gates with piers and walls and internal alterations. O.S. Grid Ref. 505294/125749 The Parish Council accepts that a gate is required to provide privacy and security. The Parish Council has no objection to the proposed gate on the condition that the gate, brick pillars and capping are kept below 6 feet.

	However, the Parish Council does strongly object to the installation of the brick wall and proposed pedestrian access, considering it contrary to Neighbourhood Plan policy. The wall would be clearly visible from the road, particularly when approaching the village from an easterly direction, and is totally out of keeping for the location, character of the area and rural environment at the entrance to the village. A brick wall is not considered necessary. The continuation of the existing hedge, with a fence behind, whether this be wooden or netting, would provide the required enclosure and would be in keeping with the surrounding area and cottage opposite. The pedestrian gate could be put at the side of the main gate rather than perpendicular to it, creating a 'softer' entrance.
WR/22/02482/LBC – Case Officer: Louise Brace	Mr Chris Chessell Crossways Cottage Petworth Road Wisborough Green West Sussex Removal of existing partitions enclosing ground floor w/c adjacent to the main entrance hall. O.S. Grid Ref. 504940/125899 <u>No Objection</u>
WR/22/02613/LBC – Case Officer: Louise Brace	Mr John Hamilton 3 Old School Cottages School Road Wisborough Green West Sussex Demolish and rebuild existing rear chimney stack on south elevation roof slope. O.S. Grid Ref. 505061/125983 <u>No Objection</u>
WR/22/02703/PA3R – Case Officer: Sascha Haigh	Tanglewood Residences Limited Tanglewood Kirdford Road Wisborough Green Billingshurst Prior Approval – Change of use of existing agricultural buildings to flexible commercial use, namely for Class B8 storage purposes. O.S. Grid Ref. 504538/126527 It was agreed to request further details of the proposed use of the storage buildings before a decision was taken.
WR/22/02735/PNO - Case Officer: Louise Brace	Mr M. Gibbons Northlands Farm Newpound Wisborough Green West Sussex 2 no. agricultural storage buildings. O.S. Grid Ref. 506646/126401 <u>No Objection</u>

b. District Council Decisions:

Application Number	Application Details	CDC Decision
SDNP/22/02967/FUL - Case Officer: Beverley Stubington	Mr David Hayes Westland Fittleworth Road Wisborough Green Billingshurst West Sussex RH14 0HD Proposal: Retrospective change use of redundant Piggery to ancillary dwelling.	WITHDRAWN

WR/22/01851/DOM - Case Officer: Sascha Haigh	Dr Lilly Sullivan Fernlea Kirdford Road Wisborough Green RH14 0DD Double storey rear extension to replace conservatory and partial garage conversion.	PERMIT AUTOMATIC BLINDS REQUIRED
WR/22/02199/TCA - Case Officer: Henry Whitby	Mr Peter Corthine Blakeney Petworth Road Wisborough Green Billingshurst Notification of intention to reduce height by 2m and south sector by approx 1m on 2 no. Sycamore trees (quoted as T1 and T3). Reduce height by 1.6m and south sector by approx 1m on 1 no. Sycamore tree (T2). Reduce height by 1.8m and south sector by approx 1m on 1 no. Sycamore tree (T4). Reduce all sectors by 1m on 1 no. Copper Beech tree (quoted as T5). Reduce height by approx 0.4m on Beech hedge (quoted as H6).O.	NO TPO
WR/22/02421/TCA - Case Officer: Henry Whitby	Mrs Annette Olney 1 White House Cottages School Road Wisborough Green Billingshurst Notification of intention to fell 1 no. Conifer tree (quoted as T1).	NO TPO

c. Enforcement Update: There were no updates from CDC to report.

10. Finance:

a. Bank Reconciliation:

HT had checked and agreed the bank reconciliations for all four accounts for month ending October 2022.

b. Accounts for Payment:

The Clerk displayed the Payment Schedule for November that was approved.

Online payments for the Barclays Community Account

Paid on 15th November 2022 unless stated otherwise

Payee	Amount £	Description
Sussex Land Services	1,228.80	October grass cutting contract & Songhurst Meadow cutting
WSCC	1,951.20	Clerk's salary and oncosts for October
Arun District Council	161.28	October newsletter printing
Cappagh Public Works Ltd	600.00	Sand for village green drainage
P B Overington	162.37	Installation of locked socket in Village Hall for screen
White Light Ltd	180.00	Hire of projector for Christmas projection
L N Davies	208.55	IONOS Email charge, badges, sign, envelopes, Canva image, dog waste bags
	£4,492.20	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
19.10.22	32.28	Plusnet	Village Hall broadband
26.10.22	104.17	Business Stream	Allotment water
01.11.22	550.59	Public Works Loan Board	Playground loan repayment (last payment)
04.11.22	255.58	NEST	Clerk's pension
09.11.22	3,567.25	Public Works Loan Board	Old Workhouse loan repayment
09.11.22	35.00	Information Commissioner	Data Protection registration fee
11.11.22	186.53	Business Stream	Allotment water
	£4,731.40		

Transfer to Barclays Reserve Account

Date	Amount £	Payee	Description
02.11.22	20,000.00	From Barclays Community Account	To Barclays Reserve Account
	£20,000.00		

c. Remembrance Wreath:

Although the wreath had been recycled from last year, members resolved to make the usual donation of £100, noting that it was \$137 expenditure.

d. Monthly Financial Statement:

The statement was circulated in advance of the meeting and displayed. The bank balance was noted. There were no further questions.

e. Management & Financial Risk Assessment:

The assessment had been reviewed by the Finance Committee at the meeting on 1st November. There were no proposed changes. **Member resolved to re-adopt the document as tabled.**

f. Investments:

Members resolved to re-adopt the Investment Policy as tabled.

As interest rates were increasing, members agreed that the Parish Council's funds should be invested to generate a return. It was proposed by the Finance Committee that initially funds be invested in one-year-term bonds, every 3 months, which managed access to funds and projects could be planned accordingly. Options had been investigated by the Chairman and Clerk. **Members resolved to invest an initial £30,000 in a one Year Fixed Rate Business & Charity Bond (3.30% gross Annual Equivalent Return) with Cambridge and Counties, that accepted Parish Council applications, with a view to making further one-year term investments, with the most suitable provider, every 3 months.**

g. Objectives:

The document was reviewed by the Finance Committee and circulated in advance of the meeting; the highlighted additions were noted. The following comments/additions were made by the Chairman:

Project	Proposed Amendment	Decision
ROAD AND TRANSPORT Extension of Double Yellow Lines outside Cricks	PD questioned the need to retain as an objective.	No decision to remove made.
LEGAL REQUIREMENT Durbans Road Garage	As it looked unlikely that this would materialise, PD suggested an alternative option to acquire land and construct purpose-built storage.	Agreed that entry should be changed accordingly and options to provide explored.
COMMUNITY WELLBEING Welcome to new residents' booklet	PD suggested that this could be reduced to a card directing to the village website where information could be updated.	Required further thought as not all would look to a website and having a reference booklet was often valued particularly if personally delivered.

h. Community Infrastructure Levy:

As it was unlikely that the storage garage would be progressed before March 2025, members resolved to use the £20,000 CIL allocation to part fund the Songhurst Meadow track and the Youth Project on the Green. The Clerk had ascertained from CDC that both projects were eligible.

i. 2022/2023 Budget Forecast:

The budget to date and year-end forecast had been reviewed by the Finance Committee. The Clerk highlighted anticipated over-expenditure and potential need to use reserves.

Members agreed with the Finance Committee proposal and resolved that after year-end, the final accounts to be reviewed and the appropriate reserves used to balance the budget.

j. 2023/2024 Budget Preparations:

The Finance Committee had considered next year's budget. The Clerk highlighted the anticipated significant increase in grass cutting and other costs associated with Songhurst Meadow and gave explanation to an increase in the Public Toilet cleaning costs. It was anticipated that there would be a small increase in the Tax Base but with the inclusion of an election fee and an uplift in costs generally, the budget was tight and did not include any project provision. The Clerk highlighted that the commitments in the current year would reduce the reserves.

Members agreed to consider the budget for further discussion and Precept agreement at the January meeting.

11. Other Reports:

a. Village Hall:

- CDC had previously been reluctant to consider solar panels on the Village Hall. As climate change was now a growing concern, **members agreed to seek advice from CDC in relation to solar panels on the flat roof (1970's extension).**
- The Clerk advised that the Annual General Meeting would be held on Monday 30th January 2023 at 8pm; the current Village Hall Management Committee (VHMC) Chairman was standing down and there had not yet been interest in the position.
- The VHMC had received a complaint about the car park lighting, copied to the Parish Council. Some flood lights had been out of action and only recently repaired, with further improvements planned. Members agreed to review for discussion at the next meeting, but also highlighted that the car park was in the Conservation Area and it was the Parish Council's aspiration to retain dark night skies; torches and phones could be used to access cars.

b. Allotments:

An allotment rent review had been discussed by the Finance Committee. It was noted that rent should ideally cover costs associated with the site and these costs were increasing, particularly the water and potential work to Harsfold Lane. **Members agreed with the recommendation to increase the rent as detailed below:**

From April 2024	From April 2025	From April 2026
34p per m2	37p per m2	40p per m2

c. Health & Safety:

- WGS advised that the football goals had been secured to the Pavilion on 23rd October.
- The Clerk advised that a youth had tripped on the boards covering the pavement on Songhurst Meadow and fortunately was not hurt. The work was being completed and the boards would be removed.

d. Chichester District Association of Local Councils:

SW attended the online meeting on 26th October 2022 and reported that the meeting was Chichester-centric. A membership fee was being proposed and as several attendees questioned the value, an plan of objectives was being prepared.

12. Any Other Matters to Report:

- a. AJ confirmed that he was available for a Pavilion Trustee meeting in early January. To be held in the Village Hall and as the Lease and maintenance were to be discussed, it was felt that the Clerk should attend to take formal minutes.
- b. The Chairman advised that there was considerable disquiet about Gatwick. He attended a short meeting yesterday which was considering disengaging with Gatwick and withdrawing from the whole process. He felt that Gatwick was currently using the community groups as a 'tick box exercise' to provide evidence of public consultation without taking any consideration of comments. If a vote was to be taken, he would vote to withdraw from the whole process.

13. Date of Next Meeting:

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| Planning Committee | - Tuesday 29 th November 2022 at 8.00 pm (only if required) |
| | - Tuesday 13 th December 2022 at 8.00 pm (only if required) |
| | - Tuesday 3 rd January 2023 at 8.00 pm (only if required) |
| Parish Council Meeting | - Tuesday 17 th January 2023 at 7.45 pm |

There being no further business, the meeting closed at 10.35 pm.

Signed by the Chairman: Dated: