

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on 21st February 2023

Date: Tuesday 17th January 2023

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

Apologies: Mrs S Winship (SW)

In Attendance: Mrs L Davies, Clerk
District Cllr G Evans

Members of Public: 1

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

1. Apologies for Absence:
Apologies were received and accepted from Mrs Winship.
2. Declaration of Members' Interests:
Being a neighbour to the Songhurst Meadow open space, AJ declared his interest in item 7d.
Being a neighbour to the Glebe Fields, TW declared his interest in item 7a.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 15th November 2022 were approved as a correct record and signed by the Chairman.
4. Minutes of the Planning Committee Meeting:
The Minutes of the meetings held on Tuesday 13th December 2022 and Tuesday 3rd January 2023 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Updates:

District Councillor: (In attendance from 7.45 pm until 8.20 pm). His report had been circulated in advance of the meeting, summarised below.

Local Updates

- 22/01726/FUL Erection of 32 no. residential dwellings on land at Little Farm, Loxwood: Looked to have about 200 objections which included Cllr Evans's. It would be considered by the Planning Committee but not until several issues, including water neutrality, had been addressed.
- 21/02849/FUL Land Southwest Of Willets Way Willetts Way Loxwood: The Planning Committee requested a deferral to a future meeting to enable a site visit. This was being arranged but the applicant had now submitted an Appeal.
- 22/02346/OUT Foxbridge Golf Club Development: No further update.
- 21/00466/OUT – Land West of Cornwood Townfield Kirdford: Awaiting an update.

- Property flooding: Cllr Evans facilitated a resolution for a Northchapel resident.

CDC Updates

- Local Plan Update: Councillors had received a working draft of the Chichester Pre-Submission (Regulation 19) Local Plan which would be considered by the Development Plan and Infrastructure Panel on 18th January and then as a final version by Cabinet (23rd) and Council (24th).
- Advanced Digital Skills: A programme had been launched to residents and businesses to help boost advanced digital skills in the county to meet an identified skills gap. The programme would link with training providers and the Sussex Local Skills Improvement Plan. WSCC had appointed 'always possible' to deliver this project, with programme delivery from January 2023.
- Growth & Sustainability Officer: Derek Irvine was appointed in July 2022 but continued with existing Economic Development Officer commitments until a new Economic Development Officer was in post in October 2022. He was now on the steering group of the county-wide project to help businesses prepare for a low carbon economy and will build on this work to expand its reach in our District.
- Sewer Flooding: November and early December saw exceptionally heavy rainfall and a few residents experienced sewage surcharges as a result; no-one that contacted CDC reported sewage coming into their home. Members have asked what recourse residents have to a regulator if the water company is not meeting its response targets, and whether the council has an enforcement role in this scenario. The council had Environmental Health powers to deal with defective private drainage.
- Environmental Strategy Unit: Three new members of staff had joined the Environmental Strategy Unit.
- Elections: The Elections Act 2022 is planned to be implemented from next year, and several changes are due to take place to deter fraud; Voter ID, First Past the Post, EU Citizen's Voting & Candidacy Rights, Postal & Proxy Voting, Overseas Electors and Postal Handling rules. More information available on the CDC website.
- District Councillor Surgeries:

Sat 28 Jan: The Stag Inn, Balls Cross

Sat 4 Feb: Onslow Arms, Loxwood

Sat 18 Feb: The Forresters, Kirdford

Sat 4 Mar: OldMill Café, Wisborough Green

Cllr Evans was also available for home visits or one to one meetings at alternative dates/venues upon request. Get in touch! gbevans@chichester.gov.uk / 07958 918056.

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

- A29 Road Closure: A landslide at Church Hill, Pulborough had caused the road closure which could take some time to resolve due to land ownership.
- School Places: A reminder to register for primary school places for September by 15th January.
- Bird Flu: Reported at Horley and Arundel.
- Road Changes: Decisions on roads had been published which could make it easier for Traffic Regulation Orders to reduce speed limits. Cllr Duncton would support applications which would be reviewed against policy.

- Fire & Rescue Service: Ten wholetime fire officers had completed their 13 week intensive training. The new fire station at Broadbridge Health was processing well. It would also provide a Fire and Rescue training facility for other counties.
 - New School: A new school was being built in Burgess Hill for about 900 pupils at a cost of about £57million. When completed it would be zero carbon rated.
 - Cllr Duncton could be contacted on janet.dunton@westsussex.gov.uk jdunton@chichester.gov.uk or my mobile which is 07979152898.
6. Public Questions:
The member of public attending the meeting was there to observe.
7. Report on on-going matters:
- a. Neighbourhood Plan (NP) Update:
- Local Plan Housing Allocation: An online meeting had been with Mr Andrew Frost, CDC Director of Planning & the Environment and Mr Tony Whitty, Divisional Manager Planning Policy, on Wednesday 4th January 2023. Parish Council members had received an update on the Local Plan Review and been informed that the housing allocation for Wisborough Green had increased from the indicative minimum of 40 to 75. Explanation had been given to the development strategy for the south and north; it appeared that the northern parishes were expected to take increased housing numbers as CDC was unable to resolve the A27 upgrade issues. The confirmed numbers were: Wisborough Green 75, Kirdford 50, Loxwood 220 and Plaistow & Ifold 25. A document giving justification would be published by CDC as part of its evidence. Members were disappointed, shocked and objected strongly to this proposal, questioning why CDC was pursuing when further government announcements, on making housing numbers advisory rather than mandatory, were expected imminently. PD advised that a meeting of the Northeast Parishes was being held tomorrow evening; an invitation was extended to all. Special CDC cabinet and council meetings were being held on 23rd/24th January. After some further discussion, it was agreed that:
 - **Update to be included in the Parish Council newsletter.**
 - **If not available on the CDC website, Clerk to submit a Freedom of Information request for the justification evidence.**
 - **PD to contact a recommended Planning Consultant to get a costing to help the Parish Council scrutinise the Local Plan and evidence and formulate an objection.**
 - **Members to attend the Northeast Parishes meeting tomorrow evening.**
 - **To request further visit and discussion with CDC after objection submitted.**
 - Local Green Space Assessment: As discussed at the November meeting, tenders to undertake an assessment had been received and reviewed by the Neighbourhood Plan Steering Group. The Clerk gave explanation to the recommendation to engage Consultancy 3 as this would provide an independent assessment which would also use and re-evaluate the work previously undertaken by Consultancy 2. The Clerk also explained that this report would exhaust the remaining grant funding and further expenditure relating to future consultations would need to be funded by the Parish Council. **Members unanimously resolved that this was an important report to support the Reviewed Neighbourhood Plan and approved the expenditure of £4,853.40. A grant application for the remaining grant available of £4,188.84 to be**

submitted and the Parish Council to fund the balance of £664.56. Members agreed that if the grant funding was unsuccessful, the Parish Council would fund the entirety.

b. Traffic Management Plan:

Speed Indicator Device (SID): In the absence of SW, the Clerk advised that the SID had had a positive impact on the A272 and had recently been located in Kirdford Road. Data showed that traffic coming into the village from Kirdford was perhaps not as fast as residents perceived; one or two far exceeded the limit, over 50 mph recorded. The SID had now been moved to Durbans Road.

Members reviewed and approved the Risk Assessment.

Community Speed Watch (CSW): CSW was quiet in the winter months with the absence of motorbikes and super cars but would be active when the need arose.

c. Village Green Drainage:

MW advised that the drainage was working well and had certainly been tested with the rainfall in recent weeks. A meeting was held with the Pavilion Trustees on 4th January 2023, who were also delighted with the results. The final topping up and seeding on the cricket outfield had been discussed as there had perhaps been a missed opportunity in the autumn. MW understood that the Wisborough Green Sports Committee was meeting shortly and asked AB to prepare a maintenance schedule to help inform budget provision. AB agreed to prepare the schedule and that it had been a worthwhile project. Apart from the edges under the trees where drainage was not possible, the whole area was drained such that it could now be walked in shoes.

d. Songhurst Meadow Open Space:

Track Installation: MW had inspected the installation and confirmed that the remedial items were addressed to make the payment. The contractor would be returning in the spring to re-roll the paths; the Clerk had noted some loose stones which would need to be removed before grass cutting started.

AJ noted that a vehicle appeared to have driven across the Cedec path leaving indentations which would require filing. Members agreed that the Clerk should obtain some Cedec material so the path could also be rolled in the spring.

The Clerk reported that the top easterly corner of the southern field did flood which occasionally affected the track; to be monitored.

Tree Work: it was necessary to remove an Ash tree, with dieback, in the hedge line, with a further two trees to be assessed in the summer. Quotations had been obtained although one quotation was for two trees; **expenditure of up to £500 was authorised.**

Fence: Two quotations had been obtained. **Members authorised the expenditure of £565 for the installation of the low-level fence along the deep ditch, to be undertaken once the tree had been removed.**

AJ left the meeting room.

Although AJ had rabbit fencing on his garden side of the boundary hedge, the Clerk explained that dogs were pushing through the hedge. Members agreed that when it was an agricultural field this had not presented a problem, however the installation of the track meant that dog walkers were close to the hedge line. Members agreed that a new stock

fence be installed along AJ's boundary; the expenditure was authorised using a known agricultural contractor.

AJ returned to the meeting room.

e. Youth Provision:

The Clerk confirmed that a grant application had been submitted in respect of the extended cricket nets and would be considered on 25th January; she was not overly optimistic about a positive outcome. The purchase of the football goal/basketball hoop had been identified in the application as a Parish Council purchase and therefore ordered. The surface installer had provided a provisional installation date of 13th March 2023, lasting 3 days, which would be confirmed when the grant outcome was known. The surface installer's Terms were 50% of the contract price on confirmation of order, payable against a Proforma invoice and Parish Council approval was required. Members were concerned at the security of public funds and questioned the need for an established company to request this. Company checks were undertaken which did not identify a potential risk. **Members agreed that the Parish Council would pay a maximum deposit of £1,500; Clerk to wait for contact and advise accordingly.**

f. Clerk's Update:

- Elections and Publicity: CDC had now contacted the Clerk to establish election paper distribution, which included circulation by email. Members were reminded that if standing, they would need to deliver papers directly to CDC.
- Annual Parish Meeting: Members agreed that a planning consultant to give an overview on planning might be appropriate for the current Local Plan situation. **PD to contact and advise accordingly.** TW also suggested perhaps the History Society could make a historical presentation or perhaps consider 'green' issues in Wisborough Green.
- Songhurst Meadow Litter and Dog Bins: CDC was still unable to arrange emptying citing capacity and staff difficulties. **Cllr Evans to be informed.**
- Road Line Re-painting: WSCC confirmed that the double yellow lines in Kirdford Road would be extended to the original length; the recent resurfacing had removed. The zig zag lines and other road markings in front of the school would also be refreshed.
- Emergency Plan: The equipment was in place and the updated Plan and communications cascade provided to all. The pillar lights were unfortunately missing from the equipment. **PD agreed to investigate options to replace; the expenditure was approved.**
- Next Litter Picking: Agreed as Saturday 1st April at 2.00 pm.
- February Newsletter: The content was discussed. To include a Local Plan update, new surface, trees. Delegated to the Chairman and Clerk.
- Any other Matters:
 - WSALC Clerk's Update Meeting: The Clerk attended the meeting on 16th January and provided a summary of the main items: election publicity, updating of the Good Councillors Guide, Levelling up Bill, and Martyn's Law.

8. New Items for Discussion:

a. Tree Maintenance Work:

In the autumn, the Village Tree Warden and local tree surgeon undertook an inspection. This identified some maintenance work and unfortunately the removal of a small tree near to the war memorial; it had been monitored for the last few years. The inspection also

highlighted the need for further surveys of 4 trees for decay. In summary, the recommendation was to remove one tree in School Road and one opposite the Cricketers within 3 months. The other two trees, one by the public toilets and the other on the Green at the bottom of Butts Meadow, whilst having some internal decay, did not currently pose a risk. The Clerk had submitted a tree application to CDC.

The Parish Council has previously made the decision that it was beneficial to have one tree surgeon looking after the trees on the Green and his quotes in the past, when comparatives have been obtained, had been competitive. The active maintenance programme had been commented upon in the arboriculturist's July inspection report.

For all of the work and removal of the small tree, Mr Nicholls has quoted £1,398. **For continuity, members approved this expenditure.** The Clerk advised that quotations to remove the 2 large trees were being obtained.

b. Grass Cutting Contract for the 2023 Season:

The grass cutting specification had been circulated. Four tenders were sought with 3 submitted; details were provided. Members confirmed that they were happy with the current Village Green contractor who had provided the most competitive tender in previous years. They were concerned that a significantly lower price had the potential to compromise the service; the Clerk advised that Contractor 3 was also based in the village. The difference in equipment between Contractors 2 and 3 was noted and a preference for a cylinder mower for the main green. Members were conscious of the increase in costs associated with the addition of the Songhurst contract. The verges in Songhurst Meadow were discussed and the benefits of using a local resident noted. After some discussion, it was agreed:

- **To accept the quotation from Sussex Land Services for the Village Green, verges and Harsfold Lane, as currently undertaken.**
- **To accept the quotation from JWS Landscapes for Songhurst Meadow.**
- **To accept the quotation from Mr Thomas Stride for the Songhurst Meadow verges.**
- **Additional items and spraying to be undertaken by Sussex Land Services.**

Budget provision to be made.

c. Public Toilet Cleaning Contract for 2023/2024:

The Clerk had been reviewing the facilities over recent months and had been disappointed with the standard of cleaning; she provided further details. She had also noted, and repeatedly photographed, that at weekends the cleaning record had not been signed but on a Monday it was completed; the weekend work had been charged for. The contractor advised the Clerk that he was not making money; perhaps this claim was reflected in the standard of cleaning. A quotation from another provider had been obtained; details were provided.

Members agreed that the current standard of cleaning was unacceptable and a question raised about potential dishonesty by the current cleaner, it was resolved that the current contract cease. The Clerk to speak with the second contractor to ascertain if there was any leeway in the proposed charge, but if not, the quotation for 2023/2024 to be accepted and with a view to engaging before April.

d. Annual Risk Assessments/Inspections:

Members agreed to undertake. Clerk to circulate a Risk Assessment/ Inspection form in line with last year.

e. New Pavilion Lease:

A meeting was held with the Trustees on 4th January 2023 to receive a Trustee update, discuss Pavilion stewardship and the new Lease; minutes had been circulated. AJ explained that the current simplistic Lease expired in December 2024. It was the intention to engage a solicitor to start with a regular commercial lease, incorporate management arrangements as previously detailed in the adopted Village Green Policy and make provision for the new Pavilion. The proposal was to surrender the current lease and have a long tenure on the replacement to support grant applications for the new building. The Clerk had obtained quotations from two solicitors, up to £2,500 plus vat and disbursements, but both had a slightly different approach. **It was agreed that AJ, HT and the Clerk would draft a Heads of Terms for discussion with the Trustees before considering the options detailed by the solicitors.**

9. 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.
Hedgehogs R Us - promoting hedgehog Highway. Being a rural area, relevant for Carters Way/Butts Meadow only; not to be progressed.
WSALC – Update on civility and respect campaign and available resources.
Kirdford Road resident – copy of email sent to Cllr Janet Duncton regarding the poor-quality road patching, white lining only and double yellows.
Andrew Griffith MP – notification of further Boundary Review consultation closing on 5 th December. The Clerk responded in line with previous comments.
Rural Services Network – The Rural Bulletin.
Rural Services Network – The Rural Bulletin.
Rural Services Network – The Rural Bulletin.
Cllr Gareth Evans – notification that CDC officers have received some further guidance from DLUHC on housing targets and are current assessing what the government’s amendments mean in practice and any implications for the Local Plan review. Circulated.
Petworth Road resident – querying why a private road sign had been put at the entrance to Great Meadow. The Clerk responded and advised that the road was unadopted and managed by a management company for the site.
WSCC – information about ash dieback tree removal programme between now and 31 st March 2023 and details of Forestry Commission grant funding scheme to help landowners with removal and replacement costs.
Wey & Arun Canal Newsletter
Gatwick Airport – slide deck used for briefings in December – circulated.
Rural Services Network – The Rural Bulletin.
WSCC – winter management information and option to top up bins following cold spell; need to collect from depot.
Details of the Cycling Surrey Tour 2023 on Saturday 30 th September. Uses Skiff Lane but not through the village.
The Open Spaces Society – December update.
Local tree surgeon – highlighting that grass cuttings at the base of an old oak tree on Songhurst Meadow could damage the tree in the long term. Noted – new site to be used.
SDNP – Local Plan Review Update and timetable.

WSALC – notification of change to WSCC Highways online report tool.
WSALC – notification that the government had confirmed that council tax referendum principles will not be set for local parish and town councils in 2023/2024.
Rural Services Network – The Rural Bulletin.
GACC – Newsletter 135. Circulated.
APCAG Update – circulated.
Rural Services Network – The Rural Bulletin.
Arun & Chichester Citizens Advice – funding request.
WSALC - working with a Brighton based marketing and social media studio to develop material that aims to attract a wider level of interest in becoming a local councillor.
WSALC – notification of Clerks and Chairs forums in January.
Sussex Police – notification of future all parishes’ meetings forwarded to SW.
Rural Services Network – The Rural Bulletin.
Tanglewood Developer – following public consultation, would like to meet with the Parish Council to review feedback and proposed changes. TW, LB and possibly AJ confirmed attendance; dates to be circulated.
WSALC – briefing regarding the potential of a Steering Group for the Chichester District ALC. Details also forwarded directly to PD. How do we make the role of CDALC more effective? Document circulated. PD had spoken to WSALC to ascertain the value. To be discussed at the Northeast Parishes meeting – the value of an additional meeting was questioned.
District Cllr Gareth Evans – meeting report – circulated.
St Peter Ad Vincula PCC – details of grass cutting and clock maintenance costs for information. Relates to budget setting for a donation. Circulated.
Rural Services Network – The Rural Bulletin.
CDC – Council Tax banding and housing number – 700 properties to which Council Tax applies. Includes annexes and caravans.
Land Registry – notification of proposed registration of land adjoining The Green for two property owners. Details were displayed and discussed. The Parish Council had no objection; it was not Parish Council land.

10. 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/23/00005/PA3R - Case Officer: Sascha Haigh	Tanglewood Residences Limited Tanglewood Kirdford Road Wisborough Green Billingshurst Change of use of 5 no. buildings from agricultural to B8 storage - 62.75 sqm greenhouse, 61.6 sqm nissen hut, 52.94 sqm packing shed, 98.94 sqm tractor barn/log store and 17.96 sqm summer house. O.S. Grid Ref. 504538/126527 <u>No Objection</u>
22/03114/FULEIA	Crouchlands Farm Rickmans Lane Plaistow West Sussex RH14 0LE Erection of 108 dwellings (Use Class C3), and associated access and street network, footpaths, open spaces, plant, landscaping and site infrastructure. Members had reviewed the complex papers and resolved that the Parish Council would object to this application for the following reasons: <ul style="list-style-type: none"> Impact upon the local road network.

	<ul style="list-style-type: none"> • Size of the development and impact upon the rural landscape & tranquillity. • Potential cumulative impact of all the proposed development in the area. <p>Response delegated to the Clerk with input from Councillors as required. A response deadline extension to be requested due to the complexity of the application.</p>
22/03131/OUTEIA	<p>Crouchlands Farm Rickmans Lane Plaistow West Sussex RH14 0LE Outline planning application (with all matters reserved except access) for the erection of up to 492 dwellings (Use Class C3), education provision including primary school (Use Class F1) and associated access, footpaths, open spaces, landscaping and site infrastructure.</p> <p>Members had reviewed the complex papers and resolved that the Parish Council would object to this application for the following reasons:</p> <ul style="list-style-type: none"> • Impact upon the local road network. • Size of the development and impact upon the rural landscape & tranquillity. • Potential cumulative impact of all the proposed development in the area. <p>Response delegated to the Clerk with input from Councillors as required. A response deadline extension to be requested due to the complexity of the application.</p>
WR/22/02892/FUL - Case Officer: Sascha Haigh	<p>Mr A Van Leeuwen Howfold Farm Newpound Lane Wisborough Green West Sussex Demolition of barn and construction of a dwelling as an alternative to approved Class Q dwelling (WR/20/01036/PA3Q). O.S. Grid Ref. 505690/126920</p> <p>In light of the appeal decision and the principle of development being established, the Parish Council withdrew its objection to this application.</p>

b. District Council Decisions:

Application Number	Application Details	CDC Decision
WR/21/02064/FUL - Lge Scale Maj Dev - All Others – Case Officer: William Price	<p>Mr & Mrs Andrews Land South Of Dunhurst Barn, Skiff Lane, Wisborough Green Change of use of land to mixed agricultural and private equestrian, together with the erection of a stable building and menage and laying of a track.</p>	PERMIT

WR/21/02790/FUL - Case Officer: Sascha Haigh	Stonegate Group Cricketers Arms Durbans Road Wisborough Green Garden renovation, new access to garden and internal alterations for access.	PERMIT Acoustic fence No live or recorded music Vacate by 23.00 hrs
WR/21/02792/LBC - Case Officer: Sascha Haigh	Stonegate Group Cricketers Arms Durbans Road Wisborough Green Garden renovation, new access to garden and internal alterations for access.	GRANT
SDNP/22/02967/FUL - Case Officer: Beverley Stubbington	Mr David Hayes Westland Fittleworth Road Wisborough Green RH14 0HD 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
WR/22/02199/TCA - Case Officer: Henry Whitby	Mr Peter Corthine Blakeney Petworth Road Wisborough Green 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).	NO TPO
SDNP/22/03131/HO US – Case Officer: Lauren Cripps	Sarah King Glasshouse , Fittleworth Road, Wisborough Green, West Sussex, RH14 0HB Proposed 1 no. new greenhouse. Rebuild existing garage substantially on the same footprint, but pivoted round to be better orientated.	GRANT
WR/22/02421/TCA - Case Officer: Henry Whitby	Mrs Annette Olney 1 White House Cottages School Road Wisborough Green Notification of intention to fell 1 no. Conifer tree (quoted as T1).	NO TPO
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.	GRANT

WR/22/02613/LBC - Case Officer: Louise Brace	Mr John Hamilton 3 Old School Cottages School Road Wisborough Green Demolish and rebuild existing rear chimney stack on south elevation roof slope.	PERMIT
WR/22/02983/TCA - Case Officer: Henry Whitby	Mr Geoffrey Venables The Gatehouse School Road Wisborough Green Notification of intention to fell 1 no. Acacia tree.	NO TPO
WR/22/02735/PNO - Case Officer: Louise Brace	Mr M. Gibbons Northlands Farm Newpound Wisborough Green 2 no. agricultural storage buildings. O.S. Grid Ref. 506646/126401	Prior approval not required. Permitted development

- c. Enforcement Update - Burdocks: CDC advised that the sand school had been cleared of the building materials and no further action to be taken.

11. Finance:

a. Bank Reconciliation:

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

b. Accounts for Payment:

The Clerk displayed the Payment Schedule for December and January that was approved.

Online payments for the Barclays Community Account

Paid on 13th December 2022 unless stated otherwise.

Payee	Amount £	Description
St Peter Ad Vincula PCC	100.00	November newsletter distribution
WSSC	2,800.19	Clerk's salary and oncosts for November and backdated pay increase
I F C Davies	75.60	Repair of playground surface
Mrs T A Finger	175.00	Logo design
Pegley Groundworks Ltd	29,127.60	Songhurst Meadow track and bridge
WG Gardencare	101.50	Generator service
Pyzer Cleaning Services	571.85	Cleaning of public toilets and supplies
April Skies Accounting Ltd	165.35	Interim audit for year end March 2023
L N Davies	73.00	IONOS Email charge, paper cups for Songhurst Meadow opening and batteries for emergency plan
Mrs S Winship	32.03	Locks for SID and tea/coffee for warm spaces
Playdale Playgrounds Ltd (Paid 15 th December 2022)	124.91	New ropes for climbing frame net and bolt covers
	33,347.03	

Online payments for the Barclays Community Account

Paid on 17th January 2023 unless stated otherwise.

Payee	Amount £	Description
Groundwork UK (Paid 16 th January 2023)	618.75	Re-pay of unused Neighbourhood Plan Grant
WSSC	2,044.11	Clerk's salary and oncosts for December
Pyzer Cleaning Services	551.51	Cleaning of public toilets and supplies
L N Davies	90.45	IONOS Email charge, printer ink, dog waste bags and A4 paper
Beechdown Arboriculture Limited	432.00	Resistance scan of 3 horse chestnut trees, report and recommendations
Passion4IT	90.00	To resolve start up issues on computer and system file check
	3,826.82	

Transfer between Barclays Accounts

Date	Amount £	Payee	Description
13.12.22	30,000.00	From Barclays Reserve Account	Transfer to Barclays Community Account
	£30,000.00		

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
21.11.22	32.28	Plusnet	Village Hall Broadband
21.11.22	157.20	British Telecommunications plc	Telephone and Broadband
06.12.22	363.90	NEST	Clerk's pension
19.12.22	32.28	Plusnet	Village Hall Broadband
05.01.23	269.12	NEST	Clerk's pension
	£854.78		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
05.12.22	250.00	WG Sports	Contribution towards drainage sand
30.12.22	50.00	WG School PTA	Donation towards public toilets
	£300.00		

c. Monthly Financial Statement:

The statement was circulated and reviewed. The current balances were noted. There were no further questions.

d. Village Hall Broadband:

The Village Hall Chairman and Clerk had investigated options for the Hall and proposed a Vodaphone 24-month business fibre contract, free of charge for the first year and £24.16 plus vat per month for the second year; speed details were provided. **Members approved this contract and authorised the Clerk to set up Direct Debit payments. A MESH booster would be required, coverage to be assessed after installation of the new router.**

e. Fixed Rate Bond:

To open the new account, Cambridge and Counties Bank had requested further information which had now been provided. It was hoped that the account would be opened with the £30,000 transferred within the next few days.

f. Interim Internal Audit:

The report for the November audit was circulated and displayed; actions were noted. The Clerk advised that the VAT return entry had worked in Quickbooks but an error had occurred relating to the VAT credit by the Planning Consultant; she would install the November backup and re-enter. In terms of the computer backup, they were occurring, but the problem had not been resolved. Further computer support was booked for next week.

g. 2023/2024 Budget Preparations:

The budget had initially been considered by the Finance Committee and by full Council in November. The revised budget was circulated in advance of the meeting and displayed. The Clerk gave explanation to the Income and Expenditure calculations. Adjustments were made to the grass cutting expenditure and members confirmed the Coronation allocation of £500 to support a village celebration; a decision was made not to provide any memorabilia.

Members resolved:

- **To minimise or postpone non-essential projects and expenditure.**
- **To increase the Precept from £70,000 to £78,000 to cover increasing costs. With the Tax Base increase, this was an 11.45% increase overall. For a Band D property this was a 9.68% increase, equivalent to a weekly increase of 17p.**
- **To balance the budget, £121.54 was allocated to General Maintenance.**
- **Reserve transfers and allocations for the current year to be reviewed at the year end.**

12. Other Reports:

a. Village Hall:

- The Village Hall Annual General Meeting was on Monday 30th January. The Chairman would attend to make a presentation to the outgoing Chairman.

b. Allotments:

- Shed Thefts: The Clerk reported further thefts and the tenants' observations and comments. The Clerk advised that all incoming tenants were warned that thefts had previously occurred, and that sheds and contents were the tenants' responsibility. Members discussed and considered the limits of the Parish Council's responsibilities and agreed that they did not support changes to the gates or a higher hedge. Security options were discussed and it was agreed that tenants should be responsible for the security of their sheds, perhaps with the installation of a battery/solar shed alarm.
- Water Meter and Stopcock: Southern Water had now changed the stopcock at the meter because it was not turning off.

c. Health & Safety: There was no matters to report apart from the road condition in Newpound Lane.

d. WS Association of Local Councils AGM:

SW attended the meeting in Billingshurst on Friday 25th November 2022. In her absence, the Clerk read out her report. Matters to highlight: West Sussex Fire & Rescue had an initiative to check safety aspects in residential properties and were willing to visit households to advise. The Highways presentation highlighted a new "report a problem" system and had an initiative called "Community Highways Partnerships to pass responsibilities to Parish Councils. SW was still waiting to receive information about Wisborough Green Highways Steward and presentation slides; she had requested twice.

e. Sussex Police All Parishes Meeting:

SW attended the online meeting on 9th December 2022. They were recruiting more police officers to cover this area; however, they were spread thinly. The importance of CSW groups was emphasised. SW would attend another meeting at the end of January.

13. Any Other Matters to Report: There were no other matters to report.

14. Date of Next Meeting:

Planning Committee - Tuesday 31st January 2023 at 8.00 pm (only if required)

Parish Council Meeting - Tuesday 21st February 2023 at 7.45 pm.

There being no further business, the meeting closed at 10.31 pm.

Signed by the Chairman: Dated: