

# Wisborough Green Parish Council

## Minutes of the Parish Council Meeting

Date: Tuesday 21<sup>st</sup> February 2023

Present: Ms L Bartley (LB), Mr A Burbridge (AB), Mr A Jackson (AJ), Mr H True (HT),  
Mrs S Winship (SW), Mr T Worrall (TW)

Apologies: Mr P Drummond (PD) (Chairman), Mr M Watson (MW)

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

Members of Public: 4

In the absence of the Chairman, SW as Vice-Chairman opened the meeting at 7.45 pm and welcomed all.

1. Apologies for Absence:  
Apologies were received and accepted from Mr Drummond and Mr Watson.
2. Declaration of Members' Interests:  
Being members of the Wisborough Green Fete Society, SW and the Clerk declared their interest in the request to use the Village Green for the Bank Holiday Monday Fete.  
Just prior to item 5a, AB declared that he knew the applicant of Wilton Cottage and would withdraw from discussion.
3. Minutes of the Last Meeting:  
The Minutes of the meeting held on Tuesday 18<sup>th</sup> January 2023 were approved as a correct record and signed by the Vice-Chairman.
4. District/County Councillor Updates:

District Councillor: (In attendance from 7.45 pm until 8.50 pm). His report had been circulated in advance of the meeting, summarised below.

### Local Updates

- Loxwood Shop Development: The developer needed to submit new water neutrality mitigation plans. Cllr Evans hoped to report next month that Loxwood could finally have a shop.
- Loxwood Claypit: The applicant had submitted an Appeal. Cllr Evans had met with the 'Stop the Claypit' group. Appeal guidance was required before further action could be taken.  
*Highlighted by Cllr Evans. Weekly meetings would resume.*
- 22/01726/FUL – Little Farm, Loxwood: Cllr Evans had been advised that the Tree Preservation Order had meant that the applicant was not revising the scheme which had been reduced to 25 houses. Issues with water neutrality and drainage remained so it was set to run on.

- Foxbridge and Crouchlands Proposed Developments: Cllr Evans continued to follow both. He had written an objection to Foxbridge and would do the same for Crouchlands. *Cllr Evans advised that new documents had been provided by the applicant for Foxbridge. Due to the complexity, he was pushing for a response extension to the end of March for Plaistow & Ifold and Kirdford Parish Councils.*
- Townfield, Kirdford: Going to the March Planning Committee.
- Local Plan: Very unhappy with the scale of proposed development and voiced this at the Full Council meeting. The questions asked had been provided to the Parish Clerks. The full debate and questions could be heard on the CDC website:  
<https://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=132&MId=1686&Ver=4>  
*Cllr Evans advised that he attended a Public Meeting in Loxwood last evening. Concern was expressed about the housing allocation and scale of development. Guidance was being prepared to encourage residents to object. The Parish Council was weary of undertaking the Neighbourhood Plan review and was keen to enlist further volunteers, but little interest was shown.*

### CDC Wide Updates

- Local Plan: The consultation began on 3<sup>rd</sup> February until 17<sup>th</sup> March 2023. It invited comments on three specific questions or tests. Respondents will be asked if the plan had met the legal requirements; if it had been positively prepared and was justified, effective and consistent with national policy; and if the council had engaged and worked effectively with neighbouring authorities and statutory bodies. Once completed, all comments would be sent to the Planning Inspector to consider as part of the independent examination on behalf of the Government. Those who wished to comment to go to [www.chichester.gov.uk/localplanconsultation](http://www.chichester.gov.uk/localplanconsultation)
- Changes to the voting process: CDC has started the marketing campaign to raise awareness about the changes to the voting process which came into effect for the May 2023 elections. For further information <https://www.electoralcommission.org.uk/i-am-a/voter/voter-id>
- Environment Act 2021: Following consultation, the National Statutory targets have been announced by Government. There were thirteen targets that will be laid through statutory instruments: Biodiversity on Land, Biodiversity in the Sea, Water Quality and Availability, Woodland Cover, Resource Efficiency and Waste Reduction and Air Quality.
- District Councillor Surgeries:  
Saturday 4<sup>th</sup> March: Old Mill Café, Wisborough Green  
Also available for home visits or one to one meetings at alternative dates/venues upon request. Get in touch! [gbevans@chichester.gov.uk](mailto:gbevans@chichester.gov.uk) / 07958 918056
- Songhurst Meadow Dog Waste and Litter Bins: *The Clerk had advised Cllr Evans that CDC was unable to empty the new bins due to lack of capacity. Members agreed with Cllr Evans' suggestion that he raise this at the forthcoming Council meeting.*

County Council: (In attendance from 7.51 pm until 8.18 pm). Her report had been circulated in advance of the meeting, summarised below.

- Budget Decisions: *Cllr Dunton confirmed the County increase would be 4.99%. It was a positive budget that delivered positive outcomes for residents and businesses whilst protecting valuable services. Cllr Dunton advised that 2.9% was for WSCC and 2% for adult services.*  
*HT commented that the allocation for health and welfare services was nearly half of the budget. Cllr Dunton commented that this did relate to an aging population but also advised that this would increase if the Government changed the funding rules; the Government had*

*yet to confirm details. The Council's budget was now nearly £2 billion and no services had been cut. The £2 bus fare would remain in place until June.*

- Potholes: 25,000 done within 9 months but then the winter weather arrived with hard frosts and continued wet weather which produced more potholes and other issues. Cllr Duncton gave assurance that she did report. She had also followed up on the awful surface at Hallelujah Corner in Fittleworth. *The road repair was being undertaken this evening. The Clerk advised that she had reported the poor repair of the Newpound Lane potholes to Cllr Duncton. Cllr Duncton advised that the new patching machine could not be used in wet conditions but would be back in action shortly.*
- Children's Services: Nothing new to add although the service was improving and were expecting a fully OFSTED inspection in the next few weeks.
- Horsham Fire & Rescue: The facility at Horsham was nearly built.
- A29 at Pulborough: Not simple to resolve. The banks that collapsed were in private ownership which gave added complications. *AB asked how long the A29 would be closed. Cllr Duncton advised that it was down to negotiations with landowners so could be a drawn out process to resolve. She hoped that plans were being developed to ensure that it was re-opened as quickly as possible, but it could be sometime. She was aware that all the diversion roads were being churned up with potholes.*
- East Grinstead Special Needs School: The build was progressing well and there was a topping out ceremony planned very soon; it would provide a wonderful new facility.

#### Chichester District Council

- Budget: To be finalised in March.
- Local Plan: On Regulation 19 consultation. Cllr Duncton was aware that some parishes had concerns about housing numbers. CDC had many discussions with the Planning Inspectorate etc and managed to set the numbers at a more reasonable level. She highlighted that that this Plan was from 2021 to 2039 so applications in parishes approved since 2021 would count against the minimum numbers. This Plan has been worked on long and hard by Councillors and the Officers at CDC and decisions have been fully scrutinised. CDC welcomed comments.
- Supporting You: The initiative had been very successful in helping residents with the current cost of living concerns. The service could be contacted online or by telephone and was able to direct to other supporting organisations.

#### 5. Public Questions:

- Dr Jill Sutcliffe, Chairman of Keep Kirdford and Wisborough Green (KKWG), highlighted documents that she was currently reviewing: the National Planning Policy Framework consultation, the CDC Local Plan consultation and the Loxwood Clay Pit Appeal.
- Village Market representatives attended the meeting to provide background to the village market and the difficulties it had experienced in recent years. They were the two remaining committee members and did not feel that it should be their decision to close the market; it was a community amenity. Explanation was given to the financial position, footfall and stall attendance history, enquiries made and thoughts and ideas for the future. Footfall and passing trade were increased when the market was more visible outside and on a Saturday, although unfortunately stall holders did cancel if the weather forecast was not good. They were aware that the Parish Council had stepped in to save the August Fete and asked if the Parish Council would also support the market.

SW thanked them both for attending the meeting. Having attended and helped at the market in the past, she was aware of the challenges. Stalls were included at the School Fair in June, the August Fete and Christmas events held at The Three Crowns and The Bat and Ball and wondered if a collaborative approach could be organised. She suggested that at the current time people were experiencing financial pressures so perhaps this was a time to pause the market. If the market was reinstated, would the average person spend money on premium food items at this time. It appeared that many markets were currently experiencing reduced footfall.

The Parish Council would give further consideration later in the meeting.

8.18 pm – Cllr Duncton and one member of public left the meeting room.

6. Report on on-going matters:

a. Local Plan/Neighbourhood Plan (NP) Update:

- Feedback from All Parishes Meeting on 6<sup>th</sup> February: AJ and SW attended the online meeting but unfortunately technical difficulties made it slightly disjointed. The main items were election changes and the Local Plan briefing; the presentation slides had not been received to date. In terms of the Local Plan, the briefing was similar to the explanation given at the meeting on 4<sup>th</sup> January 2023 by Mr Andrew Frost, CDC Director of Planning & the Environment and Mr Tony Whitty, Divisional Manager, Planning Policy.
- Parish Council Response to Local Plan Regulation 19 consultation: At the January Parish Council meeting, members' immediate reaction to the new housing allocation was to object and as such, an article had been included in the Parish Council newsletter. Since that time, two meetings had been held with the consultant engaged to give explanation to the process and implications for the village should the Local Plan not be progressed. It was acknowledged that the housing allocation of 75 would need to be included in the Reviewed NP for it to be compliant with the Local Plan. Having a Local Plan in place would remove vulnerability to speculative and unplanned development. **After some further discussion, members agreed that the Parish Council's position was as follows:**
  - WGPC recognises the need to have a Local Plan in place to protect the village from speculative development. WGPC endorses this approach although not unequivocally; it is a case of weighing up the argument against stalling the process and then being open to speculative development.
  - WGPC is concerned that the justification for additional houses in the northern area appears to be due to unresolved issues with the A27, restricting development in the south.
  - WGPC needs CDC to be able to robustly defend its strategy for the current allocation.
  - WGPC reluctantly agrees with the allocation (without enthusiasm or endorsement) purely to ensure that the village is protected by having a Local Plan in place. WGPC will be making strong representation that there should be no more allocation as this would detrimentally change the character of this village.
  - WGPC is concerned about the lack of infrastructure; water, public transport and reliance upon the car, school places, medical facilities, and sewerage capacity.

**All councillors to review the Local Plan and forward comments to the Clerk.**

**Consultation responses were required against each section; an email submission**

could not be sent. Submitting would take some time so comments by early March. To be reviewed and refined following the meeting with CDC on 10<sup>th</sup> March. The A4 flyer to be distributed with the next parish magazine was approved and the expenditure authorised.

HT agreed to research the electricity supply capacity. Other infrastructure concerns to be investigated.

- Northern Parishes Collaborative Response: It was agreed that submitting a collaborative response for common cause would be ideal, but the main focus at this time was on the Parish Council's response for Wisborough Green. Further advice to be obtained from the planning consultant; this expenditure was authorised.
- Planning Consultant's Support: It was agreed that the support and explanation received to date had been extremely valuable and the expenditure of £400 was authorised. Costs relating to the northern parishes meeting would be passed on. Further expenditure, at a day rate of £375, as considered necessary, was authorised.
- Meeting with CDC on 10<sup>th</sup> March: A meeting with Andrew Frost and Tony Whitty had been organised at the CDC Offices; PD, AJ, SW, the Clerk and Mr Keith Charman, member of the Neighbourhood Plan Steering Group, would be in attendance. Questions had already been forwarded; there were no further questions.
- NP - Local Green Space Assessment: The grant funding had been received and the assessment started; the consultants visited the village yesterday. They advised ensuring that vistas through to the church were kept clear; members supported this action and agreed to assist.
- NP – Tanglewood: The developers requested a meeting to update following the public consultation. Presentation slides and meeting notes had been circulated. The proposals were in line with the earlier meeting although two houses had been changed to bungalows; a planning application would be submitted shortly. In view of the increase in housing allocation, the developer to be asked if any further housing could be accommodated on the site.

8.50 pm – Cllr Evans and two members of public left the meeting room.

b. Youth Provision:

Members were delighted to hear the Parish Council's grant funding application to CDC had been successful and the project awarded £2,000. The deposit payment of £1,500 had been paid to Radford Ezynet with the start date confirmed as Monday 13<sup>th</sup> March 2023.

c. Public Toilets:

Pyzer Cleaning Services discontinued cleaning on 17<sup>th</sup> February rather than 1<sup>st</sup> April when the current contract ended. Wetton Cleaning Services Ltd had now been engaged and had undertaken a deep clean and would install new toilet roll dispensers this week. New sanitary waste bins had been provided and would be regularly emptied and disposed of under their waste disposal licence. Unfortunately, two toilet seats had been damaged and replacements organised by the Clerk.

There had been some CDC staff changes, so the Clerk had reminded CDC that the Memorandum of Understanding expired in April 2024 and that the Parish Council was happy to continue with the arrangement.

d. WSCC Electric Vehicle Charge Point Network:

WSCC appointed Connected Kerb as the chargepoint provider for the county via a 15-year concession contract. The Parish Council had nominated three locations for assessment

being the Village Hall, The Three Crowns and The Cricketers Arms car parks; the Cricketers car park had been assessed as too small. A WSCC update had been circulated which provided details of the accepted locations to date. Unfortunately, the Clerk was unable to join an online update meeting last week; she would review the meeting recording when available.

e. Clerk's Update:

- Annual Parish Meeting on Thursday 20<sup>th</sup> April: The History Society would be making a presentation on the growth of Wisborough Green over the years.
- Songhurst Meadow: Cedec path repairs: Runnymede Homes had confirmed that it would arrange the necessary spraying and surfacing repairs in April/May.
- Watershed Application: The WSCC Officer advised that he had been occupied with road repairs in recent months but would shortly undertake the necessary levels required to devise the scheme.
- Any other Matters:
  - Maintenance Inspection: Members were reminded to complete inspections by 6<sup>th</sup> March for review and discussion at the March meeting.
  - Pavilion Lease: AJ, HT and the Clerk were meeting this Wednesday to discuss the lease prior to meeting with the Wisborough Green Sports representatives.
  - Songhurst Wire Fence: A temporary fence had been installed. The hedge would need to be cut back very hard in the autumn to allow the fence to be re-installed on the correct line so as not to hinder future hedge cutting.
  - Tree Maintenance: The quotation for the Ash tree removal at Songhurst Meadow had been accepted. Quotes to remove two trees in the Conservation Area were still being obtained; the Clerk was meeting a tree surgeon on Friday.
  - Parish Council Elections: CDC advised that the election packs would be available at the beginning of March. The nomination period ran from 23<sup>rd</sup> March and would close at 4 pm on 4<sup>th</sup> April.

7. New Items for Discussion:

a. CDC Infrastructure Business Plan:

The existing projects were reviewed and consideration given to new projects. **It was agreed that the new projects, as detailed on the briefing, should be submitted to CDC for inclusion.**

b. National Planning Policy Framework (NPPF):

The government had invited comments on its NPPF consultation. The Board of West Sussex Association of Local Councils (WSALC) had engaged a planning consultant to provide model answers and explanatory narrative for the 58 questions.

**Due to the complexity, members agreed to support the WSALC response and requested that Wisborough Green Parish Council's name be included on the submission.**

c. Village Green Repairs:

AB gave explanation to the repairs required to support the new drainage system and to prepare the surface for the summer months; the work would be undertaken in early April, weather and ground conditions permitting. He reminded members that the Parish Council historically funded the general wear and tear, and the football club end of season pitch repairs. Following an inspection of the Green, the following was proposed:

Parish Council Repairs:

Verti-drain the whole Green	£698 plus VAT
Fertilise the whole Green with slow release - 24 bags	£778 plus VAT
Overseed the whole Green – 16 bags	<u>£1,520</u> plus VAT
	£2,996 plus VAT

At a later date, after this initial work had been completed and reviewed, to consider  
Selective weed kill the whole Green £510 plus VAT

**The budget provision of £3,500 was noted and the expenditure authorised. AB to provide details/timing for the Clerk to submit the order.**

AB confirmed that the verti-draining was the drainage maintenance allowance for this year; he had previously considered 'earth-quaking' but believed verti-draining was more desirable this year.

The Football Club would undertake the following at their own expense:

Topdress the football pitch with 60 tonnes of sand £2,760 plus VAT

**This action was authorised; the Club would be invoiced directly.**

AJ highlighted that the condition of the cricket outfield and the need to fill and seed some trenches had been raised with the Trustees at the recent meeting. AB confirmed that this was being addressed by working party on 4<sup>th</sup> March. He had purchased seed which was treated to accelerate growth and would be spread with fertiliser before levelling with sand. He highlighted that with another very dry summer there was always a risk of further shrinkage.

d. Village Market:

Members acknowledged that the market did originally start as a village amenity, providing an opportunity to buy food provisions, but had more recently turned into a craft market which had impacted upon support. Details of a mobile farm shop were displayed as a possible alternative. **Members agreed that, with the current financial difficulties, it was perhaps not the time to re-establish a village market and could not commit Parish Council resources. SW and the Clerk to respond.**

9.22 pm – One member of public left the meeting room.

e. Use of the Green:

A request had been received from the School PTA to place Easter Trail signs around the village on Wednesday 29<sup>th</sup> March as an afterschool activity; signs would be cabled tied and promptly removed. As some children would be unable to complete at this time, the PTA asked if they could be left up for a few days. **Members were pleased to support the event and asked that signs be removed by the end of the afternoon on Sunday 2<sup>nd</sup> April. Clerk to issue Agreement form.**

f. Use of the Green:

A request had been received from the School PTA to use the Green for the School Summer Fair on Saturday 17<sup>th</sup> June 2023. It would be a similar format to previous years although with a few more child related activities. **Members were pleased to support the event. Clerk to issue Agreement form.**

g. Use of the Green:

A request had been received from the Wisborough Green Fete Society to use the Green for the August Bank Holiday Fete on Monday 28<sup>th</sup> August 2023. Details would be similar to previous years with set up from about 8.00 am, the Fete open from 1.00 pm and the Green cleared by 7.00 pm. **Members were pleased to support the event. Clerk to issue Agreement form.**

h. Donated Bench:

A request has been received to replace a bench that was removed due to poor condition a few years ago. The family were informed at the time but were unable to commit to the replacement. The original bench was dedicated to a village couple who looked after an evacuee. The family would like to use the existing plaque with a further plaque in memory of their father who was the evacuee. Another bench had now been located at the site along Kirdford Road but there was space under a newer tree. **Members were delighted to accept this replacement bench and agreed to the second plaque in this situation. Clerk to make the necessary arrangements.**

**As the number of benches was nearing capacity, the Clerk was asked to prepare a Tree Donation Policy for future consideration.**

i. CAGNE Aviation Town and Parish Forum:

Email communication from the Communities Against Gatwick Noise Emissions (CAGNE) inviting the Parish Council to join the forum had been circulated. **Members agreed that the Parish Council's membership of the Gatwick Area Conservation Campaign (GACC) and Association of Parish Councils Aviation Group (APCAG) provided the required advice and representation.**

j. Runnymede Homes Request:

The developer was preparing publicity material to send to landowners and agents, and asked if the Parish Council would be willing to provide a short quote. The Clerk had sought advice from WSALC and advised that it could be seen as pre-determination of future planning applications. **Members agreed to decline the request.**

k. Seaford College Community Action Day:

Information about the action day on Thursday 6<sup>th</sup> July had been received. The school was looking for projects that could be undertaken by about 15 students and 2 staff members. **As no suitable Parish Council projects could be identified, AB agreed to approach the Wisborough Green Sports Chairman.**

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.

<b>Correspondence – Details of emails and letters received.</b>
History Society Chairman – highlighting Billingshurst 'Showcase' day for location organisations and whether a WG event could be organised. <b>Although identified as a future objective, the lack of interest in the Village Hall event to showcase the improvements was perhaps indicative of apathy at the present time.</b>
Rural Services Network – The Rural Bulletin.



Community Transport Sussex – details of a discussion forum on 23 <sup>rd</sup> February – forwarded to the WG minibus organiser.
CDC – Local Plan Update newsletter – Reg 19 consultation.
CDC – election and voting advertising material – sent to the parish magazine editor and posters printed for noticeboards.
CDC – Notification of the publication of the proposed submission Chichester Local Plan 2021-2039 for Regulation 19 consultation; circulated.
SDNPA – projects included on their Infrastructure Business Plan included the new sports pavilion and public toilet refurbishment. SDNPA advised that these projects should be retained on their list for future CIL funding but the telephone kiosk conversion and sports field restoration could be removed as completed. Confirmation received.
Rural Services Network – The Rural Bulletin.
CDC – Details of Supporting You service. Posters printed.
SDNPA – Update on Local Plan Review.
WSALC – Advising of NALC Legal Update.
CDC – Advising that CDC will hold electronic versions of Register of Interest Forms, Parish Council to retain original with signature on file.
Rural Services Network – The Rural Bulletin.
WSALC – NPPF consultation – narrative and model answers to government consultation.
WSALC – Details of the Sussex Heritage Trust, a campaign to protect and preserve the Public Realm. The Trust is a registered charity established in 1977 to preserve, improve and encourage the appreciation of the architecture and natural landscape of Sussex. <b>Details to be forwarded to the History Society to see if this would be a project of interest.</b>
WSALC – seeking views on a CDALC steering group. <b>Details to be passed to PD for consideration having been involved in previous discussions.</b>

9. 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/23/00097/TCA - Case Officer: Henry Whitby	Mrs Alice Salisbury Ivy Cottage Petworth Road Wisborough Green West Sussex Notification of intention to crown reduce by 2m to secondary growth points on 1 no. Lime tree (T1). Fell 1 no. Holly tree (T2). Crown reduce by 1 m to live secondary growth points on 1 no. Plumb tree (T3). O.S. Grid Ref. 504845/126048 <u>No Objection</u>
WR/23/00262/DOM - Case Officer: Miruna Turland	Mr Oliver Betchley Meadow View Petworth Road Wisborough Green Billingshurst Installation of timber 5 bar gate. O.S. Grid Ref. 504667/125873 <u>No Objection</u>
WR/23/00215/TCA - Case Officer: Henry Whitby	Mrs Vanessa Palmer Wilton Cottage Kirdford Road Wisborough Green West Sussex Notification of intention to fell 1 no. English Oak tree (T7). O.S. Grid Ref. 504659/126330 <u>Strong Objection. Cllr Evans to be asked to red card.</u>

	<p>The Oak tree is in a dominant position, some way from the house, and it is considered that removal will impact upon the setting of the nearby Grade II Listed Building and the Conservation Area. It is a good specimen and removal will be a significant loss. It is believed that a reduction of the canopy and on-going management would remove the need to fell. As removal will be a significant loss for the area, the Parish Council feels that this tree should be protected with a Tree Preservation Order.</p>
<p>WR/22/02535/FUL – Case Officer: Alicia Snook</p>	<p>Mr Hugo Sugden Lowfold Fittleworth Road Wisborough Green West Sussex RH14 0ES Retrospective change of use of existing agricultural store currently used as garaging and games room for use as garaging and ancillary annexe accommodation with alterations to fenestration. The Parish Council has no objection to the change of use, but objects to the glass sliding doors which are considered out of keeping with the building, contrary to Neighbourhood Plan Policy DS3. The Parish Council requests a condition that the building is retained as ancillary to the main house. The Parish Council requests dusk to dawn blinds on the roof lights to prevent the egress of light at night, particularly as the building is in a dark night skies area and close to the South Downs National Park boundary.</p>

b. District Council Decisions:

Application Number	Application Details	CDC Decision
WR/22/00862/DOM	<p>Mr &amp; Mrs S Green Barton Billingshurst Road Wisborough Green Demolition of existing garage and storage outbuildings and replacement with side extension west, side infill extension to east, erection of a detached double bay garage, localised window replacement and other associated alterations. O.S. Grid Ref. 505000/125880</p>	<p>PERMIT GARAGE REMOVED FROM PROPOSAL</p>
WR/22/00863/LBC	<p>Mr &amp; Mrs S Green Barton Billingshurst Road Wisborough Green Demolition of existing garage and storage outbuildings and replacement with side extension at West end, Side infill extension to East end, erection of a detached double bay garage, localised window replacement and other associated alterations. O.S. Grid Ref. 505000/125880</p>	<p>APPROVED GARAGE REMOVED FROM PROPOSAL</p>
WR/22/01822/DOM	<p>Ms Tash Heydon Brookbridge House Durbans Road Wisborough Green Removal of entrance porch canopy on north elevation and erection of new entrance porch on south elevation, alterations to fenestration and re-roofing.</p>	<p>PERMIT</p>

	O.S. Grid Ref. 505067/126997	
WR/22/01823/LBC	Ms Tash Heydon Brookbridge House Durbans Road Wisborough Green Removal of entrance porch canopy on north elevation and erection of new entrance porch on south elevation, alterations to fenestration, Internal alterations and re-roofing. O.S. Grid Ref. 505067/126997	APPROVED
WR/22/02114/ELD	c/o Andrew Black Tanglewood Kirdford Road Wisborough Green All existing glasshouses and buildings on site and associated land as Agricultural (Sui Generis) use. O.S. Grid Ref. 504538/126527	PERMIT
WR/22/00596/DOM	Mr David Sloan Farnfold Billingshurst Road Wisborough Green 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.	PERMIT Dusk to dawn blinds on lantern
WR/22/02892/FUL	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	PERMIT

c. Enforcement Update - Burdocks: There were no matters to report.

#### 10. Finance:

a. Bank Reconciliation:

HT had checked and agreed the bank reconciliations for the Barclays Community Account for month ending 31<sup>st</sup> January 2023.

b. Accounts for Payment:

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

#### **Online payments for the Barclays Community Account**

Paid on 21<sup>st</sup> February 2023 unless stated otherwise.

Payee	Amount £	Description
Mr C E Edwards	50.00	Leaving present donation for Village Hall Chairman
St Peter Ad Vincula PCC	100.00	November newsletter distribution

(13.12.22 payment request failed)		
Radford Ezynet	1,500.00	Agreed deposit for cricket net area extension
Pyzer Cleaning Services	551.51	Cleaning of public toilets and supplies to 24.01.23
Pyzer Cleaning Services	478.65	Cleaning of public toilets and supplies 10 17.02.23 (Final)
Arun District Council	161.28	February newsletter printing
Steve Tilbury Consulting	475.00	Planning advice in relation to Chichester Local Plan
West Sussex County Council	2,044.11	Clerk's salary and oncosts
L N Davies	72.37	IONOS Email charge, printer ink, toilet seats for public toilets
L N Davies	39.96	LED folding work lights for emergency plan kit
	<b>£5,472.88</b>	

#### Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
19.01.23	32.28	Plusnet	Village Hall Broadband (last payment)
24.01.23	82.24	Business Stream	Allotment water
06.02.23	363.90	NEST	Clerk's pension
20.02.23	157.20	British Telecommunications plc	Telephone and Broadband
	<b>£635.62</b>		

#### Payments to Barclays Community Account

Date	Amount £	Payee	Description
03.02.22	4,188.00	Groundwork UK	Neighbourhood Plan Grant NPG13235
21.02.23	5,693.05	HMRC	VAT return 01.11.22 to 31.01.23
	<b>£9,881.05</b>		

#### Payment to Cambridge & Counties Bank

Date	Amount £	Payee	Description
20.01.23	30,000.00	Barclays Reserve Account	Barclays Community Account
24.01.23	30,000.00	Barclays Community Account	Cambridge & Counties 1 Year Fixed Term Bond

c. Monthly Financial Statement:

The statement was circulated and reviewed. The current balances were noted with the inclusion of the new Cambridge & Counties Fixed Term Bond. The Clerk reminded members that at the year end, funds would be brought in from the reserves. There were no further questions.

e. Section 137 Allowance from 1<sup>st</sup> April 2023:

Notification had been received that the S137 allowance was set at £9.93 per elector from 1<sup>st</sup> April 2023.

f. Donation Requests:

A list of requests received throughout the year, along with details of last year's payments, was circulated for consideration. **Members resolved to make the following donations:**

Local Government Act Section 137

BEAT Responders - £100

Arun & Chichester Citizens Advice - £50

Kent Surrey Sussex Air Ambulance - £100

4Sight Vision - £50

St Catherine's Hospice - £50

The Royal British Legion - £100 - donation for wreaths paid in November

St Peter's PCC - clock and churchyard maintenance - £1,250 (Clock - Parish Councils Act 1957, s2;  
Churchyard Maintenance S137)

Wisborough Green Minibus - £300 (Local Government and Ratings Act 1997, s2)

11. Other Reports:

a. Village Hall:

- New Management Committee Structure: The Annual General Meeting was held on 30<sup>th</sup> January when a presentation was made to Mr Keith Carter who was retiring as Committee Chairman. A new Chairman had not been elected but the roles and responsibilities had been shared across the Committee.
- Incident at the Hall: Unfortunately, someone had suffered a cardiac arrest at the Table Tennis Club. The Village Hall defibrillator had been used and emergency services, including the air ambulance, attended; they were now making a good recovery. Concern had been raised with the Village Hall Committee about the location of the defibrillator not being fully visible, with a request to relocate to the main entrance. An article, which identified the location of the five 24/7 defibrillators in the village and with advice to contact the emergency services in the first instance, had been included in the March Parish magazine. At the Village Hall Committee's request, the Clerk would speak to BEAT about the location.
- New Class: A new dance class was being held in the main hall on a Tuesday evening. It would finish at 8.30 pm but a request had been made to locate the music player away from the Committee Room.

b. Allotments:

- Tenancy Update: LB and the Clerk were undertaking an inspection on Thursday; the Clerk would write to the tenants where concerns were identified. There was currently a waiting list. The plot allocated to any Ukrainian families had not been used and had been handed back. The resident who previously expressed a wish for a community plot was still interested; the Clerk had asked her for further information for consideration at the next meeting.
- Security: A second spate of shed thefts had occurred as discussed at the last meeting. One allotment holder had responded to the Parish Council's update requesting further action; his observations and suggestions had been circulated and were discussed in detail. **The following was agreed:**
  - **The height of the hedge and gates would not be changed. Wire mesh would be installed on the outside of the five-bar gate to prevent foot holds.**
  - **Chairs would not be excluded from plots – this provided rest and enjoyment for tenants.**
  - **The small gates were used by tenants and would remain.**
  - **The padlock number to be changed on an annual basis as was currently undertaken.**

- c. Health & Safety: AJ reported a loose stone in the pavement by the White House. The Clerk advised that she was struggling to find a contractor willing to undertake the path repairs.
  - d. Sussex Police All Parishes Meeting:  
SW attended the online meeting on 30<sup>th</sup> January 2023. She provided details of the main discussion items; national drive to improve 999 response times, monitoring of social media, Operation Downsway to report antisocial driving and parking, increase in cigarette thefts – she had advised the village shop, increase in Land Rover thefts associated with ATM thefts, balaclava wearing children causing concern and PSCO recruitment.
12. Any Other Matters to Report:
- a. AB advised that The Cricketers Arms was closing on 28<sup>th</sup> February and believed that some interest in the tenancy had been received.
13. Date of Next Meeting:
- |                        |  |
|------------------------|--|
| Planning Committee     | - Tuesday 7 <sup>th</sup> March 2023 at 8.00 pm (only if required) |
| Parish Council Meeting | - Tuesday 21 <sup>st</sup> March 2023 at 7.45 pm.                  |

There being no further business, the meeting closed at 10.15 pm.

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