

Wisborough Green Parish Council

Draft Minutes of the Parish Council Meeting to be agreed on Tuesday 16th May 2023

Date: Tuesday 18th April 2023

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman),
Mr A Jackson (AJ), Mrs S Winship (SW), Mr T Worrall (TW)

Apologies: Ms L Bartley (LB), Mr H True (HT), Mr M Watson (MW)

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

Members of Public: One

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 True and Mr Watson.
2. Declaration of Members' Interests:
No interests were declared.
3. Minutes of the Last Meeting:
The Minutes of the meeting held on Tuesday 21st March 2023 were approved as a correct record and signed by the Chairman.
4. Minutes of the Last Planning Committee Meeting:
The Minutes of the meeting held on Tuesday 4th April 2023 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Updates:

District Councillor: Cllr Evans was not in attendance.

County Councillor: (Cllr Duncton was in attendance from 7.45 pm until 7.55 pm). She advised that she was not standing for election in the Ward and provided a West Sussex County Council (WSCC) update.

- Midhurst High Street Closure: Due to the fire at the Angel Hotel and adjoining properties, the A286 remained closed to traffic due to safety concerns. The shops and restaurants remained open and car parking was currently free. The chimneys would need to be removed and civil engineers were currently determining if the façade could be saved; there were mixed feelings about its retention. The diversion along the local roads was having a significant impact upon the surfacing.
- A29 Pulborough: WSCC was negotiating with the owners of the collapsed banks on either side. Measures had now been put in place to open with a single carriageway and traffic control.

- UK Harvest: Was an organisation that collected surplus food from supermarkets and made available for a donation. It was operating across the district and would shortly be available once a month from the Sylvia Beaufoy Centre in Petworth.
- School Places: WSCC had now allocated spaces for September 2023 and over 90% received their first choice. Cllr Duncton had no detailed knowledge of the process and could not answer a specific question about the impact of outside catchment children attending in Wisborough Green.
- Potholes: The road condition over the whole of West Sussex had created many problems for Highways. Pothole repairs were likely to take longer than the advertised 28 days. A concern about the quality of repairs at Moonsbrook in Newpound Lane had been forward to Cllr Dunton, who would follow up.
- Ukrainian Families: The Chairman was aware that there had been several families offered a home in Wisborough Green. As it was coming up to the scheme's anniversary, he asked about ongoing housing arrangements. Cllr Duncton advised that the 60 who lived in the Angel Hotel had been rehoused in Chichester. She would ask the department and advise accordingly.

6. Public Questions: There were no public questions.

7. Report on on-going matters:

- a. Neighbourhood Plan (NP) Update: The Neighbourhood Plan Steering Group had met to consider how the housing allocation could be achieved based upon the previous consultation evidence. A meeting with Chichester District Council Officers had been requested, no response to date.
- b. Youth Provision:
Unfortunately, the contractor determined that the ground conditions were too wet to proceed without causing damage to the Green. Members agreed that materials should be delivered/removed from boards placed on the grass on Kirdford Road to minimise digger movement and damage on the Green and requested a Method Statement with details of delivery/dump site. **Clerk to request from contractor.**
- c. Pavilion Lease:
A draft lease had now been provided by the solicitor for AJ and HT to review before meeting with Wisborough Green Sports representatives.
- d. Community Land Trust (CLT) Formation:
The Clerk had received further detailed information from the solicitor but had been unable to review. Further information at the next meeting.
- e. Project Gigabit:
Having contacted West Sussex County Council for an update, TW was advised that Building Digital UK were still in the procurement stage and this was not expected to conclude until the summer with an announcement in the autumn. The UK gigabit Voucher Scheme remained paused to new projects across West Sussex, as it did across much of the country. A 4G Mobile voucher scheme was available for businesses with speeds of 10mbps or less, with the aim to obtain good connectivity more quickly than other interventions would achieve. Having looked at it further, TW believed that such businesses would have made alternative arrangements. AB confirmed that he and his neighbours had now installed

Starlink and had an extremely good connection.

f. Clerk's Update:

- Non-contested Election: CDC had notified that there were 9 nominations for the 9 spaces; all were therefore 'elected' with a non-contested election. The Clerk was asked to re-circulate the expense claim full; a nil return needed to be completed and returned to CDC within 28 days of the election.

- Songhurst Meadow Open Space: Just before the Easter weekend, residents had expressed concern at suspicious vehicles and pedestrians. The Clerk therefore arranged for further posts to be installed to prevent traveller incursions. **Members supported this action and expenditure.**

The Clerk had undertaken an inspection and noted that 2 of the larger trees had not survived, and some of the saplings were struggling. Due to the wet ground, the Clerk had been unable to arrange for the covering and woodchips between the saplings; **members agreed that the grass should be cut and approved the expenditure. Donated willow saplings to be planted in the wet area.**

A resident had installed signs to ask people to keep off the wildflower area. Members were pleased that such interest was being taken in the area but agreed that it was the intention to keep this as a natural and informal area. The signs could remain for a couple of weeks only.

The area was being well used, especially by dog walkers, but unfortunately many were not 'picking up'. Note to be included in the next newsletter, with notification of potential fines.

- Annual Parish Meeting Reminder: The meeting, which included a presentation by the History Society, would be held on Thursday 20th April at 8.00 pm. The Chairman agreed to purchase the refreshments (wine on sale or return) and members would arrive promptly at 7.40 pm to help set up.
- Any other Matters:
 - Use of New Logo: The Clerk requested guidance; potential options were displayed. **Members approved the letter head and meeting titles.**
 - Public Space Protection Order – dog fouling: CDC had responded to confirm that the Green and Songhurst Meadow were covered and did not have to be specified. If there were regular offenders not picking up after their dogs CDC could send targeted enforcement with a view to issuing Fixed Penalty Notices.

8. New Items for Discussion:

a. Speed Indicator Device (SID):

The SID was stolen from the post in Newpound Lane overnight on Friday 31st March; it was reported to Sussex Police. A replacement quotation had been received and forwarded to the insurance company. A £125 excessive was payable. Members agreed that a tracking device and security marking should be included on the next device.

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/22/02656/DOM - Case Officer: Louise Brace	Mr Hugo Sugden Lowfold Fittleworth Road Wisborough Green Billingshurst

	<p>Construction of a swimming pool, Jacuzzi and pool house.</p> <p><u>Substitute plans</u></p> <p>O.S. Grid Ref. 504180/124598</p> <p>No Objection. In view of the Parish Council's support of dark sky policies and initiatives, automatic dusk to dawn blinds are requested on the pool house roof lanterns to prevent the egress of light at night. This is particularly relevant as the property is in a dark area of the parish close to the boundary of the South Downs National Park.</p>
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b. District Council Decisions:

Application Number	Application Details	CDC Decision
WR/22/03091/TCA - Case Officer: Miruna Turland	<p>Mrs. Vanessa Palmer</p> <p>Wilton Cottage Kirdford Road Wisborough Green</p> <p>Notification of intention to fell 1 no. Wisteria tree (C1), 1 no. Box hedge (H3), 1 no. Hawthorn hedge (H4), 1 no. English Oak tree (T7), 1 no. Hawthorn tree (G5) and 1 no. Blackthorn tree (G5).</p> <p>O.S. Grid Ref. 504659/126330</p>	NO TPO
WR/22/02907/FUL - Case Officer: Alicia Snook	<p>Mr Martin Watson</p> <p>Copse Cottage Harsfold Lane Wisborough Green</p> <p>Change of use of a strip of agricultural land to form incidental residential curtilage and erection of 1 no. double garage/home office.</p> <p>O.S. Grid Ref. 505129/125303</p>	PERMIT
WR/23/00103/DOM - Case Officer: Miruna Turland	<p>Mr David Banks</p> <p>Hoelands Billingshurst Road Wisborough Green</p> <p>Demolition of existing single storey side and rear elements and proposed new side and rear single storey extensions and internal alterations.</p> <p>O.S. Grid Ref. 505605/125566</p>	PERMIT

c. Enforcement Update:

- The Clerk reported that Oak trees had been felled in Collards Field, Durbans Road. As this field was covered by an area Tree Preservation Order, it was agreed that the matter should be referred to CDC.

10. Finance:

a. Bank Reconciliation:

HT had checked and agreed the bank reconciliations for all accounts for the year ending 31st March 2023. The statement, approved by the internal audit, was displayed

- b. Coronation Grant Application: The CDC application was successful, and the Parish Council had been awarded £500 in support of the community event and tree planting. **Members**

agreed that the £500 should be used for the event band along with the £500 budget allowance. The deposit payment was approved.

c. Accounts for Payment:

The Clerk displayed the Payment Schedule and highlighted the year end payments; the payments were approved.

Online payments for the Barclays Community Account

Paid on 18th April 2023 unless stated otherwise.

Payee	Amount £	Description
D E Landscape & Heritage Paid 28.03.23	5,882.64	Local Green Space report and fee for digital maps
Chichester District Council Paid 28.03.23	2446.02	Annual charge for litter and dog bin emptying
Sussex Land Services Paid 28.03.23	48.00	Songhurst Meadow new grass cut in December
George Nicholls Paid 28.03.23	1,773.00	Tree surgery around Conservation Area
Jati Ltd Paid 28.03.23	462.75	Donated bench
West Sussex County Council Paid 30.03.23	2,044.11	Clerk's salary and oncosts for March
L N Davies Paid 30.03.23	49.76	Milage, key cutting, car park ticket, second class stamps
Wetton Cleaning Services Ltd Paid 30.03.23	792.95	Public toilet cleaning contract for March
West Sussex County Council Paid 30.03.23	40.80	Payroll charge 1 Oct – 31 March 23
WSALC Ltd	533.45	WSALC & NALC Subscriptions for 2023/24
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for March
O J Austen	350.00	Deposit for Coronation Event band
Playdale Playgrounds Ltd	7.84	Playground spare bolt cover washers
April Skies Accounting	175.70	Year-end internal audit
	£14,852.02	

Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
06.04.23	269.12	NEST	Clerk's pension
	£269.12		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
29.03.23	400.00	Mr & Mrs Andrews	Bench donation
31.03.23	25.00	Plaistow & Ifold Parish Council	Reimbursement for proportion of Planning Consultant's cost
03.04.23	25.00	Kirdford Parish Council	As above

05.04.23	25.00	Loxwood Parish Council	As above
Various	431.40	Allotment tenants	Allotment rent
12.04.23	2,819.03	HMRC	VAT refund (1 Feb – 31 March 2023)
18.04.23	250.00	WG Fete Society	Donation for purchase of storage box for youth project
	£3,975.43		

Transfer between Accounts

Date	Amount £	Payee	Description
28.03.23	10,000.00	Barclays Reserve Account	Barclays Community Account

- d. Year-End Position:
A report for the year-end 31st March 2023 was circulated in advance of the meeting and displayed. **The figures and the proposed transfers into the budget from the reserves were approved.**
- e. Fixed Asset Register:
The Register for year-end 31st March 2023 was circulated in advance of the meeting and displayed. Explanation was given to the original and insurance valuations. The Internal Auditor had advised that the Songhurst Meadow path and culvert crossing be included. **Members noted and approved the Register.**
- f. Internal Auditor's Year-end Report:
The Clerk confirmed that Mr Mike Platten of April Skies Consulting had undertaken the annual internal audit. His full report had been circulated in advance of the meeting, along with the AGAR for 2022/2023. Members noted both reports; there were no actions.
- g. Annual Governance Statement for 2022/2023: The statement had been circulated to all in advance of the meeting and displayed. **Members reviewed the wording of all assertions and resolved that a 'Yes' response should be given to all statements and signed by the Chairman and Clerk.**
- h. Accounting Statements for 2022/2023: The statement had been circulated to all in advance of the meeting and displayed. The Chairman proposed that the Account Statements be approved, and the Annual Return submitted. **All were in favour. Clerk to send details to the External Auditor and display the statutory notice at the appropriate time.**
- i. Community Infrastructure Monitoring Report for year-end March 2023: The report, showing both income and expenditure, **was approved**; Clerk to submit to CDC and display on the website.
- j. One Year Fixed Term Bond:
Members resolved to invest £30,000 in a one Year Fixed Rate Business & Charity Bond (3.75% gross Annual Equivalent Return) with Cambridge and Counties, with a view to opening a further bond in 3 months' time with another bank due to the protection limit.

11. 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.
WG Minibus – thank you for donation.
Billingshurst Emergency Assistance Team – thank you for donation.
WG resident – emailed regarding Speed Indicator Device not working and A272 sign.
Rural Services Network – weekly rural bulletin.
4Sight – thank you for donation.
Open Spaces Society – update.
<p>Southern Water – Press Release:</p> <p>Today, Ofwat has announced proposals which, following a short consultation, would allow Southern Water to further accelerate its vital work in driving down the use of storm overflows, enabling an ambitious two-year programme to expand its nature-based and engineering solutions.</p> <p>Following a number of successful pilot schemes, we have proposed to Ofwat the roll out of a range of innovative projects to stop and slow surface and groundwater reaching our sewer system, across three areas within our region:</p> <ol style="list-style-type: none"> 1. Isle of Wight 2. Kent’s North and East coasts 3. The Harbours and South Downs areas of West Sussex and Hampshire. <p>These proposals would see us invest up to a further £50m between now and spring 2025 and we have clear plans around how we’ll start this region-wide scaled-up approach. Noted with interest.</p>
Rural Services Network – weekly rural bulletin.
Newpound Lane resident – highlighting poor repair of potholes. Advised to email Cllr Duncton.
<p>Cllr Evans – In answer to Plaistow & Ifolds question about a water neutrality off-setting register, he received the following response from CDC:</p> <p>"As yet there is no register in place but it is planned that the strategy/offsetting scheme will identify schemes/providers that will cover all affected authorities in due course when the planned mitigation comes into effect."</p> <p>Further update from Andrew Frost</p> <p>"In answer to the query from the clerk of Plaistow and Ifold PC, there is not as far as I am aware yet a register for water offsetting.</p> <p>It is anticipated that offsetting measures will be identified and the process managed via a joint local planning authority Offsetting Implementation Scheme which will be prepared in due course. This is set out under Policy NE16 of the Regulation 19 Local Plan (pages 85-87)." Noted.</p>
Rural Services Network – weekly rural bulletin.
<p>Andrew Griffith MP Assistant – enquiring if we would like him to attend the APM on Thursday. He did so at Washington. Spoke for 5 minutes and then answered questions for 15 minutes.</p> <p>In discussion with the Chairman, the Clerk had thanked him for his offer but declined owing to the History Society presentation and forthcoming District elections. Members supported this response but invited Mr Griffith to next year’s meeting.</p>
Rural Services Network – weekly rural bulletin.

West road resident – disquiet amongst residents about condition and use of the road, state of the Pavilion end. **Noted. Residents were requested to send comments in writing and members would then consider if a meeting was required.**

12. Other Reports:

- a. Village Hall: The Clerk had reminded the Committee about the Section 106 art funding from the Great Meadow development, to be used by March 2025. The Parish Council had previously allocated to the Village Hall. Members agreed that this project must be given serious consideration in order that the funds were not repaid to the developer. If the Hall could not identify a suitable use, other projects to be considered. **Clerk to follow up.**
- b. Allotments:
- Tenancy Update: Rents were now being received and it was hoped that all plots would be allocated this year.
 - Security:
 - The height of the small gates had been increased, one by an allotment holder. There was still a security concern, and some female tenants were now feeling unsafe to be at the site on their own, locking gates when on the site. **Some concern was expressed that enclosing and locking gates could potentially be increasing risk with no escape. Different ideas on increasing the gate height were discussed. Members asked that the views of allotment holders be canvassed and that a proposal, by an allotment tenant, to be presented to the Council at the next meeting.**
 - The BMW car that was being used for overnight accommodation at the top of Harsfold Lane had now been removed.
- c. Village Green: A Green Coordination Group meeting was held on 22nd March 2023; minutes had been circulated. The health and safety issues identified in recent inspection, the Friday evening parking and rubbish removal had been raised. AB advised that the feeling within the Committee was that these 'Friday evenings' were only 2 hours for 12 Fridays in the year, and it was difficult to expect volunteers, who were already involved in the training, to also monitor the parking. It was highlighted that, in some cases, the parking was both illegal and dangerous, and that this matter should be taken seriously. Suggestions included leaflets on windscreens highlighting the inappropriate parking and details of various car parking spaces, use of no parking cones, signs at the bottom of Butts Meadow. After some discussion, it was agreed that:
- **Complainants to be asked to take photographs to forward to WGS; these could be included in future Cricket Club news.**
 - **The Clerk to change the answerphone message on a Friday evening to direct calls to WGS and provide above instructions.**
 - **SW/Clerk to clear the picnic tables from the Cricketer's car park; WGS to be asked to advertise use. The Clerk to also follow up with the Brewery regarding future arrangements with a new tenant, highlighting that it was Parish Council land and requesting that the smoking shelter be removed.**
 - **The Songhurst Meadow car park was not mentioned in the recent Cricket Club news; WGS to be asked to advertise.**
- AB confirmed that the sand was due to be spread this week; it had been delayed due to the ground conditions. WG Sports to be requested to clear the drainage gullies. AJ was pleased to see that new grass was now showing in the recently filled drainage trenches. It was noted that, what looked like large cricket nets, had appeared by the Pavilion; the intention was unknown. To be raised with the Cricket Club.

The resignation of the WGS Chairman, Mr Gadd, from August, as well as the Football Club Chairman, was noted. AB advised that Mr Gadd was staying on the committee to concentrate on the new Pavilion.

- d. Health & Safety: TW advised that during the litter picking he noted two drain covers in the A272 verge that were protruding and not covered correctly; he had reported to WSCC.
- e. Sussex Police All Parishes Meeting:
SW was unable to attend the last meeting but reviewed the recording.
- Explanation was given to Operation Downsway which would be targeting the fatal five over the summer: excessive speed, careless driving, drink and drug driving, not wearing a seatbelt, and distracted driving, including mobile phone use.
 - Pulborough residents had raised strong concerns about the lack of police presence during the recent A29 road closure and the impact upon surrounding residential roads.
 - Operation Downsway supported Community Speed Watch. The group would be active again shortly as the weekend motorbikes had started.
 - The SID Device had identified some alarming speeds when positioned outside Bellmans at Newpound. SW had relayed the collected data to the police and requested a speed enforcement team. She hoped that this would provide police evidence/data to approach WSCC Highways for changes, perhaps double white lines for the length. This was a straight section of road through a residential and business area and inappropriate overtaking was regularly witnessed.

13. Any Other Matters to Report:

- a. A Land Rover Discovery was stolen from outside The Three Crowns.

14. Date of Next Meeting:

- Annual Parish Meeting - Thursday 20th April 2023 at 8.00 pm.
Planning Committee - Tuesday 2nd May 2023 at 8.00 pm (only if required)
Parish Council Annual Meeting - Tuesday 16th May 2023 at 7.45 pm.

There being no further business, the meeting closed at 9.30 pm.

Signed by the Chairman: Dated: