

Date: Tuesday 16<sup>th</sup> May 2023

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

Apologies: Ms L Bartley (LB), Mr A Jackson (AJ)

In Attendance: Mrs L Davies, Clerk  
County Cllr Janet Duncton  
District Cllr Charles Todhunter

Members of Public: 2

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

1. Apologies for Absence:  
Apologies were received and accepted from Miss Bartley and Mr Jackson.
2. Election of Chairman:  
Mr Drummond invited members to propose or nominate for the role of Chairman.  
Mr Drummond was proposed by Mr True, seconded by Mr Worrall. Mr Drummond confirmed that he was willing to stand. As there were no further nominations, he was unanimously elected as Chairman. 'A Declaration of Acceptance of Office' was signed. Thanks extended to Mr Drummond for continuing in this position.
3. Election of Vice-Chairman:  
The Chairman invited members to propose or nominate for the role of Vice-Chairman.  
Mrs Winship was nominated by Mr Drummond, seconded by Mr Worrall.  
Mrs Winship confirmed that she was willing to stand and as there were no further nominations, was unanimously elected. A 'Declaration of Acceptance of Office' was signed.
4. Declaration of Members' Interests:  
HT advised that he was the Cricket Club's Vice-President and financial contributed towards the Club. As such he would withdraw from the meeting for item 12c. No further interests were declared.
5. Minutes of the Last Meeting:  
The Minutes of the meeting held on Tuesday 18th April 2023 were approved as a correct record and signed by the Chairman.
6. Minutes of the Annual Parish Meeting:  
The Minutes of the meeting held on Thursday 20th April 2023 were approved as a correct record and signed by the Chairman. In terms of matters raised:

- The Kirdford Road double yellow lines had recently been extended. SW asked the Clerk to review as she believed that they were still short of the original length.
- The dog and litter bin emptying at Songhurst Meadow to be followed up with CDC through Cllr Evans and Cllr Todhunter.
- The School Road one-way to be re-publicised each September at the start of the new school year through the school and the parish magazine.

#### 7. District/County Councillor Updates:

District Councillor: Cllr Evans sent his apologies. His report was circulated in advance of the meeting, summarised below. Cllr Todhunter, a new District Councillor, (in attendance from 7.45 pm until 9.10 pm) gave further explanation to some updates.

- Both councillors were honoured to be elected and looked forward to supporting the Parish Council and have a close working relationship. They thanked Cllr Janet Duncton who was Cllr Evans' co-councillor in the previous term and looked forward to working with her in the future as County Councillor.
- Across the ward there were some wonderful events for the May Bank Holiday and Coronation weekend. A huge thank you to all the amazing volunteers.

#### Local Updates:

- Land West of Cornwood, Townfield, Kirdford (21/00466/OUT): The application failed again to go to the April Planning Committee. This would be taken up with the Cabinet Member for Planning once in post.
- Lagoon 3 – The landowner of Lagoon 3 had entered a Not Guilty plea and elected a trial at Horsham Magistrates' Court on 23<sup>rd</sup> August 2023 at 10 am, being listed for a day. CDC was actively preparing for the trial. Prosecution did not resolve the issue of the Lagoon itself and a resolution would be sought.
- Crouchlands Proposed Developments and Foxbridge Golf Course applications: There were currently no determination dates. The situation was being monitored and a meeting with the Crouchland landowner would be arranged.
- District Elections: Held on Thursday 4<sup>th</sup> May. It was now a Liberal Democrat led Council after 24 years of being Conservative led. The results saw 25 Liberal Democrat Councillors elected, 5 Conservative, 4 Local Alliance and 2 Green Councillors. Cabinet roles, Committees and Panel responsibilities and would be determined at the Full Council meeting on 17<sup>th</sup> May.
- Local Plan and Housing Allocation Numbers: The intention of the Liberal Democrats was to review housing allocations on the local plan based on the outcome of the National Planning Policy Framework (NPPF) consultation. The conclusion of the NPPF review was planned to be announced in the spring but had been delayed. The intention was therefore to review the Local Plan based on planned Government legislation, but there was a risk that it would not pass the inspectorate review. The aim was to explore if the housing allocation numbers could be changed but this decision was currently in the hands of the Government.
- Meeting your District Councillors:

Cllr Evans had the following surgery dates scheduled:

Saturday 20<sup>th</sup> May – The Onslow, Loxwood (12pm-2pm)

Saturday 3<sup>rd</sup> June – The Stag, Balls Cross (12pm-2pm)

Saturday 17<sup>th</sup> June – Kirdford Village Stores, Kirdford (12pm-2pm)

Saturday 1<sup>st</sup> July – Old Mill Café, Wisborough Green (12pm-2pm)

Saturday 15<sup>th</sup> July – Ifold Stores, Ifold (12pm-2pm)

Cllr Todhunter was also planning to run surgeries which would offer more opportunity to see your District Councillor face to face. To be published in due course.

- Both councillors could also be contacted on:

Cllr. Gareth Evans, email: [gbevans@chichester.gov.uk](mailto:gbevans@chichester.gov.uk) or telephone 07958918056

Cllr. Charles Todhunter, email [ctodhunter@chichester.gov.uk](mailto:ctodhunter@chichester.gov.uk) or telephone 07986344365

- Cllr Todhunter thanked Cllr Duncton for her time as District Councillor.
- There were substantial changes at District with the Liberal Democrats being the majority party. The official opposition would be the Local Alliance and Green Party with 6 seats. The Conservatives had 5 seats.
- *In answer to TW's question, Cllr Todhunter advised that it was within the manifesto to review the housing allocation.*
- *In terms of the water shortage at the weekend, he advised that it related to a lack of chlorine which triggered the system automatically shutting down on detection. It was necessary to allow time to test samples before water could be made available. A meeting was held on Sunday to consider the significant failings in water distribution. He was aware that Parish Council's had excellent resources and potentially could have mobilised to assist. This was being considered by Chichester District Council (CDC) colleagues and Southern Water had been invited to a meeting.*

County Council: Cllr Duncton was in attendance from 7.45 to 8.00 pm. Her report was circulated in advance of the meeting, summarised below.

- Midhurst high street continued to be closed to traffic although the north and south car parks were open, and shopping was encouraged; the instability of the front wall of the Angel Hotel was the problem. The insurance company, structural engineers and English Heritage were negotiating. The South Downs National Park has intervened to shore up the façade to allow the road to open, however this would take some weeks.
- The A29 was now open with traffic controls although there was still no agreement with the landowners on either side.
- The road patching machine was working and had many potholes to address.
- The OFSTED results for the Children's Services had just been released; two issues to resolve.
- Cllr Duncton had written to WSCC Highways to support the Kirdford Road footway project.
- Rotherlea, a centre for the elderly in Petworth, recently celebrated its 15<sup>th</sup> Anniversary.
- *In answer to HT's question about Surrey's additional £2 million funding from the Government, Cllr Duncton advised that WSCC had already received funding for adult services.*
- *TW thanked Cllr Duncton for her help as District Councillor, endorsed by all.*

8. Public Questions:

The members of public attended the meeting to listen to discussion relating to item 12c.

9. Policy Documents:

Members resolved to adopt the following policies as tabled:

- a. Standing Orders
- b. Code of Conduct
- c. Financial Regulations
- d. Child & Vulnerable Persons Protection Policy

- e. Complaints Procedure
- f. Data Protection Policies – Policy & Subject Access Request / Training Policy
- g. Developer Engagement Policy
- h. Filming on the Green Policy – It was agreed that the charge for filming requests would be discussed on application and dependent upon the nature of the film; the policy provided a guide.
- i. Freedom of Information – Publication Scheme and Request Procedure
- j. Grant Scheme Policy
- k. Health & Safety Policy
- l. Investment Policy
- m. Payment and Internet Banking
- n. Press & Media Policy
- o. Retention of Documents Policy
- p. Social Media Policy
- q. Village Sign Policy

10. Councillor Interests and Committee Membership:

- a. Members' Areas of Interest: The following were agreed:

Area of Interest	Allocated Councillors
Planning Committee	LB/AB/PD/AJ/MOM/HT/MW/SW/TW
Finance Committee	PD/AJ/HT/MW
Green Co-ordination Group	AB/MW
Local Council Associations/Outside Bodies	PD Agreed he would represent the Parish Council and have voting rights at the West Sussex ALC AGM and at other association meetings, as necessary. Voting rights transferred to SW as Vice-Chairman if PD unable to attend.
Traffic Management Plan Group	LB/HT/SW/Clerk
Neighbourhood Plan Review Group	LB/AJ/MOM/Clerk/Community Members
Youth Activities	AB
Major Emergency Plan	AB/MOM/TW/Clerk
Winter Management Plan	LB/MOM/TW
New Pavilion Project	AJ/MW
Pavilion Trustee Liaison	AJ/MW
Village Hall	AJ/Clerk
Monthly Bank Reconciliations	HT
Community Speed Watch Coordinator	SW
Gatwick Airport	PD
Communications	PD/MW/TW
Playground Inspections	Resident/MOM/Clerk
Allotment Supervisor	Ex-councillor, Mr M King/Clerk
Tree Warden	Ex-councillor, Mr M King/SW

b. Finance Committee:

Membership of the Committee was agreed under item 9a. PD was nominated as Chairman, proposed by HT, seconded by TW. All were in favour. The Terms of Reference were adopted unchanged.

- c. Planning Committee:  
Membership of the Committee was agreed under item 9a. AJ had confirmed to the Clerk that he was happy to be nominated as Chairman unless another member wished to assume this role. As there were no other nominations, AJ was nominated as Chairman, proposed by PD, seconded by HT. All were in favour. The Terms of Reference were adopted unchanged.
- d. Green Co-ordination Group:  
Membership of the Committee was agreed under item 9a. The Terms of Reference were adopted unchanged.
- e. Neighbourhood Plan Review Steering Group:  
Membership of the Group was agreed under item 9a. The Terms of Reference were adopted unchanged.

11. Report on on-going matters:

- a. Neighbourhood Plan (NP):
  - The Clerk advised that a report had been sent to the NP Officer at CDC and a meeting requested to discuss site allocations. No response to date. Cllr Todhunter agreed to follow up and requested sight of the report.
  - The Community Highways Scheme application for the new footway in Kirdford Road had been submitted to WSCC. Some further information about community support had been requested and provided by the Clerk. Cllr Duncton had previously offered her support and had confirmed that she put this in writing to WSCC.
  - The Tanglewood developers advised that they had given thought to increasing the density. As they had nearly prepared the application for in excess of the 9 dwellings in the draft NP (previously indicated 10), they would not increase the number at this time; they would wish to pursue further when planning had been granted.
- b. Youth Provision:  
Unfortunately, the project had been delayed due to the ground conditions, but the start date was Monday 22<sup>nd</sup> May 2023. A method statement was received and circulated, and the contractor asked to provide boards to protect the grass for the stone delivery. In the absence of the Clerk, **the Chairman agreed to supervise the project and would deliver and erect the goal/basketball net structure with the help of TW and HT; he would coordinate.**
- c. Speed Indicator Device (SID)  
As previously advised, the SID was stolen overnight on 31st March 2023. An insurance claim, excluding the £125 excess, had now been paid and a new device ordered. The solar panel had also been returned for repair. **Members agreed that the new device should be marked, chained and have a tracking device fitted, authorising expenditure of up to £50 for the tracker accepting a monthly charge of £6. SW agreed to make further enquiries into a suitable tracker and liaise with the police over marking.**
- d. Clerk's Update:
  - Vandalised Bench: A bench had been damaged and this had been reported to the police. Repair details and cost of under £125, which was the insurance excess, were given. Members agreed that as the bench could be repaired this should be done rather than making an insurance claim for a new bench.

- Public Toilet Agreement: The Clerk continued to chase CDC to start discussions on the agreement which expired next April. Cllr Todhunter agreed to follow up.
- The west road: The Clerk had visited a resident to discuss concerns; a proposal would be presented at the next meeting.
- Cricketers Arms: The public house had now re-opened; some councillors had made themselves known to the new publican. It was felt that a more formal meeting should be arranged to highlight use and management of Parish Council land at the front of the building. The Clerk to set up a meeting involving TW and HT.
- Bat & Ball Sign: Concern had been expressed about the positioning of the 'A' board which obscured visibility at the junction. Although not Parish Council land, it was a health and safety concern, being used by Fishers Farm traffic. AB agreed to speak to the owner.
- Village Shop: Notification had been received that the village shop was on the market. The owners hoped to sell it as a going concern.
- Songhurst Meadow Open Space: The Clerk had inspected the area and provided the following observations:
  - The Parish Council had previously authorised expenditure to put down matting and spread woodchips through the saplings planted last spring. Unfortunately, only 17 trees had survived and the Clerk suggested that matting and chipping immediately around the trees would be more cost effective and define for grass cut in between. Members concurred with this amendment.
  - Grass was encroaching on the cedec path; a spraying quotation was being provided by the contractor.
  - Loose stones from the path were causing difficulties for the grass cutting contractor and had affected the blades. David Pegley Contracting had agreed to return to re-roll the paths and the Clerk was chasing. Where the hardcore had been delivered for the path, some large bricks and stones remained in the soil. Potentially a working party was required to pick up or perhaps the WSCC Young Offenders Scheme.
  - The grass had been affected by the contractor's vehicles and was compacted and bare of grass; AB believed that it would recover.
  - It was likely that further tree work would be required in the dividing hedge; the Clerk would seek advice.
- Pavilion Lease: A draft lease was being reviewed by AJ and HT.
- Community Land Trust: Information had been provided by the solicitor; the Clerk had been unable to progress.
- Byelaws: The Clerk would set up a meeting to review.

## 12. New Items for Discussion:

- a. South Downs National Park Board Elections – Parish Nominees:  
Details of the nomination process and role had been circulated to all councillors in advance of the meeting; no interest was expressed.
- b. Community Infrastructure Levy:  
Consultation details and explanation had been circulated. Due to the complexity and as the National Association and district councils would be responding, it was agreed that the Parish Council would not submit a response.
- c. Cricket Club Practice Nets:  
HT withdrew from the meeting for the following discussion.

The Chairman explained that the new cricket practice nets had appeared on the Green with no request to the Parish Council. The structure was extremely large and visible. The lack of

communication had been highlighted to both Wisborough Green Sports (WGS) and the Cricket Club; it appeared that the WGS Chairman was also unaware. The nets were currently situated behind the Pavilion and the Cricket Club had now submitted a request to use and locate them on the Green. AB displayed a photograph to show the new structure and the old structure it was replacing which was in Stable Field.

The Chairman invited the Cricket Club representatives to address the Council to give clarity. It was explained that the nets installed in 2015 replaced old nets at the concrete base site and that a further temporary net structure was also used on the Green when the practice field in Durbans Road was no longer available. A replacement was required as the old structure had failed and the junior element and training was popular. The Cricket Club Chairman confirmed that it was the intention to lock the structure to the sight screens behind the Pavilion when not in use so that it could not be moved around the Green. He confirmed that the decision to purchase was made at the end of last season, and it was regrettable that the Parish Council was not consulted. Unfortunately, a new management/volunteer structure had to deal with several elements such as parking, drainage and safeguarding issues and the request was a regrettable omission. It was confirmed that there were 150 registered juniors from Wisborough Green and local villages; the split was unknown. The Club was previously able to use a field for practice and at some stage in the future a further field would be required.

The Chairman reiterated that it was regrettable the proposed purchase was not mentioned at the Green Coordination Group which was the forum for such discussion. The structure was not a like for like replacement. He was concerned that WGS appeared to have a proprietorial view of the Green which was apparent from the items left around the Pavilion. This raised concerns about responsibility of a new and larger building. The designation as a Village Green restricted use to those associated with community and sports use. Playing sports was part of village life but this was a further grievance which caused bad feeling.

SW expressed her concern that more of the area behind the Pavilion was being taken over by WGS; this was the only area that remained for family use/picnics when sport was being played on the main area.

After some further discussion, the following was agreed:

- The structure to be painted (invisible) green at the end of this cricket season.
- The nets to be changed to green to match the current nets.
- The structure could be located on the Green from 1<sup>st</sup> May until the end of the first week in September.
- After use the structure has to be returned and locked behind the Pavilion. For each incident of the nets not being returned, the time allowed on the Green would be reduced by one week.
- General clutter from around the Pavilion to be removed and the area kept tidy.

HT re-joined the meeting.

- c. Use of the Green: A request had been received to use a small area of the Green for a children's futsal/football club for 8 children on a Thursday morning from 8 – 8.40 am. It had been run at the school for the past 2 years, but the school space was now required for an alternative care provider. AB expressed concern that this was a commercial activity and that he had previously set up to use the southern end of the Green when the ground was too wet; damage would have prevented cricket from being played. He stressed that careful management was required to ensure that the surface was fit for sport. Songhurst Meadow was considered as an alternative although the surface and grass length could cause difficulties. **After some discussion, it was agreed that the area behind the Pavilion could**

**be used, and when the ground was unsuitable in the winter months, the new surface was available. Clerk to advise.**

9.10 pm – The two members of public left the meeting room.

- d. Litter Picking Equipment: The Chairman was delighted with the level of support at the last event and highlighted that equipment was in short supply. Members supported the need to purchase further equipment and authorised expenditure of up to £250.
- e. Event 'No Parking' Cones: Despite recording use of cones, every year a few were damaged, more so last year by the Friday cricket parking. The Clerk had recently provided WGS with a further 7 (to make up to 10) from the store along with some different cones picked up in the village. Members agreed the expenditure of £100 to purchase 15 more cones and that in future, WGS should purchase their own cones to encourage ownership and removal after use.
- f. Broadband and Telephone: The BT contract was up for renewal. Members agreed that in an emergency, possibly without electricity, the current copper line was required particularly as mobile reception was sporadic. **Members approved the BT Fibre 1 Broadband with 700 minutes call package at £43.99 per month.**

13. 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**

WSCC Highways Update – Continue to see exceptionally high numbers of customer reports for highways. Current staff vacancies and significant incidents on the network have added to the workload. Officers and contractors doing all they can with gangs working twilight shifts and Saturdays. To enable the Highway Teams to effectively deal with the volume of safety issues being reported, they have paused non-statutory activities for a period of 4 weeks as done in January. Have extended response times to customers on general enquiries from 10 to 20 days. **Noted.**

English Regional Transport Association (ERTA) – notes of meeting in Guildford in April.

Rural Services Network – The Rural Bulletin.

Carters Way Resident – “Just wanted to pass on my thanks and gratitude to you and the parish council for all you do for our village. Thank you for all your hard work, and work behind the scenes, so much has been achieved in the last year from the annual report. You all really make the village a lovely place to live and our children to grow up.” **Acknowledged with thanks.**

Open Space Society – April eZine.

Resident – notification of dead hedgehog in the pond and offering to contribute to the cost of a ramp. Advised resident that a double ramp was in place. **It was felt that one double ramp was sufficient as it was a very rare occurrence.**

ERTA Newsletter 49 – May/June

CDC - consulting on the proposal for the Public Space Protection Order (PSPO) for Control of Dogs 2023. The council has reviewed the Public Space Protection Order (PSPO) for Control of Dogs 2020 that covers:

1. Fouling of Land by Dogs
2. Dogs on Lead by Direction
3. Exclusion of Dogs from a small number of specific areas, for all, or part of the year.

The proposal is to extend the PSPO for a further three years from October 2023 in its current form. We are undertaking a consultation exercise to enable views and opinions of stakeholders and



the public to be considered before proceeding with the orders. **The Clerk had previously raised and made enquiries. There were no comments to make.**

Rural Services Network – The Rural Bulletin.

WSCC - Ofsted published their inspection of local authority children's services (ILACS) report following the full March inspection.

Ofsted Inspectors praised WSCC Children's Services for its 'relentless approach to improving practice,' giving the service an overall rating of 'requires improvement', with two 'good' judgements and two that 'require improvement to be good'. This rating is up from the last full inspection of Children's Services back in 2019, when all areas were rated as inadequate.

Inspectors recognised the 'strong, determined and cohesive leadership team' who have made significant improvements since 2019.

WSALC –Water loss at the weekend highlighted the lack of published mobile numbers for Councils or a designated 'duty councillor'. Trevor Leggo was contacted about potential distribution points. Asked to review Emergency Plan arrangements and publish document.

**An article about vulnerability registration to be included in the next newsletter. A Whatsapp group to be set up for the Major Emergency Plan members to aid communication.**

GACC - Gatwick Area Conservation Campaign (GACC) Annual General Meeting, Monday 5<sup>th</sup> June, 2023 at 7pm. To be held at: Stanhill Court Hotel, Stan hill, Charlwood RH6 0EP Guest Speaker: Dr. Alex Chapman, Senior Researcher, New Economics Foundation. **The Chairman was unable to attend and invited any other member to attend.**

Rural Services Network – The Rural Bulletin.

#### 14. 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/23/00961/PA1A - Case Officer: Miruna Turland	Mr Mark Harrow 66 Butts Meadow Wisborough Green Billingshurst West Sussex Single storey rear extension to the rear (a) rear extension - 4.20m (b) maximum height - 3.60m (c) height of eaves - 2.50m. O.S. Grid Ref. 504620/125973 <u>No Objection</u> but due to the Parish Council's support of dark sky policies and initiatives, dusk to dawn blinds on the Velux windows were requested to prevent the egress of light at night.

- b. District Council Decisions:

The inconsistency with the condition for dusk to dawn blinds was noted. Cllr Todhunter to be asked to follow up with CDC.

Application Number	Application Details	Decision
WR/21/02823/DOM - Case Officer: Oliver Naish	Mrs T Penfold Still's Billingshurst Road Wisborough Green	PERMIT Dusk to dawn blinds

	Conversion of existing garage to create additional ancillary living accommodation including provision of dormer window.	
WR/23/00262/DOM - Case Officer: Miruna Turland	Mr Oliver Betchley Meadow View Petworth Road Wisborough Green Installation of timber 5 bar gate.	PERMIT
WR/23/00365/DOM - Case Officer: Miruna Turland	Mr Ben Harnan 7 Council Cottages Durbans Road Wisborough Green Proposed two storey side and rear extension, front entrance canopy, and associated landscaping including new rearranged driveway and access. Relocation of existing garage.	PERMIT No mention of requested blinds

- c. Enforcement - Tree felling in Collards Field, Durbans Road: CDC had acknowledged receipt and were investigating; no further update provided.

15. Finance:

- a. Society of Local Council Clerks: Members approved the expenditure of £236 for the Clerk's annual membership.
- b. Bank Reconciliation: HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for month ending 30th April 2023.
- c. Accounts for Payment:  
The Clerk displayed the Payment List for May that was approved.

Online payments for the Barclays Community Account  
Payment entered on 16th May 2023 unless stated otherwise.

Payee	Amount £	Description
April Skies Accounting 20.04.23	175.70	Year-end internal audit
Hemmings Wine Merchants 02.05.23	79.64	Annual Parish Meeting refreshments
O J Austen 12.05.23	650.00	Balance for contribution towards Coronation Event band
Grasstex Ltd 12.05.23 (Active Grounds Maintenance)	3,595.20	Agreed work to village green
Open Spaces Society	45.00	Annual subscription
P Drummond	29.23	Annual Parish Meeting refreshments
Sussex Land services	1,025.40	Allotment hedge cutting (February) and March grass cutting contract
West Sussex County Council	2,044.11	Clerk's salary and oncosts for April
L N Davies	55.81	Replacement allotment padlocks, Email and website monthly charge, printer ink, stamps
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for April
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for April
Steve Tilbury Consulting	100.00	Advice in relation to Chichester Local Plan Reg 19 consultation
Sam Aldrich Fencing Ltd	677.06	Knee rail installation by ditch in Songhurst Meadow
Thomas Stride Garden Services	111.10	Verge cutting contract Songhurst Meadow

Arun District Council	192.79	Annual report printing
Mr P Townsend	38.62	Replacement allotment tap
	<b>£9,818.99</b>	

#### Direct Debit Payments from Barclays Community Account

Date	Amount £	Payee	Description
05.05.23	269.12	NEST	Clerk's pension for April
09.05.23	3,567.25	Public Works Loan Board	Workhouse loan repayment
	<b>£3,836.37</b>		

#### Payments to Barclays Community Account

Date	Amount £	Payee	Description
02.05.23	3,311.50	Aviva	Insurance payment for stolen Speed Indicator Device less £125
03.05.23	42.12	Allotment tenants	Annual allotment rent
10.05.23	55.62	Allotment tenant	Annual allotment rent
15.05.12	48.09	Allotment tenant	Annual allotment rent & deposit
16.05.23	3,843.00	WG Village Hall	Lease payment
	<b>£7,300.33</b>		

#### Bank Transfers

Date	Amount £	From	To
02.05.23	25,000.00	Barclays Community Account	Barclays Reserve Account
09.05.23	30,000.00	Barclays Reserve Account	Barclays Community Account
09.05.23	30,000.00	Barclays Community Account	Cambridge & Counties 1 Year Fixed Rate Bond (2) Payment entered by the Clerk/Authorised by PD

- d. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. The Clerk highlighted that the second 1 Year Fixed Rate Bond with Cambridge & Counties had now been opened. There were no further questions.
- e. Debit Card: Barclays Bank had lost the previous application forms. **Due to the time delay, Members re-approved the Clerk's request for a Debit Card linked to the Barclays Community Account to facilitate online purchases and monthly payments for, for instance, the website and HP Instant Ink; the authority level was agreed at £500. Expenditure using the card would be in line with the Financial Regulations.**
- e. Direct Debits: Members approved continuance of the current Direct Debit payments to NEST, Business Stream, British Telecommunications, Public Works Loan Board, Information Commissioner and Chichester District Council.
- f. Contract Payments: Members authorised that annual contract payments for the public toilet cleaning and grass cutting.
- g. Bank Signatories: The Clerk gave explanation to the current banking arrangements and signatories. She would be updating the Bank Mandate for Natwest and **it was resolved that signatories would be MW, HT, AB, MOM and TW. This would reduce the risk of not being able to access to funds.**

16. Other Reports:

- a. Village Hall: The Committee had been requested to consider use of the S106 Art Funding from the Great Meadow development. CDC had confirmed that the available fund was currently £9,483.34 and must be used by 21st January 2029. **Members agreed that an update was required from the Committee at the September meeting.**
- b. Allotments:
  - Main Gate Height: A request from tenants to increase the height and improve security had been circulated. Members agreed that if the tenants were willing to undertake the work and it was completed to a high standard, it would fund the necessary supplies. The Clerk advised that the old padlocks were failing, and replacements purchased
  - Unworked Plots: Most of the plots were being well worked. Unfortunately, one plot had not been worked last year and despite reminders, remained unworked. The tenant had not paid the annual rent which was over 40 days in arrears. As the tenant was in breach of their agreement on two counts, Members agreed that the tenancy should be terminated. The Clerk advised that a month's notice would be given to allow time for equipment and the shed, if required, to be removed.

Another plot, which had been allocated to a Kirdford resident on a 3-year term, was also unworked. The tenant had paid for the plot and advised that they were using a no dig policy this year, but the Clerk had also received word that the tenant had moved from Kirdford. Members agreed that if they had moved, they were in breach of their agreement and again, the tenancy should be terminated, giving one month's notice to remove equipment and the shed.
- c. Health & Safety: There were no concerns to report. TW advised that WSCC had repaired the drain covers in the A272 verge that he reported.

17. Any Other Matters to Report:

- a. The Clerk advised that she had been contacted by a School Road resident about the tree removal. The resident was upset that she had not been contacted and could now see the road. The Clerk had advised that the tree was removed on safety grounds and a replacement would be planted. **Members supported this response, concurring that it was not necessary to advise the resident; the tree was on Parish Council land and had to be removed.**

18. Date of Next Meeting:

Planning Committee – Changed from Tuesday 30th May to Tuesday 6<sup>th</sup> June 2023 at 8.00 pm (if required)  
Parish Council Meeting – Tuesday 20th June at 7.45 pm

There being no further business, the meeting closed at 9.55 pm.

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