

DRAFT MINUTES TO BE AGREED ON 17th OCTOBER 2023

Date: Tuesday 19th September 2023

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

Apologies: Ms L Bartley (LB)

Non-Attendance: Mr A Burbridge (AB)

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

Members of Public: None

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

1. Apologies for Absence:
Apologies were received and accepted from Ms Bartley.
2. Declaration of Members' Interests:
No interests were declared.
3. Minutes of the Last Meeting:
The Minutes of the extra meeting held on Tuesday 15th August 2023 were approved as a correct record and signed by the Chairman.
4. District/County Councillor Updates:

District Councillor: A report had been circulated in advance of the meeting, summarised below.
Cllr Evans and Cllr Todhunter (in attendance from 7.45 pm until 8.15 pm) gave further explanation to some updates.

Local Updates

- Chichester Local Plan – Chichester District Council (CDC) received a very large number of responses to the Local Plan consultation earlier this year. Officers have been collating and categorising these responses and are working hard to ensure that the Plan is submitted to the Planning Inspectorate for review in the Autumn. The council fully supports making the Local Plan, which, amongst other things, will help protect from speculative housing developments.
- Parish Neighbourhood Plans – Working with several of 'our' Parish Councils and CDC to support the production of Neighbourhood Plans. CDC had been asked to actively reach out to support Parishes in this process.
- Land West of Cornwood, Townfield, Kirdford – Expected to go to the August planning committee, however it was further delayed until September whilst officers finalise their

report. Disappointment had been expressed to CDC about the time to determine this application, 956 days if not determined by 30th September.

- Lagoon 3 – Cllr Evans and Todhunter attended Horsham Magistrates Court on Wednesday 23rd August, unfortunately another trial took priority. A new date had been set for 25th January 2024, which would be marked as ‘priority’.
- Crouchlands Proposed Developments – A meeting between the developer, Loxwood Ward District Councillors, the Leader of the Council, and a Senior Officer took place on 11th July. At the meeting it was outlined that the determination date was likely to be extended again as there were several issues to resolve, not least Water Neutrality, roads infrastructure and ecological matters.
- Loxwood Shop Update: Following the signing of the Section 106 agreement, permission had finally been granted for the building of a new shop and associated housing in Loxwood, on the south side of Nursery Green.
- Southern Water Roadworks, Plaistow – Inappropriate and dangerous signs were reported to West Sussex County Council by Cllr Evans. Work finished on 13th September and the road has now reopened.

CDC Wide Updates

- Next Full Council Meeting – Tuesday 26th September
- Meeting your District Councillors:
Cllr Evans had the following surgery dates scheduled from 12pm-2pm:
Saturday 16th September 2023 – Kirdford Village Shop, Kirdford
Saturday 7th October 2023 – Stag Inn, Balls Cross

Should the dates be unsuitable, we are also happy to do home visits, telephone calls or zoom calls.

Cllr Gareth Evans, email: gbevans@chichester.gov.uk or telephone 07958918056

Cllr Charles Todhunter, email: ctodhunter@chichester.gov.uk or telephone 07500 577 777

- *TW expressed his disappointment that the Local Plan update indicated that the local District Councillors were not questioning the development numbers in the northern parishes and his concern that the reasons for allocating housing in the NE district were supported with poor justification. Cllr Todhunter explained that the Local Plan was going to examination and the content was not what he and his colleagues wanted. However, it was far better to have a Local Plan in place to avoid speculative development. The preparation of the Plan took time, so it was better to have this Plan and potentially revisit again in a couple of years.*
- *The Chairman questioned the accuracy CDC’s claim that a large number (2,500) responses had been received given that 100 were from WGPC and a significant number from developers promoting their schemes, it was likely that the number of responders was pitifully low and was indicative of the convoluted nature of the consultation and the extreme difficulty on completing it. It was a woeful consultation.*
- *Having received an answer to a Freedom of Information request, the Chairman expressed unease at the Local Plan decision-making process. From the response, it appeared that Members were being briefed in informal and unminuted meetings, which lacked transparency and prevented the Council being held to account. He had raised this at the All Parishes Meeting last evening and was ‘shut down’.*
- *In answer to the Clerk’s query, Cllr Todhunter confirmed that the housing land supply would be updated in November – it was currently 4.7 years. He was trying to ascertain how the record was maintained and why it was not updated on a rolling basis.*

County Council: A report had been circulated in advance of the meeting, summarised below. Cllr Dunton (in attendance from 7.45 pm until 7.58 pm) gave further explanation to some updates.

- Secondary School Places: Parents can now apply to register children for Year 7.
- Reusable Waste or Recycling: 200,000 tonnes saved in the last year.
- Budget Preparation: The first budget workshop was held some weeks ago and the second due in October. All very complex, with increased costs and a need to have a balanced budget.
- Platinum House at Broadbridge Heath: The new fire station goes from strength to strength and is fully operational. Many training requests including those from abroad.
- Woodlands Mead Special School near East Grinstead: Nearing completion and when ready with accept some 500 special needs children.
- Fire and Rescue Committee: Met last week to review the quarterly report. All were pretty good with just 3 still rated as amber: Safety audits, to keep people safe in their own homes; Immediate response times at 98.1% and Staff qualifications at 98.1%. The only Red rating was retained Staff availability at 46.7%. If you know of any who would like to look at the possibility of becoming a retained Fire officer, please do encourage them to apply.
- When advised, Cllr Duncton report issues, and confirmed that highways issues were taking longer than usual.
- There was understandably concern about the cement used in schools. Cllr Duncton confirmed that all WSCC Schools had passed inspections. Church Schools and Academies did not come under WSCC control and were required to undertake their own checks.

TW asked Cllr Duncton if she could present her report in an easier to read format.

SW reminded Cllr Duncton that a couple of years ago she (SW) had raised food recycling and asked when this would be introduced. Cllr Duncton advised that this was a District responsibility and confirmed that Arun District Council did undertake a trial. WSCC currently had no capacity to facilitate this but were investigating.

SW expressed her concern at the road surface condition of the A272. She had reported it to Cllr Duncton but was concerned that cars now avoiding potholes put pedestrians at risk. Cllr Duncton explained that potholes would be addressed when they reached 40mm deep and would be marked up accordingly.

AJ highlighted that other village roads had been surfaced dressed but the A272 seemed to have been forgotten. TW advised that he had reported some potholes which had been addressed, but the new holes that had appeared nearby in the interim were ignored. Cllr Duncton agreed to re-report.

The Clerk highlighted that road reflector posts had been destroyed by the verge cutters. She therefore questioned whether a reduction in verge cutting was a false economy when the verge cutters could not see the posts, which would now need replacing. The posts at Shurlands Corner had been reported; other areas outside of the Parish had been noted.

5. Public Questions:

There were no members of public present.

6. Report on on-going matters:

a. Gatwick Airport:

Over the summer months on the village Facebook page, the Clerk had noted comments that the Chairman was against Gatwick for his own personal reasons. She wished to draw this to members' attention and asked that the Parish Council consider and confirm its position. Updates from the various campaign groups as well as Gatwick Airport had been circulated to fully brief members on all opinions. The Chairman gave brief explanation to the complexities and the potential impact upon Wisborough Green. **Members reaffirmed**

the Parish Council's opposition to Gatwick expansion and delegated the forthcoming consultation responses to the Chairman and Clerk.

b. Neighbourhood Plan (NP):

Update from the last meeting: At the last meeting, a response to the complaint letter had not been received and, consequently, further action was agreed. The following day a response was received and circulated. The agreed actions to inform the Northern Parishes, for the Chairman to speak to the CDC Chief Executive and to advise Cllrs Evans and Todhunter of the Council's intentions were not undertaken. A Freedom of Information request was submitted and the 20 days expired yesterday; the Clerk would now follow up. Cllrs Evans and Todhunter advised that they had just received a response from the Planning Officer relating to the Glebe Fields; they were unable to share the contents of the email but confirmed that the developers were seeking pre-application advice, which supported the Parish Council's suspicions as ecologists had been seen in the fields. TW advised that he had not distilled the main details from the Levelling Up Bill.

NP Steering Group Update: The NP Steering Group met on Monday 4th September to consider CDC's response. The response was as expected but had perhaps raised awareness within CDC considering recent circulated updates. The NP Group did not wish to take the matter further but concentrate their efforts on the NP. The offered meeting had been requested and this was now organised for Monday 9th October. The discussion items would primarily be sites and options, and pickup elements relating to the Housing and Economic Land Availability Assessments and statements within the Local Plan Strategic Environmental Assessment. CDC had also agreed to share the Local Plan Regulation 19 site information and would now involve NP members in the proposed site assessments to be undertaken by the CDC Heritage and Landscape Planning Officers.

Stable Field Agreement: This was now being progressed by the solicitors.

Ansells Yard Footpath: The developers had undertaken a survey and confirmed that the footpath, from Ansells Yard to Tanglewood Nursery on the southern side of the road, was achievable. They were seeking pre-application advice from WSCC Highways.

Footpath on the Village Green: A ballpark figure of £45-55,000 had been obtained from a WSCC authorised contractor.

Newpound Land Sale: For information: two acres of land behind the warehouses on the southern side of the B2133, accessed from Newpound Lane, had recently been advertised.

Newpound Planning Application Appeal: SW highlighted that many of the examiner's arguments to dismiss the appeal were also applicable to Wisborough Green as a whole.

CDC's response to the Parish Council's complaint was discussed. **As CDC was apparently now engaging with the PC, which was welcomed, it was agreed that any further response to CDC's reply would not be decided upon until after feedback from the meeting on 9th October when CDC's openness and engagement would be reviewed.**

c. New Youth Provision:

New Surface: The Chairman and Clerk attended a site meeting with the contractor to discuss the trip hazards that should have been addressed as part of the installation. They would provide new socket covers and had agreed to fund the work to be undertaken by a local contractor, to be organised by the Clerk.

Damage to the Old Surface: Unfortunately, the basketball net had been dropped during reinstallation and damaged the surface: a 4 inch cut. The contractor advised that this could be easily glued, but the repair could impact upon left-handed batters. **It was agreed to inform and seek advice from the Cricket Club Chairman; an insurance claim would be made if necessary.**

Maintenance of the Old Surface: A request had been received from the Cricket Club for the Parish Council to assume maintenance of the whole area as it was now being promoted for general use, and the potential for damage to the 'carpet' had increased. The installation contractor advised that he attended at the start of the season to erect the nets and previously just brushed the surface. He confirmed that the surface was suited for further use. **It was agreed that the Parish Council would assume maintenance responsibility outside of the cricket season with a handover before the erection and after the removal of the nets. A proposal to be made to the Cricket Club that the surface be gifted to the Parish Council and as such, be covered by the Parish Council's insurance.**

Storage Box: Possible options were reviewed. **Members authorised the purchase of the sloping top box with soft close hinges and lock at a cost of approximately £200 plus installation; it was noted that the Fete Society had donated £250 towards this purchase.**

d. Songhurst Meadow:

Dog Fouling: Despite notices in the Parish Council newsletter and on Facebook, this was still a problem and a resident was regularly picking up other people's dog's faeces. He had observed owners often walking in front of their dogs being totally oblivious to or ignoring their dog's fouling. The area was covered by CDC's Public Space Protection Order; CDC to be advised. After some discussion, **it was agreed that in the first instance, dog fouling warning notices would be displayed "Dog Fouling, £100 Penalty, Area Monitored."**

Woodchips: The Clerk advised that the thistles in the shrub border had been sprayed but further woodchip was required. **Expenditure of up to £475 was authorised.**

Maintenance Review: As this had been the Parish Council's first year with management responsibility, **the Chairman and HT agreed to undertake a review with the Clerk to inform next year's budget.**

e. Byelaws:

Further advice had been obtained from The Department for Levelling Up, Housing and Communities (DLUHC). The Parish Council was able to lead the process but must consult with residents and DLUHC confirmed that a consultation flyer delivered to all households was appropriate for the village size. An application, including draft proposed byelaws and associated report, would need to be submitted for approval by the Secretary of State. As it was unlikely that the process would be repeated for some time, the Clerk stressed the importance of ensuring that the byelaws were correctly worded and appropriate for both the village green and Songhurst Meadow open space. The proposed Byelaws were reviewed and slight amendments noted by the Clerk in relation to drones, ponds, golf, age of children using the playground and fishing.

The following was agreed:

- **Model byelaws as tabled, with slight amendments recorded by the Clerk.**
- **Infringement Fine - £500.**
- **Village consultation – the next newsletter dedicated to the Byelaws to highlight awareness in the village. Feedback via a paper response form or email and to include a sentence that non-response was deemed as acceptance.**

f. Clerk's Update:

- August Bank Holiday Fete: The Clerk thanked those members who helped at the Fete. It was a terrific day which was well attended and raised a similar level of funds to previous years. The only issue that had been reported was pavement parking on the A272 by Great Meadow, despite three field car parks being available. The Society would discuss but an option was to place no parking cones on the pavement.
- Litter and Dog Waste Bins: The bins had now been cleaned, re-fixed, liners replaced where needed and labels indicating dual use (litter and dog waste) attached. The dog bins had now been removed and CDC informed. It was just the removal of the old posts to be completed.

- Visiting Fair: A small fair would be arriving tomorrow and positioned on the north end of the Green.
- School Road Watershed Application: A WSCC Highways officer had undertaken a survey to draw up a proposal to address the flooding that affected the Gatehouse; an application would need to be submitted. The officer had also put a camera through the A272 gully (south end of the Green) which confirmed that it was silted up; this had now been reported. The Officer indicated that there were other issues with the A272 surface water drainage which were already being investigated. The Clerk to enquire if the delay in re-surfacing the A272 related to the drainage issues.
- Hedges: A proposed letter to residents to cut overgrown hedges was reviewed; members supported the action to deliver to offending households in the coming weeks.

In the absence of AB, the Clerk was unaware if he had spoken to the owners of Park Cottage about their hedge which prevented the clearance of the Kirdford Road ditch. Members noted that this ditch took water from Kirdford Road, Butts Meadow and the village green drainage system and non-clearance would have a significant impact, not least on Park Cottage which had experienced flooding in the past. Members felt strongly that the lack of action was unacceptable and as the landowner, the Parish Council must have access to the ditch. It was agreed that the Clerk should follow up with AB in the first instance. Unless the hedge was cut back hard, vertical to the ditch edge, within 14 days, the Parish Council would arrange the cutting and pass on the charge. There was also a Hawthorn tree leaning into the main drainage ditch that would impact upon planned clearance; again, the overhanging branch to be removed by the resident or the contractor clearing the ditch.

- Information Kiosk Map: Damage to the map was reported and the purchase of a replacement, approximately £30, was approved.
- Community Litter Pick: Organised for Saturday 7th October; members were encouraged to support.
- Tree Preservation Order Review: Being undertaken by four residents who would record and photograph the trees, and report in due course.
- Public Toilet Agreement: No further contact from CDC – the Clerk to pursue.
- Winter Management Plan: WSCC had made contact to confirm arrangements for this winter. MOM agreed to be the main contact to receive the ‘trigger’ for local support and coordinate; the Clerk would provide further details. The Chairman advised that with the springs in Bedham the road became sheet ice in freezing conditions, and as such, gritting was required; **the Clerk to pursue with WSCC.**
- Shurlands Corner: The property owner on the corner had written again to express concern at traffic speed off the A272 into Fittleworth Road. As previously, the Clerk had advised that WSCC was unlikely to alter the road layout and suggested a mirror opposite his driveway; members supported this response. WSCC had undertaken an assessment for a Speed Indicator Site in the 40 mph buffer zone but a suitable site could not be identified; devices were not permitted on bends and there was no safe and legal place to stop due to the double white lining. **SW agreed to follow up with the police to ascertain if a Community Speed Watch site could be identified.**
- November Newsletter: To be about the Byelaws.
- Future Meetings: Dates had been circulated.
- CDC Infrastructure Business Plan: The Clerk would circulate to be discussed, in conjunction with the Parish Council’s objectives, at the next meeting.
- 2024 Meeting Dates: Circulated.
- Any Other Matters to Report:
 - Northern Parishes Meeting: Organised for Thursday 19th October on Zoom. The agenda had been circulated and attendance was encouraged.
 - Emergency Plan: An equipment check to be organised with AB/TW/MOM.

7. New Items for Discussion:

a. Ditch Clearance:

Members approved the expenditure to use a local contractor to clear the main drainage ditch opposite the Cricketers Arms for £750.

b. Village Maintenance:

Members agreed that WSCC should be approached about a partnership agreement in relation to gully vegetation.

c. Replacement Trees:

It was a planning requirement that the removed trees were replaced in the Autumn.

Members agreed to accept the quotation for £921.80 from English Woodlands (used previously) to supply three trees, supports and strimmer guards; Maple October Glory for the south end of the Green, a Liquidambar for School Road and a Golden Norway Maple for opposite the Cricketers Arms. It was noted that there would be an additional planting charge.

d. Balloon Take-offs:

In view of Byelaw changes and a recent newsletter article, a request had been received from a local resident who had historically flown hot air balloons from the Village Green and wished to continue taking off from the Green. He advised that balloons had been taking off from the village green since 1986, with the first charity flight in 1991. Throughout some thirty years of flying from the green there have been no incidents or accidents. There were no morning flights, with take offs being late afternoon/early evening, when most other activities had finished. The setting up and take off took 30/40 mins. He advised that as a result of the Virgin sponsored balloon landing on the Green, the nation club (British Balloon and Airship Club) had been contacted and the Green was now marked on balloon maps (required by law to be carried in the balloon) as a sensitive area (SA). The Green was marked in red as no landing and an overfly height of 500' above ground level. **Members acknowledged that this had been a longstanding arrangement and gave permission for personal or charitable use but not commercial flights.**

e. Remembrance Day:

An application for the road closure had been submitted; councillor attendance to be confirmed. **Members agreed to re-use last year's wreath but still make the £100 donation to The Royal British Legion. A 'Lest We Forget' flag or large poppies were declined.**

f. Dog Waste Bags:

As previously advised, the village was currently using about 800 bags every 3 weeks at a cost of £27.98. A notice to 'take just one' was put on the dispenser and articles included in the newsletter. The Clerk had been observing and many people appeared to be using as a personal supply. One lady thought they were provided for general use and car drivers had been seen pulling up, taking a handful and driving away. **Members agreed that in the first instance the dispenser was to be relocated alongside the west road and the use monitored. If the quantity used did not reduce, the provision would be removed.**

g. CDC's Statement of Community Involvement (SCI) Consultation:

Notification had been received that the consultation would open shortly. **It was agreed that, if possible, the difficulties experienced with the Local Plan Regulation 19 consultation should be submitted; the response was delegated to the Clerk and 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.

Correspondence – Details of emails and letters received
CDC – confirmation that all documents sent to CDC as part of the Regulation 19 consultation would be sent to the examiner. Highlighted.
Rural Service Network – The Rural Bulletin.
WSSC – details of Book-a-Bus, a new flexible on-demand service – 98 Flex. Operates on bookings received via Ride Pingo app. The initiative was welcomed but there was concern that the demographic that would welcome this service might struggle with using an app. The Clerk and SW would organise a trip to test the service.
WSSC – Joint Minerals Local Plan – five-year assessment undertaken – no substantive changes in national or local circumstances and policies performed as expected Assessment concluded that the Plan is still relevant and effective and does not need to be formally reviewed.
Rural Service Network – The Rural Bulletin.
Gatwick Airport – notification of submission of application for a Development Consent Order in respect of the Northern Runway Project. Circulated.
Rural Service Network – The Rural Bulletin.
SDNP – August Newsletter.
Rural Service Network – The Rural Bulletin.
Rural Service Network – The Rural Bulletin.
WSSC – details of grants available for community defibrillators.
Plaistow & Ifold Parish Council – Notification that the enforcement proceedings relating to Crouchlands and Lagoon 3 were not heard in August and deferred to 25 th January 2024 at Worthing, 9.30 am.
WSSC – Ash Die back works – scheduled for 16 th October, Great Meadow hedge line 2 days. Noted.
Rural Service Network – The Rural Bulletin.
Shurlands Corner resident – verge cutter taken out reflective posts – reported to WSSC. Noted.
Rural Service Network – The Rural Bulletin.
GACC Newsletter – Gatwick 2 nd Runway – Development Consent Order application live – details circulated.
APCAG – Annual General Meeting on 9 th October 2023 at 6 pm on Teams. PD would attend.
SDNPA September News.
SDNPA – Notification of Parish workshop on 4 th October at 6.30 pm - a chance to meet your parish-nominated members who sit on the National Park Authority, to get an update on key activities happening in the National Park and to ask us questions you may have about the National Park Authority and its work. Dr Jill Sutcliffe willing to attend, if she is available, and report back. Members supported and welcomed Dr Sutcliffe's attendance.
Rural Service Network – The Rural Bulletin.
APCAG – Gatwick second runway update and registration details. Circulated.
CDC – Updated on Housing delivery – circulated. Additional information requested which confirmed the current housing need.
CDC – The Council's draft local list requirements document is open for consultation until 12 th October. The Local List is used to determine the validity of each planning application received by the district council. No comments to submit.
Rural Service Network – The Rural Bulletin.

9. Planning

- a. New Planning Applications: 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/23/01739/TCA - Case Officer: Henry Whitby	Burgin School Cottage School Road Wisborough Green Notification of intention to fell 3 no. fruit trees of mixed species (TG1). O.S. Grid Ref. 505106/125993 CDC advised that the application had to be determined prior to this meeting. As such, members provided comments and the Parish Council objected to the application. The application had since been determined. No Tree Preservation Order was prepared; the Pear tree was exempt and neither of the other 2 trees warranted TPO status. All were short lived species and there was evidence of these species' roots being live and present near to the property's damaged porch. Due to the issues and the potential detriment to the dwelling, replacements were not requested.

- b. District Council Decisions:

Application Number	Application Details	CDC Decision
SDNP/23/00570/FUL	Mr and Mrs A Dimond Old Smithy, Land South of Old Spencers, Crimbourne Lane, Wisborough Green, RH14 0HY Change of use and extension of existing outbuilding 'Old Smithy' to provide ancillary accommodation to 'Old Spencers'.	Approved
WR/23/00961/PA1A	Mr Mark Harrow 66 Butts Meadow Wisborough Green Single storey rear extension to the rear (a) rear extension - 4.20m (b) maximum height - 3.60m (c) height of eaves - 2.50m.	No prior approval required

- c. Enforcement Update:

- Northlands Farm - Dog Exercise Field: A planning application had been submitted.
- Collards Field – Shepherd's Hut: CDC had acknowledged receipt and allocated as low priority. No further update.
- Northlands Farm – Garage Conversion: An anonymous letter had been received to highlight that a garage had been converted into a house. Members agreed that details should be forwarded to CDC.

- d. Planning Appeal – Land adjacent to 1 Newfields, Newpound: The appeal was dismissed. The decision notice had been circulated and was noted.

10. Finance:

- a. Bank Reconciliation: HT confirmed that he had checked and agreed the bank reconciliation for the Barclays Community Account for months ending July and August 2023.

b. Accounts for Payment:

The Clerk displayed the Payment List for August and September 2023 that was approved.

Online payments for the Barclays Community Account

Payee	Amount £	Description
Paid 07.08.23 Cappagh Public Works Ltd	687.47	Sharp washed sand for drainage trenches on the Green
Sussex Land Services	833.40	Grass cutting Contract for July (The Green) & car park spraying
West Sussex County Council	2,044.11	Clerk's salary and oncosts for July
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for July
Thomas Stride Garden Services	111.10	Verge cutting contract Songhurst Meadow for July.
Association of Parish Councils Aviation Group	100.00	Annual membership subscription
Mr T Ralph Ralph Restorations	1,115.00	Painting of 3 x fingerpost signs and telephone kiosk
L N Davies	174.51	IONOS annual website fee and domain, litter bin labels & bolts/washers for litter bins
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for July
Melba Swintex	181.15	2 x replacement litter bin liners
Aspl Safety Specialists	161.82	Litter picking sticks and high visibility waistcoats (£250 authorised by PC 16.05.23)
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for August
Moore	504.00	External audit fee
West Sussex County Council	2,044.11	Clerk's salary and oncosts for August
Thomas Stride Garden Services	111.10	Verge cutting contract Songhurst Meadow for August
JWS Landscapes	245.00	Songhurst Meadow grass cutting contract for August
Arun District Council	208.00	August newsletter printing
L N Davies	59.99	Annual computer security
	10,411.66	

Payments from Barclays Community Account

Date	Amount £	Payee	Description
25.07.23	9.99	HP Instant Ink	Auto Card – Printer ink replacement
03.08.23	3.60	IONOS	Auto Card – Monthly email fee
04.08.23	269.12	NEST	Direct Debit – Clerk's Pension
21.08.23	8.44	IONOS	Auto Card – Monthly website support fee
21.08.23	99.06	British Telecommunications plc	Direct Debit - Telephone & Broadband 09/06 – 10/11/23
29.08.23	9.99	HP Instant Ink	Auto Card – Printer ink replacement
06.09.23	269.12	NEST	Direct Debit – Clerk's Pension
04.09.23	3.60	IONOS	Auto Card – Monthly email fee
	672.92		

Payments to Barclays Community Account

Date	Amount £	Payee	Description
28.07.23	235.62	Mr & Mrs Andrews	Balance for donated bench and installation
07.08.23	32.00	WG Fete Society	Rent for Wyatt Close garage
11.08.23	1,940.00	Chichester District Council	Grant funding for youth surface
15.09.23	39,000.00	Chichester District Council	Second Precept instalment
	41,207.62		

Transfers

Date	Amount £		
25.07.23	1,000.00	Barclays Reserve Account	Transfer to Barclays Community Account
07.08.23	5,000.00	Barclays Reserve Account	Transfer to Barclays Community Account
18.09.23	20,000.00	Barclays Community Account	Transfer to Barclays Reserve Account

- c. Monthly Financial Statement: The statement was circulated in advance of the meeting and displayed. There were no significant variances to report and no further questions.
- d. NatWest Signatories: The NatWest Accounts had now been updated to add MW and TW; MOM had decided not to be a signatory.
- e. Funding Request – CAGNE: The full request had been circulated to members. **Members discussed and agreed that as the Parish Council had limited funds, any donation would be directed to GACC.**
- f. One Year Fixed Rate Bond: **Members resolved to open a One Year Fixed Rate Bond with £30,000 either with Redwood Bank which welcomed Parish Councils or a Natwest Bond, which provided a slightly better rate of interest, if the Parish Council was eligible. Funds to be taken from the Natwest Reserve Account. The signatories were agreed as PD, TW, AJ and the Clerk.**
- g. External Audit for Year End 2023: The completion of the audit, external auditor's comments and explanation by the internal auditor were noted. The Clerk confirmed that the Notice of Conclusion of Audit would now be displayed on the noticeboard and website.
- h. Insurance Renewal: It was noted that BHIB Insurance Brokers had changed to Clear Councils Insurance Ltd. The policy was with Aviva and this was the second year of a 3-year long term agreement. Members had reviewed the policy and agreed to the level of cover. The Clerk had noted that Data Protection was not covered or Cyber Security so would obtain a quotation, **which was supported.**

11. Other Reports:

- a. Village Hall - Old Workhouse Tenancy: The Clerk advised that the tenants' change in personal circumstances required a new tenancy; consequently, the property required an Energy Rating Review and improvements. Quotations were currently being obtained to provide more efficient electric heaters, for consideration by the Trustees.
- b. Allotments: The community plot had worked well this year, with the Beaver Group actively involved in planting and harvesting. The organiser was delighted and thanked the Parish Council for its support. A site inspection was required and **the Clerk had asked LB to assist.**

c. Health & Safety:

- The Clerk had received an email from a concerned resident which had been forwarded to the Football Club Chairman. The junior goals were not fixed and had toppled and injured her son. She acknowledged that it was his own fault, having been told not to climb on them, but was concerned for other children. **Members agreed that this should be raised at the next Green Coordination Group Meeting; Parish Council permission had not been obtained and posed a health and safety issue which was why the old goal had been replaced to remove the risk.**
- Another resident had telephoned to express concern at the litter and glasses that were left on the picnic tables outside the Pavilion overnight; he expressed his disappointment at the general untidiness around the building. **Wisborough Green Sports to be asked to address.**

- d. All Parishes Meeting: The Chairman and SW attended the meeting yesterday evening, Monday 18th September. There were three items on the agenda: Damp and Mould, Supporting You and the Local Plan; PD would circulate the presentation slides. It was a disappointing meeting which provided little opportunity for engagement.

12. Any Other Matters to Report:

- a. A resident advised that the road signs in the village centre were being turned around and he was no longer able to rectify this. Highways had been advised and requested to tighten. Notification had been received that this had been done.
- b. The Wisborough Green Sports Chairman, Michael Gadd, had stood down; his replacement was not yet known.
- c. The Clerk highlighted that after the heavy rain, the sand in the Pavilion car park was now covering the drain, which would need to be cleared.

13. Date of Next Meeting:

Planning Committee – Tuesday 3rd October 2023 at 8.00 pm (only if required)
Parish Council Meeting – Tuesday 17th October 2023 at 7.45 pm

There being no further business, the meeting closed at 10.00 pm.

Signed by the Chairman: Dated: