

To: All Members of the Parish Council

I hereby give notice that a Parish Council Meeting will be held in the Committee Room at the Village Hall on **Tuesday 16th January 2024 at 7.45 pm**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

Signed: *Louise Davies*, Parish Council Clerk

Dated: 10th January 2024

AGENDA

(The figure in brackets indicates the minutes allocated to the agenda item)

Please also refer to the Clerk's Report for further explanation to some agenda items where considered necessary.

1. Apologies for Absence **(1)**
2. Declaration of interests by Members in matters on the Agenda for this meeting. To consider and agree any requests for Dispensation **(1)**
3. Minutes of the last Meeting: to approve the Minutes of the extra meeting held on Tuesday 19th December 2023 **(1)**
4. District/County Councillor: To receive an update and seek clarification on any District/County related matters **(10)**
5. Presentation by Wisborough Green Sports Representatives – Pavilion planning and funding update **(10)**
6. Public Questions: To receive, and act upon if considered necessary by Council, comments made by members of the public **(10)**
7. Finance **(30)**:
 - a. Bank Reconciliation - to confirm month end reconciliation for December 2023 (HT)
 - b. Accounts for Payment - to receive details and agree payment
 - c. Monthly Financial Statement - to receive the year to date compared to budget statement
 - d. Interim Internal Audit – to receive the auditor's report and to note required action (Clerk)
 - e. Councillor Allowance – to consider and agree if an allowance policy should be adopted (Clerk)
 - f. 2024/25 Budget - to agree the 2024/2025 budget, the Precept request and article for the Parish magazine (Clerk).

8. Report on on-going matters:
 - a. Neighbourhood Plan – Local Plan examination response and developer engagement update (Clerk) **(5)**
 - b. Clerk's Update: **(5)**
 - Community Traffic Regulation Order application
 - Reviewed Byelaws application
 - Songhurst Meadow maintenance and track
 - Public toilets – ownership transfer
 - The west road access/no parking trial
 - School Road Watershed application
 - Other matters to report since the publication of the agenda
9. New Items for Discussion:
 - a. Use of The Green – to consider the request from the School PTA to hold the school Summer Fair on Saturday 15th June 2024 (Clerk) **(1)**
 - b. Tree Maintenance Work – update on tree inspections, required work and to agree expenditure (Clerk) **(3)**
 - c. Grass Cutting Contracts for the 2024 Season - to approve expenditure for continuation with existing contractors (Clerk) **(3)**
 - d. Public Toilet Cleaning Contract for 2024/2025 - to approve expenditure for continuation and the inclusion of monthly water testing with existing contractor (Clerk) **(2)**
 - e. Playground Maintenance – to approve expenditure for repairs (Clerk) **(2)**
 - f. Annual Risk Assessments/Inspections – to agree responsibility (Clerk) **(2)**
 - g. Biodiversity Policy – to adopt policy as tabled and agree working group to undertake audit (Clerk) **(2)**
10. Correspondence: To comment, and where necessary, agree action for correspondence and reports received by the Parish Council **(5)**
11. Planning **(10)**:
 - a. To discuss and ratify response for the following:

Application Number	Application Details
WR/23/02719/DOM - Case Officer: Freya Divey	<p>Mrs L Knight 2 Sweephurst Villas Durbans Road Wisborough Green Billingshurst Removal of existing side conservatory and erection of two storey front and side extension, new vehicular access, onsite parking and turning facilities. O.S. Grid Ref. 504945/126559 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4Y6HQER0ZU00 </p>
WR/23/02783/DOM - Case Officer: Miruna Turland	<p>Mr Dan Vickery 5 Wisborough Gardens Wisborough Green Billingshurst West Sussex Installation of air source heat pump. O.S. Grid Ref. 505617/125630 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S4Y6HQER0ZU00 </p>

	applications/applicationDetails.do?activeTab=summary&keyVal=S5CMXQERG A000
WR/23/02827/FUL - Case Officer: Calum Thomas	Mr Tom Rollings Fishers Adventure Farm Park Newpound Lane Wisborough Green Billingshurst Extension to provide new visitor entrance, shop and office facilities. Re-purposing of existing admissions and shop layout to provide additional facilities. O.S. Grid Ref. 505852/126780 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5M4UTERGC 800
SDNP/22/03131/HO US Case Officer: Lauren Cripps	Ms Sarah King Old Glasshouse , Fittleworth Road, Wisborough Green, RH14 0HB Non-material amendment to Addition of roof mounted solar panels on approved garage outbuilding O.S. Grid Ref. 503197/122878 To view the application use the following link; https://planningpublicaccess.southdowns.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S5YU43TUK N500
WR/23/02864/TCA - Case Officer: Miruna Turland	Mrs Louise Davies Recreation Ground A272 The Luth To Durbans Road Wisborough Green West Sussex Notification of intention to remove epicormic growth on 6 no. Horse Chestnuts (T1, T19, T30, T34, T50, T73), Crown lift by 3m on 11 no. Horse Chestnut trees (T34, T35, T47, T48, T51, T53, T64, T70, T76, T80, T82), Crown lift by up to 4m on 7 no. Horse Chestnut trees (T19, T41, T42, T49, T55, T56, T74), Crown lift by 3m on 1 no. Oak tree (T72), Crown lift by 3m on 1 no. Aspen tree (T16), Remove 1 no. North facing branch on 1 no. Liquidambar tree (T24), Remove North facing upper branch on 1 no. Horse Chestnut tree (T22), Remove 1 no. branch on East facing on 1 no. Horse Chestnut tree (T61) and remove epicormic growth on 1 no. Acer tree (T15) O.S. Grid Ref. 504913/126030 To view the application use the following link; https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S5PUE4ERGD G00

- b. **District Council Decisions** – to receive details of the Planning Authority’s decisions
- c. Enforcement: to report any possible planning breaches and CDC updates
- d. Appeals: to report appeal against CDC decision

12. Other Reports (5):

- a. Village Hall (Clerk)
 - Notification of the Annual General Meeting on Monday 22nd January at 8.00 pm

- b. The Green (Clerk)
 - to note [Green Coordination Group meeting minutes](#) (Clerk)
 - c. Health & Safety - any concerns to report (All)
 - d. Sussex Police All Parishes Meeting (SW)
 - e. WSALC Clerk's Zoom Forum on 11th January (Clerk)
13. Any Other Matters to Report (No decisions can be made on matters raised under this item. For notification only or inclusion on the next agenda.)
14. Date of Next Meeting:
Planning Committee – Tuesday 6th February 2024 at 8.00 pm (only if required)
Parish Council Meeting – Tuesday 20th February 2024 at 7.45 pm