

**DRAFT MINUTES TO BE AGREED ON TUESDAY 21<sup>ST</sup> MAY 2024**

Date: Tuesday 16<sup>th</sup> April 2024

Present: Mr A Burbridge (AB), Mr P Drummond (PD) (Chairman), Mr A Jackson (AJ),  
Mr H True (HT), Mr M Ogden-Meade (MOM), Mr M Watson (MW)

Apologies: Mrs S Winship (SW), Mr T Worrall (TW)

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

Members of Public: 1

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

1. Apologies for Absence:  
Apologies were received and accepted from Mrs Winship and Mr Worrall.
2. Declaration of Members' Interests:  
No interests were declared.
3. Minutes of the Last Meeting:  
The Minutes of the meeting held on Tuesday 19<sup>th</sup> March 2024 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 2<sup>nd</sup> April 2024 were approved as a correct record and signed by the Chairman.
5. District/County Councillor Updates:

County Councillor: A report had been circulated in advance of the meeting, summarised below. Cllr Duncton (in attendance from 7.50 pm to 8.10 pm) provided further comment on highways repairs.

- The West Sussex Coast experienced flooding earlier this month. At Earnley, 180 people were evacuated from their homes, 15 in Littlehampton and 20 at Brackelsham. One person was admitted to hospital with hypothermia.
- Cllr Duncton continued to report highways issues; seen, reported by members of the public or Parish/Town Councils. Previous repair timescales had gone due to the volume of work. Cllr Duncton continued to stress that the existing highway network should be improved before committing to new projects including cycleways.
- Cllr Duncton was concerned that some verge cutting had taken place in the wet conditions which had damaged the verges. She was investigating as to whether this was part of the County contract or a resident.
- OFSTED inspections on the Childrens' homes had been notable, with two judged as Outstanding and the other 4 as Good. There was still work to do.

- As seen on the Council Tax Statements, Childrens' and Adult Services took a large proportion of County's finance being the two most important issues for the County. Other issues also need to be addressed and this year's budget had been balanced without cutting services and despite the investment required in the roads.
- A new Chief Executive, Mr Leigh Whitehouse, had been appointed and would join the Council in a couple of months; he was currently working out his notice as the deputy Chief Executive for Surrey County Council. Ms Becky Shaw would remain and then return full time to East Sussex County Council when Mr Whitehouse was in post.
- Cllr Duncton could be contacted on [janet.duncton@westsussex.gov.uk](mailto:janet.duncton@westsussex.gov.uk) or by mobile 07979 152898.

District Councillor: A report had been circulated in advance of the meeting, summarised below. Cllr Evans had sent his apologies. Cllr Todhunter (in attendance from 7.45 pm to 9.05 pm) provided further clarification as required.

### **Local Updates**

- Local Plan – Cllr Todhunter attended the Chichester District Council (CDC) Development, Planning & Infrastructure Panel (DPIP) meeting on 10<sup>th</sup> April. The Local Plan was nearing submission which he hoped would be by the end of the month. Stakeholders were currently signing off the statements of common ground. Cllr Todhunter advised that the Plan would not be submitted if there was any suggestion that it would fail but it would depend upon the inspector who could ask for modifications. He would advise the Clerk when it had been submitted.
- Hyde Housing – David Betts, CDC Cabinet Member for Housing & Communities, was in regular contact regarding issues with Hyde and unacceptable living conditions that some residents endured. He was in dialogue with senior members of CDC staff and Hyde to hold them to account for resolving these issues.
- Hollyview Close – Cllr Evans was awaiting a response from CDC Enforcement regarding the lack of tree coverage / landscaping at this recent development in Loxwood.

### **CDC Wide Updates**

- Full Council Meeting Held on Tuesday 19<sup>th</sup> March:  
At the most recent Full Council meeting, Councillors passed resolutions to:
  - o Begin the process to introduce a household food waste collection service across the District. This was in response to a Government mandate that all councils must provide it by 2026.
  - o Introduce a 100% Council Tax Premium on second homes in the District.
  - o Write to the District's MPs and the Department of Health urging them to ensure that funding to the Sussex Dementia Assessment service remained in place and that the future of the service was guaranteed. The service was recently suspended for new patients and local charity, Sage House, had to step in to fill the gap.
- Fly-Tipping:  
On 18<sup>th</sup> March a multi-agency joint operation took place at multiple locations on the county border. Officers from Sussex Police, Environment Agency, Driver and Vehicle Standards Agency, CDC and West Sussex County Council (WSCC) came together to stop vehicles that may be carrying waste; checking compliance; and interviewing drivers. This was one of a number of similar operations that had taken place across West Sussex, with the aim of disrupting and deterring fly-tipping.

### **Meeting Your District Councillors**

Cllr Evans had the following surgery dates scheduled from 12pm-2pm:  
Saturday 20<sup>th</sup> April – Stag Inn, Balls Cross

Saturday 4<sup>th</sup> May – Kirdford Village Stores, Kirdford  
Saturday 18<sup>th</sup> May – Old Mill Café, Wisborough Green

Should the dates suggested be unsuitable or there were other reasons preventing attendance, they were also happy to do home visits, telephone calls or zoom calls.

**Contact details:**

Cllr. Gareth Evans, email: [gbevans@chichester.gov.uk](mailto:gbevans@chichester.gov.uk) or telephone 07958 918056

Cllr. Charles Todhunter, email [ctodhunter@chichester.gov.uk](mailto:ctodhunter@chichester.gov.uk) or telephone 07500 577 777

6. **Public Questions:**

There were no questions. The member of public in attendance was observing the meeting having expressed an interest in joining the Council.

7. **Report on on-going matters:**

a. **Pavilion Lease**

A draft lease had been received from the Parish Council's solicitor and was being reviewed by AJ, HT, MW and the Clerk prior to further discussion with Wisborough Green Sports Trustees. The new draft had been simplified and included a licence for use of the Green. The Clerk suggested a similar licence for Stable Field.

b. **Dog Fouling:**

This continued to be a concern, particularly on Songhurst Meadow, despite posters being displayed. Unfortunately, the leaflet distribution had been difficult despite the Clerk's best efforts; the Clerk gave explanation to the conversations she had had with residents who all produced bags and supported the Council's initiatives. Different options, including keeping dogs on leads, and why dog fouling was more prevalent at Songhurst Meadow, were discussed in detail. As dog fouling was less apparent on the Green, **it was agreed to trial shorter grass cutting at Songhurst Meadow for 2 months. The Clerk to obtain a quotation for approval at the next meeting.**

c. **Public Toilets:**

The Transfer had been signed and returned to CDC. The Clerk was meeting a CDC Officer on 30<sup>th</sup> April to receive instruction on the various control panels. The Clerk reported that the door to the ladies had been adjusted but still would not lock although this might improve as the wood dried; it was a poor-quality door. The missing tiles had now been replaced. Unfortunately, one of the toilet pans was cracked and would need to be replaced; she would obtain quotations.

The Parish Council was now responsible for the water and electricity costs. CDC had submitted readings to the providers and **members approved future payments by Direct Debit.** The Parish Council insured the building from 1<sup>st</sup> April 2024.

d. **Village Hall Car Park**

At the last meeting it had been agreed to relocate the shed into the corner, potentially providing further parking space. The Clerk had reviewed and asked members to reassess as she was concerned about visibility over the wall, shed access and vulnerability of cars close to the bins. **Members agreed with the observations and that the shed should remain as currently. Expenditure of approximately £100 plus VAT plus labour to re-delineate the car park spaces and to keep the area clear by the defibrillator was approved.** The Chairman suggested using spray paint and that he would create a template.

e. Clerk's Update:

- Annual Parish Meeting: A reminder that the meeting was on Wednesday 24<sup>th</sup> April at 7 pm. PD agreed to buy the refreshments. Set up from 6.30 pm. There was a charge of £80 for the WSCC Records Office presentation, which was approved. It was also agreed that a thank you gift should be purchased for the Village Neighbourhood Watch Coordinator who was stepping down.
- Fire Appliance Access to Wyatt House: The Clerk received a telephone call from a resident who was concerned that parking at the back of the Pavilion had restricted access. The Clerk had emailed West Sussex Fire and Rescue but not received a response.
- Playground: The Clerk was now undertaking the weekly playground inspection and noted that the roundabout occasionally had resistance. She had made further enquiries and hoped that it just required greasing. To do so required the roundabout to be dismantled and new bolts purchased in case they sheared off. The Clerk warned that the cost of replacement bearings was huge. **This minor expenditure was approved along with labour to undertake the work.**
- Any Other Matters to Report:
  - o Co-option: Some interest had been expressed and there would hopefully be an applicant for co-option at the May meeting.
  - o Tree Preservation Order Application: The survey work had now been completed for the Clerk to submit the application.
  - o School Road Watershed Application: The Clerk was chasing.
  - o Stable Field Grass Cutting: Wisborough Green Sports (WGS) advised that Sussex Land Services undertook the grass cutting on Stable Field. It had already been arranged and they were happy to pay the cost for the time being. They intended to use it on Friday nights for youth cricket to relieve the pressure on the Green. It was noted that the development's construction might limit future use; thanks extended to WGS for accepting this cost.

8. New Items for Discussion:

a. Traffic/Parking Concerns:

In the absence of SW, the Clerk advised that a resident had spoken to SW expressing concern that visibility from Kirdford Road was restricted by parked cars opposite the Cricketers Arms, the timing possibly related to school pick up. SW wanted to make the Council aware as this issue added to the near accident involving children crossing the road, which she and TW would be discussing with the school. Although the extension of the double yellow lines had previously been considered, without enforcement, it was agreed that it was unlikely to improve the situation. It was noted that accidents had previously occurred. Having discussed with SW, there might be a possibility of a Speed Indicator Device (SID) site just prior to the Cricketers Arms in the hope of reducing speed through the centre. **Members supported the SID site assessment as the first step. It was agreed that HT should monitor the parking and use leaflets to highlight inconsiderate or dangerous parking.**

b. Pavilion:

When undertaking the annual maintenance inspections, PD had noted that the building's appearance was deteriorating. He was concerned that with the planning delay, increasing costs and a reduction in grant funding opportunities, it might take many years for WGS to raise the required funds to replace the building. He therefore felt that thought and funds might need to be spent on the existing building to give it a longer lease of life pending its replacement; not only to improve appearance, but energy efficiency, changing room provision and potentially storage space. PD was aware that the Sports Governing Bodies attached stipulations for grant funding which dictated the building's size and layout but

major refurbishment might be more achievable for the village without grant funding. AB expressed concern that the Trustees should be involved in this discussion and that a full survey of the current building was required to understand if improvements were feasible. He advised that working groups had previously undertaken work to improve the appearance by re-painting and staining the building, but there was some reticence to spend large funds on a building that failed to meet modern standards in many ways. WGS had been trying to get planning permission for many years and a competent and enthusiastic fundraising team had been assembled. The Clerk advised that the Trustees had been made aware that this was an agenda item and had been given the opportunity to discuss prior to this meeting. After some further discussion, it was agreed:

- **To have a discussion with the Trustees and discuss the options; there was already a mechanism in the Lease for an annual update meeting. The Clerk to arrange. PD, AJ and MW to be involved.**
- **To follow up on the planning delay with CDC to highlight that the building was no longer fit for purpose or met the community's needs and replacement was being delayed by the planning process.**

c. Basketball Net Provision:

The Chairman was delighted to report that the extended cricket net surface and new goal/basketball net were being well used. A quotation had been obtained to have the old galvanised basketball net painted green, but before agreeing to this expenditure, PD questioned whether a further goal should be provided, including a small extension to the cricket surface. **After some discussion, it was agreed that a quotation should be obtained for an extended surface and further goal to inform discussion at a future meeting.**

d. Developer Engagement Policy:

The planning consultant, who undertook the Council's planning training last year, had provided an example policy that had a different approach to the currently adopted policy. As the Planning Chairman, AJ had reviewed both and gave explanation to the original policy intent and the different scenarios that needed to be addressed. Explanation was given as to why some meetings were not held in public although full minutes were always taken which could be released for transparency later. It was noted that CDC's pre-application meetings were confidential, and information not even released to the Parish Council. **After some discussion, it was agreed that AJ and the Clerk would prepare a hybrid policy for adoption at the next meeting.**

e. Difficult Telephone Calls:

The Clerk provided details of a challenging telephone call. **Members agreed that the Clerk and any Councillor should not be put in this position. For such calls in future, the caller to be asked for their name, a means of contact and if they were a village resident. If this information was not forthcoming, the Clerk/Councillor was empowered to discontinue the conversation. All details would be held confidentially but would hopefully deter difficult calls.**

f. South Downs National Park Authority (SDNPA) Renewable Energy Study:

Details had been circulated. It was agreed that a response would not be submitted.

9. Correspondence:

A list detailing the correspondence and updates received since the last meeting was circulated and displayed. Members were reminded to request any information of interest if it had not been circulated.

<b>Correspondence – Details of emails and letters received.</b>
Rural Services Network – The Rural Bulletin.
WG Minibus Association – thank you for generous donation.
St Peter’s PCC – thank you for donation at the increased level.
British Regional Transport Association Voluntary Transport – notification of public meeting in Horsham on 27 <sup>th</sup> April, 2 pm - BRTA wants to see local rail solutions to traffic, development and pollution issues, making a better environment and balance.
St Catherine’s Hospice – thank you for donation.
4Sight Vision Support – thank you for donation.
WSALC – Invitation to attend Role of Civic Head Seminar in Littlehampton on Monday 03 June 2024.
Open Spaces Society – March newsletter.
Sussex Police – Daniel Sykes – Cyber Protection Officer – Notification of availability for local presentation.
Email from Loxwood arranging a public event on Tuesday 23 <sup>rd</sup> July – WG invited and open to members of the public.
<b>Members accepted this invitation with thanks – to be publicised.</b>
APCAG Update - circulated
CDC – Precept confirmation. To be received on 17 April and 11 September.
WSALC – Chair’s Forum on Tuesday 23 <sup>rd</sup> April at 7 pm by Zoom. Details forwarded to PD and SW.
Rural Services Network – The Rural Bulletin.
SDNPA – final call for projects for the 2023/2024 CIL funding. Closes on 12 <sup>th</sup> April.
Telephone call from Junior Rugby Club in Suffolk. Camping at the Bat & Ball shortly and playing at Pulborough. Looking for area for general recreation.
Clerk declined due to forthcoming work. <b>Members approved this response.</b>
Rural Services Network – The Rural Bulletin.
Resident – enquiring into ownership and maintenance responsibility for the cricket pitch, and confirmation that the Green is for everyone’s enjoyment. <b>Details were given. Members supported the Clerk’s response.</b>
Andrew Griffith Constituency Office Manager – contacting about the Annual Parish Meeting. Advised that a speaker had been organised and advertised. Would be willing to host a stand-alone meeting for residents Q&A/ meet your MP session. <b>Members agreed to canvas opinion at the Annual Parish Meeting.</b>
WSCC Highways update on rainfall, high enquiries and pothole repairs – circulated.
CDC – thanking for completion of Climate Champions survey – many projects across the district. James Brigden had taken on the role of Specialist Environment Officer.
Kent Surrey Sussex Air Ambulance Charity – thank you for donation.
Rural Services Network – The Rural Bulletin.

#### 10. Finance:

- a. Bank Reconciliation: HT confirmed that he had checked and agreed the bank reconciliation for all the Parish Council’s accounts for the year end 31<sup>st</sup> March 2024. The external audit bank reconciliation had been circulated.
- b. Accounts for Payment:  
The Clerk displayed the Payment List for final payments in March and April 2024; both were approved. April payments to be paid on 16<sup>th</sup> April unless stated otherwise.

## Online payments for the Barclays Community Account

### MARCH

Payee	Amount £	Description
Arun & Chichester Citizens Advice	50.00	Donation agreed 19.03.24 Paid 25.03.24
Kent Surrey Sussex Air Ambulance	250.00	Donation agreed 19.03.24 Paid 25.03.24
4Sight Vision Support	70.00	Donation agreed 19.03.24 Paid 25.03.24
St Catherine's Hospice	70.00	Donation agreed 19.03.24 Paid 25.03.24
St Peter Ad Vincula WG	1,500.00	Donation agreed 19.03.24 towards grass maintenance and clock Paid 25.03.24
Community Minibus Association West Sussex	350.00	Donation agreed 19.03.24 Paid 25.03.24
Wetton Cleaning Services Ltd	792.95	Public toilet cleaning contract for March Paid 25.03.24
Mrs L Davies	32.48	Postage, repair tape, Stable Field Open Space payment (£1) Paid 25.03.24
George Nicholls	1,295.00	Tree work around the Conservation Area Paid 26.03.24
St Peter Ad Vincula	100.00	March newsletter distribution Paid 26.03.24
Newton Flags (Online – Debit Card)	34.80	D Day Commemoration Flag Paid 26.03.24
West Sussex County Council	2,152.11	Clerk's salary and oncosts for March Paid 27.03.24
West Sussex County Council	53.42	Payroll administration fee 1 <sup>st</sup> Oct – 31 <sup>st</sup> March 2024 Paid 29.03.24
Clear Insurance Management Ltd	47.88	Public toilet building insurance Payment dated for 02.04.24
	<b>£6,798.64</b>	

### APRIL

Payee	Amount £	Description
Vodafone	36.03	Monthly Broadband fee for the Village Hall Online payment on 5 <sup>th</sup> April 2024
WSALC Ltd	533.20	WSALC & NALC Subscriptions for 2024/25
JWS Landscapes	324.50	Songhurst Meadow grass cutting contract for March
L N Davies	94.08	Wet & Forget algae control, HP Printer and postage
April Skies Accounting	191.60	Final internal audit for year end March 2024
	<b>£1,143.38</b>	

The Clerk highlighted that the Vodafone payment included a £5 late payment fee as the Direct Debit had failed; Direct Debit payments had now been set up.

### Payments from the Barclays Community Account

Date	Amount £	Payee	Description
03.04.24	3.60	IONOS	Auto card – monthly email fee
05.04.24	282.65	NEST	Clerk's pension for March

	<b>£286.25</b>	
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#### Bank Transfers

Date	Amount £	From	To
25.03.24	2,000.00	Barclays Business Reserve Account	Barclays Community Account
26.03.24	2,000.00	Barclays Business Reserve Account	Barclays Community Account
	<b>£4,000.00</b>		

#### Payments to Barclays Community Account

Date	Amount £	Payee	Description
Various	560.12	Allotment tenants	Allotment rent
11.04.24	1,670.12	HMRC	VAT refund (1 January – 31 March 2024)
	<b>£2,230.24</b>		

- c. Society of Local Council Clerks: Members approved membership for the Clerk and authorised expenditure of £238 for the annual subscription.
- d. Year-End Position:  
A report for the year-end 31<sup>st</sup> March 2024 was circulated in advance of the meeting and displayed. There were no further questions. **To balance and zero the budget, the transfers to reserves, totally £10,735.38, were agreed:**
- **General Reserve - £3,474.38**
  - **Maintenance Reserve - £1,585 (outstanding work from 2023/2024)**
  - **New Reserve - Election £3,426**
  - **New Reserve - Neighbourhood Plan £2,250**
- e. Fixed Asset Register:  
The Register for year-end 31<sup>st</sup> March 2024 was circulated in advance of the meeting and displayed. Explanation was given to the original and insurance valuations, future policy and register adjustment. **Members noted these comments 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 2023/2024. **Members noted both reports and suggestions relating to Parish Council accounts software and Fixed Asset Register. The Finance Committee to consider software at the November meeting.**
- g. Annual Governance Statement for 2023/2024: 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 2023/2024: 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 2024: The report, showing expenditure and retained balance, **was approved**; Clerk to submit to CDC and display on the website.

9.15 pm – HT gave his apologies and left the meeting room.

11. Planning

- a. New Planning Applications: There were no planning applications to review.
- b. District Council Decisions: Members noted the wording inconsistency relating to the blinds, questioning the difference between black out and dusk to dawn. **The Clerk to highlight the discrepancies and seek clarification from CDC through Cllr Todhunter.**

Application Number	Application Details	CDC Decision
SDNP/23/03989/HOUS - Case Officer: Beverley Stubbington	Mr & Mrs H Thomas Lutmans Farm Brick Kiln Common Wisborough Green RH14 0HZ Demolition of rear porch; replacement of conservatory with two storey extension; single storey extension to south-east with various alterations including replacement of existing windows with new timber windows.	APPROVED
WR/23/02827/FUL - Case Officer: Calum Thomas	Mr T Rollings Fishers Adventure Farm Park Newpound Lane Wisborough Green Extension to provide new visitor entrance, shop and office facilities. Re-purposing of existing admissions and shop layout to provide additional facilities.	PERMIT BLACK OUT BLINDS REQUIRED
WR/23/02867/DOM - Case Officer: Gill Bartlett	Mr Mark Edwards 1 The Luth Wisborough Green Demolition of existing carport and rear ground floor extension, change use of garage to habitable accommodation with new pitched roof, erection of new single-storey rear extension and front porch, removal of chimney on rear elevation, installation of 1 no. chimney on side elevation and 1 no. flue on front elevation, with various alterations including changes to fenestration. Installation of oil tank and screening.	PERMIT DUSK TO DAWN BLINDS
SDNP/23/04835/HOUS	Mrs C Cooper Farrington Copse, Horsebridge Hill Bedham Wisborough Green RH20 1JP Loft conversion to provide 3 no. bedrooms. Rear, side and front facing dormer windows. Glazing to rear gable elevation. First floor render to external walls cladded with tile hanging to match annex.	WITHDRAWN BAT SURVEY REQUIRED

WR/24/00197/PLD - Case Officer: Miruna Turland	Barbara Rogers 6 Butts Meadow Wisborough Green Single storey rear extension.	PERMIT NO MENTION OF BLINDS
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WR/23/01686/FUL - Case Officer: Freya Divey	Mr Rupert Burstow The Three Crowns Billingshurst Road Wisborough Green Retrospective application for a lightweight pergola structure in rear garden.	PERMIT
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- c. Enforcement Update: There were no updates or concerns raised.

## 12. Other Reports:

a. Village Hall:

The Trustees were progressing the rent review and agreed the increase with Henry Adams, the letting agent. After the deduction of the agent's costs, there would be an increase on the annual lease income. The current tenant would be remaining but with a new tenancy agreement in place.

b. Village Green:

- The verti-draining and seeding had been undertaken this week. AB advised that the Football Club would be funding the supply and spreading of 60 tonnes of sand, scheduled for Friday. Weed control would be undertaken in 5 to 6 weeks after seed germination. AB was delighted that despite the recent wet weather, the drainage had worked well and allowed this work without marking the grass. The annual sand application was required to keep the drainage working. However, AB was disappointed to see that the Green was being used for training this evening despite the 2-week rest period previously being agreed by the Clubs. He appreciated that the Football season had overrun due to the weather, but with the investment in the Green, it was important to have this rest period. The Cricket net session also started on Friday. He would be taking the matter up with the Clubs at tomorrow's WGS meeting. **It was agreed that this could be included in the future Licence to ensure adherence to this requirement.**
- The cricket nets were erected again on 30<sup>th</sup> March; the net boxes had been painted as requested by the Parish Council. The old netball post could remain in situ. Signs had been displayed to stop use of the new area when the cricket nets were in use. Unfortunately, the first two on the posts had been broken so would be reattached more securely on the goal and bench.

- c. Health & Safety: There were no matters to report.

- d. WSALC Clerk's Forum: The Clerk had written the wrong date in her diary – it was on the 22<sup>nd</sup> and not the 15<sup>th</sup> April 2024. She would report back at the next meeting.

## 13. Any Other Matters to Report:

- a. Alarmingly there had been a car fire in School Road around midnight on Saturday 13<sup>th</sup> April. It had just been reported as an abandoned car having been parked there for at least 6 weeks. The police had inspected and believed it had been involved in criminal activity. It had now been removed but the road surface was damaged. The Clerk had already reported to Highways and would follow up.

- b. Following on from discussion earlier in the meeting, AB was extremely concerned at the lack of response from Highways. It was not just potholes in the A272 but serious and dangerous deterioration of the road structure and surface through the centre of the village. He was concerned that Highways was not taking the matter seriously. **Members agreed with this observation and asked the Clerk to write again to Highways, inviting the Cabinet Member to visit and meet councillors and to ascertain a specific date for the work.**

14. Date of Next Meeting:

Annual Parish Meeting – **Wednesday 24<sup>th</sup> April 2024 at 7.00 pm – set up from 6.30 pm**

Planning Committee – Tuesday 7<sup>th</sup> May 2024 at 8.00 pm

Parish Council Annual Meeting – Tuesday 21<sup>st</sup> May 2024

There being no further business, the meeting closed at 9.46 pm.

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