

Minutes of the Meeting held on Wednesday 12th November 2014

Present: Mr A Revill (Chairman), Mr J Galego, Mrs H Grantham, Mrs J Macdonald-Lawson, Mr F Martin, Mr D Pack, Mr M Taylor, Mr A Thomas, Mr M Brown (WSCC), Mrs E Hamilton (CDC) and the Clerk.

The first ten minutes were available for the public to express a view or ask questions about any item on the Agenda.

A resident addressed the meeting and expressed concern about the condition of the footpath along Wheelbarrow Castle, between the junctions of Cowdray Road and Highfield Close. The footpath was covered in wet leaves and was very slippery to walk along. The bushes and trees were very overgrown, making walking along the footpath very dangerous. Cars also accelerated up the hill and there were no signs to say that a school was located there. The children crossed the road at the top of the hill. Mrs Hampshire had spoken to other parents, who were equally concerned about the situation. Cars often stopped to allow people to cross the road but other drivers tried to overtake them. Mrs Hampshire advised that she had provided her children of 3 and 4 years of age, with high visibility jackets to make them more visible to motorists. The resident asked if the Parish Council would consider this problem as a community issue and back a civilised crossing at Wheelbarrow Castle.

The Chairman advised that the Council had recently held a meeting with Councillor Michael Brown and Graham Glenn from West Sussex County Council and the Head Teacher of Easebourne Primary School and the matter had been raised. The Parish Council had been advised that if an issue had the backing of the Parish Council then something could be done about it. Mr Martin advised that the street lights in that area were not working. This had been reported to the Street lighting Department at WSCC. If these issues were included in a school safety zone, then work could be accelerated to remedy the situation. Mr Thomas advised that a school safety zone had been designed and would be implemented in the new financial year. The zone would contain proper painted lines saying "no parking" and new signs. There would also be a new pelican crossing at Dodsley Lane and a school sign with flashing lights. The Council agreed to raise the matter with Councillor Michael Brown, who would be attending the meeting later this evening. The Chairman thanked Mrs Hampshire for attending the meeting.

14/15

58. Apologies for Absence: Dr I Goodall, Dr A Guyatt and Mr I Heustice,

59. Declaration of Interest: none

60. The Minutes of the meetings held on 10th and 24th September 2014: acceptance as a true record was proposed by Mr Taylor, seconded by Mr Galego, All in favour.

61. Report from District Councillor: Mrs Hamilton reported the following:

- **Local Plan** – The Chichester District Local Plan had been to the Inspector last month. CDC had been asked to go back and re-audit its evidence for proposed housing numbers – 410 per annum for the next 15 years. The Council had been reviewing evidence and its findings would be discussed at a special Cabinet and Council meeting on 24th November 2014. A separate plan was being developed for the SDNP area if the District.
- **Size of Council** – There were currently 48 District Councillors. There had been some concern that while the numbers of officers and staff at CDC had been reduced, the number of Councillors had remained the same and perhaps they should also be reduced. The Council had voted to ask

the Electoral Commission to review the number of Wards and report in time for the 2019 elections.

- **Traveller Transit Site, Westhampnett** – Work had commenced on clearing the site but it was progressing more slowly than planned as it was a complicated brownfield site.
- **The Novium – Chichester District Museum** – The new manager, Cathy Hakes, was making changes, a notable one being that entry will be free from 17th November 2014.
- **Midhurst Street Part** – This would be held on Friday, 5th December 2014 from 6:30pm. Reindeer would be on the Market Square on Saturday, 6th December 2014
- **Midhurst Shopping Promotion** – Customers shopping in participating businesses in December can enter a competition to win £200 worth of vouchers to be sent in the town.
- **Petworth Christmas Lights** – These would be switched on at 6:30pm on Saturday, 6th December 2014. The day will start with a market from 11:00am.

62. WSCC Highways: Mr Brown reported the following:

- **Street works Act** – this was being implemented. It deals with the duties and responsibilities of statutory undertakers, such as utility companies, who have the right to dig up the carriageway. Currently, if any of them feel the need to do that, they just need to give notice, however, from next year, they will need a permit to rent a section of the carriageway. The permits will be issued by WSCC Highways Authority and the utility companies will have to pay WSCC. This should hopefully encourage the utility companies to get the work done as quickly as possible. Also, if they overrun, there will be a fine and further permits will need to be purchased.
- **A286 Crossing** - This was in hand. If the Parish Council supported another crossing on Wheelbarrow Castle they should contact Fiona Baker (WSCC). There was a need for another crossing. If the Parish Council supported it, Fiona Baker needed to know. A TRO would be required. Schemes were prioritised and items relating to local infrastructure would be considered at the January and March 2015 meetings of the County Local Committee.
- Mr Brown was advised of the problem along Wheelbarrow Castle raised by the resident attending the meeting earlier.

64 Finance:			
a) To note the following payments (cheque numbers 290 – 298)			£
290	Outset Youth Action Grant		250.00
291	CAB Grant		100.00
292	Cowdray Playground Rent		87.50
293	SSALC Chairman's Day		72.00
294	A Revill, Chairman's honorarium for 01.04.14 to 30.09.14		50.00
295	C Allan, Clerk's salary and expenses for 01.07.14 to 30.09.14		1,210.38
296	Petty cash		38.50
297	Action in Rural Sussex Annual Subscription		180.00
298	S Coulter, Clerk's salary for 01.10.14 to 31.10.14		412.00
298	S Coulter, Clerk's expenses for 01.10.14 to 31.10.14		58.16

b) The internal check of accounts for September and October 2014, by Mrs Grantham, was noted. 2014.

Dedicated Mobile Phone for Clerk's Use: Mrs Macdonald-Lawson raised the issue of a dedicated mobile phone for the Clerk so that she could use it for Council business.

Resolved: That the Clerk investigates the cost of pay as you go and a pay monthly contract mobile phone to

see which is the cheaper.

Budget setting: The Chairman advised that the budget for 2015/16 would need to be set at the Council's January 2015 meeting. Funds for a possible election in May 2015 would need to be set aside and the Finance Panel would need to meet either in December or during the first week of January 2015.

RESOLVED: That the Clerk look for a date in December for the Finance Panel to meet.

65 Planning:			
	To following planning decisions were noted	<u>EPC</u>	<u>CDC/SDNPA</u>
	14/01071/TCA – Highwood, Henley – Fell and reduce trees	No obj	Approved
	14/02262/FUL – King Edward VII – New tennis Court	No obj	Approved
	14/02823/HOUS – Penshos, Hollist Lane	No obj	Approved
	14/02925/LIS – White Horse, Easbourne Street	No obj	Withdrawn
	14/02595/ADV - White Horse, Easbourne Street	No obj	Withdrawn
	14/03123/HOUS – 6a Crossways	No obj	Approved
	14/03468/HOUS – 23 Canada Grove	No obj	Approved
	14/03548/HOUS - Ridgemoor, King's Drive	No obj	Approved
	14/03584/HOUS – Trumpers, Upperfield	Objected	Refused
	14/03849/DCOND – 24 Canada Grove	No obj	Approved
	14/03754/HOUS – Spring Cottage, Dodsley Grove	No obj	Approved
	14/03693/LIS – Cowdray Ruins Visitor Centre	No obj	Withdrawn
	14/03945/HOUS – Whitelands, Hollist Lane	No obj	Approved
	14/04271/TCA – North Mill	No obj	Approved

The Chairman reminded the Council of a meeting which was being held at 5:00pm on Wednesday 19th November 2014 with the SDNPA regarding affordable housing. The meeting was being held in the SDNPA offices, in Midhurst.

65. Reports from the Panels

- **Playground:** Mrs Grantham had been inspected the playground every week as the planning panel had a weekly rota.
- **Burial Ground:** Mrs Macdonald-Lawson had discussed cutting down the conifers at the back with Cowdray and a machine had been used along the path between the burial ground and the allotments resulting in the path being unpassable due to deep mud.
- **Footpaths:** Nothing to report.
- **Grants:** A request had been received from the Royal British Legion for a donation toward the cost of the poppy wreath laid by the Chairman on Remembrance Sunday. **Resolved:** to award a grant of £50 to the Royal British Legion.

66. WSCC & Volunteering: Mrs Grantham undertook to organise a meeting with Darren Rolfe.

67. Flooding/silting: The Chairman reported that he had spent a day with the consultants and the Highways Officer at WSCC. It was still unknown when the report would be available.

The Chairman advised that this item would be re-named for future reference and be called "Weather Events", to include snow. ACS would clear roads when asked to do so by the Council. Grit was for use

by individuals and Hippo bags were held at Cowdray works yard. Mr Taylor had checked with the Works Manager at the yard and they were still happy with the arrangements. A resident living in Montague Road also wanted to assist with gritting the footpath and road.

- 68. Wheelbarrow Castle Field:** A meeting had been held with Mr Brown and School Head to discuss obstacles to granting of lease. Agreement had been reached on permitted use of the field. The sharing of costs still needed to be clarified with the school. It was the intention to set up a Committee to deal with this issue, which would include Councillors, and non-Councillors, such as representatives from the school to manage the asset.
Resolved; That a Committee be set up to manage the Wheelbarrow Castle Field.
- 69. King Edward VII:** Nothing to report.
- 70. Telephone Box (Dodsley Lane):** The Clerk undertook to chase the electrician to see when this work would be completed.
- 71. Replacement Bus Shelter at Dodsley Lane/Hollist Lane junction:** The Clerk advised that she had submitted a planning advice enquiry on behalf of the Council but had not received a response. She undertook to chase CDC.
- 71. Quick Fix Fund:** The Rural Team at WSCC had invited Parish Councils and Community Groups to submit bids of up to £5,000 towards projects that aim to improve the highway in the local area. Projects need to be delivered in this financial year and must be led by the local community. It was suggested that a village gateway might be a suitable project and Mr Martin undertook to lead on this matter.
- 72. Community Assets:** The Chairman advised that under the Localism Act 2011, all Parish Councils were encouraged to register their community assets. By doing so, the Community bought time if the owner decided to sell the asset. Properties such as pubs, or shops were included in the assets list. Following discussion it was **proposed by Mr Galego** to register both the White Horse Public House in Easebourne and the Duke of Cumberland Public House in Henley as Community Assets. **Seconded by Mr Pack, majority in favour.**
- 73. Hire of the Refectory and Future Council meetings:** The Clerk advised that as of January 2015, the refectory would no longer be available for hire. A new venue had to be found and the Clerk had investigated this and found that Cowdray Hall was available for Parish Council meetings. There was a cost implication but this was minimal. The Clerk had therefore provisionally booked Cowdray Hall for future Council meetings, pending the Council's decision this evening. The Chairman commended the move and suggested that the Hall be booked for six months initially.
- 74. Length of Council Meetings:** The Chairman advised that the average length of Council meetings over the last 9 years was around 2 hours, which was not unusual for Parish Council meetings in general. The Chairman suggested several ways of speeding up the meetings, such as changing the layout of the agenda and having items for noting as an appendix to the minutes. He suggested circulating papers in advance and delegating more work to the Panels. The frequency of the meetings was also discussed but this did not prove favourable as there would be an additional cost to the Council in hiring a venue.
- 75. Poppy Appeal:** This was considered earlier in the meeting.
- 76. Correspondence and notices received:**
- Letter of complaint from a resident relating to Glaziers Lane Cemetery;
 - Letter from CAB relating to their grant;
 - Notice from CDC of a Section 215 Notice;
 - Letter from SDNPA relating to a planning application; and
 - Notice of resignation from Mr Thomas.

The Chairman thanked Mr Thomas for his professional expertise and hard work with the Council. As there were more than 6 months before the elections in 2015, the Council agreed to seek to co-opt someone until May 2015

The meeting closed at 9.35pm.

Next Parish Council meeting will be held on 14th January 2015 at 7.30pm.