

# LURGASHALL PARISH COUNCIL

## **DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 10TH MAY 2018**

Councillors Present: Mr R Cooper, Mr J Harden, Mr S Hellett, Mrs A Martin-Jenkins, Mr N Jowett, Mr G Sharp, Dr A Tate and Dr P Wilding (Chairman)

In Attendance: Mrs H E Cruikshank (Clerk)

There were six members of the public present.

The Chairman declared the meeting open at 7.45pm and welcomed all to the meeting.

### AGM BUSINESS

#### 1. TO ELECT A CHAIRMAN

The Clerk invited nominations for Chairman for the ensuing year. Dr P Wilding was proposed and duly seconded and there being no other nominations it was **RESOLVED** that Dr Wilding be elected Chairman of Lurgashall Parish Council.

#### 2. TO ELECT A VICE-CHAIRMAN

The Chairman invited nominations for Vice Chairman and Dr A Tate was proposed and duly seconded. There being no other nominations it was **RESOLVED** that Dr Tate be elected Vice Chairman for the ensuing year.

#### 3. TO ELECT MEMBERS OF COMMITTEES

##### Planning Committee

Mr Cooper, Mr Harden, Mr Hellett, Mr Jowett, Mrs Martin-Jenkins, Mr G Sharp, Dr Tate, Dr Wilding

##### Finance & General Purposes Committee

Mr Bonnett, Mr Cooper, Mr Harden, Mr Jowett, Mrs Martin-Jenkins and Dr Wilding

##### Highways (including Winter Planning and Village Green) Committee

Mr Bonnett, Mr Cooper, Mr Harden, Mr Hellett, Dr Tate and Dr Wilding

##### Special Responsibilities:

Systems Audit: Dr Tate

Playground: Mr Cooper

L.R.A: Dr Tate

##### Representatives:

Village Hall Management Committee: Mr Cooper

North-East Community Forum: Mr Cooper

#### 4. TO AFFIRM DATES OF FUTURE MEETINGS 2018/19

Thursday 12<sup>th</sup> July 2018

Thursday 13<sup>th</sup> September 2018

Thursday 8<sup>th</sup> November 2018

Thursday 10<sup>th</sup> January 2019

Thursday 14<sup>th</sup> March 2019  
Thursday 9<sup>th</sup> May 2019 (AGM)

All meetings are to be held in Lurgashall Village Hall at 7.30pm unless otherwise stated. Planning meetings are to be held on the first Tuesday of every month at the Village Hall at 7.30pm

46/18 APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor Jeremy Bonnett, District Councillor Nick Thomas and County Councillor Janet Duncton

47/18 CODE OF CONDUCT

The Chairman reminded members of their responsibilities under the Code of Conduct.

48/18 MINUTES OF THE LAST MEETING

The Minutes of the last Parish Council meeting held on Thursday 8<sup>th</sup> March 2018 were approved and signed by the Chairman as a true record.

49/18 MATTERS ARISING and 50/18 OPEN FORUM

The Chairman had received a letter from a member of the public who is a Lurgashall Recreation Association (L.R.A) founding director and trustee and unable to make the meeting tonight. It referred to the letter from the Parish Council to Chichester District Council regarding the L.R.A's proposal to build a Multi-Use Games Area (MUGA) on the Jubilee Field. It also claimed some Parish Councillors were not supportive of the Village Hall Management Committee or the Village Shop. This letter had been distributed to all Councillors prior to the meeting. The Chairman stated he felt the letter was unpleasant, aggressive and of a bullying nature. The Parish Council did write a letter following its planning meeting as it does with many planning applications but did not object to the proposal and commented in line with the SDNP pre-planning advice and addressed their points. There were 7 negative comments on the planning portal from Lurgashall parishioners and no letters of support.

A member of public in attendance stated that the L.R.A should have been consulted before the letter was sent. The Parish Council should be representing the Parish and all 9 Councillors should have been involved and not just the 7 on the Planning Committee. The letter may not have been an objection but it was also not supportive of the proposal.

Dr Tate explained the Parish Council was not against an extra facility in the village. Mr Jowett added that the Parish Council's letter was a very fair representation of comments made by parishioners to the planning committee and represented the view of the whole Parish. The Chairman of the planning committee always provides a balanced view. Every parishioner is welcome to attend planning meetings and any representative of the L.R.A could have attended the meeting. Applicants often attend meetings and it is the applicant's responsibility to find out when applications are to be discussed.

A lively discussion ensued which repeated many of the comments made at the earlier Annual Parish Meeting. There appears to be a depth of feeling by some that the Parish Council is not representative of the parishioners it represents. Mr Jowett stated that these views would be taken on board and that the Parish Council would consider how better to engage with the Parish.

The Chairman said he had received a letter from a member of the public who had been disappointed with the Parish Council's response to the proposed MUGA's planning letter. This was a much more moderate and polite letter. The Chairman stated he hoped that no more offensive letters would be written. Several Councillors agreed the letter discussed in 49/18 was disappointing and aggressive in nature and sad it had been sent.

51/18 FINANCE

Clerk had previously distributed Appendix 3a and b which included:

- a) Income and Expenditure sheet y/e 31<sup>st</sup> March 2018
- b) Bank reconciliation as at 31<sup>st</sup> March 2018
- c) Sections 1, 2 and 3 of the Annual Return 2017/18
- d) Explanation of Variances 2017/18

Members considered these; the Accounts for 2017/18, the Annual Return 2017/18 including section 1: the Annual Governance Statement questions and section 2: the Accounting Statement figures. Members received and noted the Internal Audit had successfully been carried out by Mr James Tree. The Annual Return statements and figures were duly proposed and seconded. Section 1 and then Section 2 was approved, both by Full Council and signed by the Chairman.

Mrs Martin-Jenkins gave thanks to the Clerk for all her hard work in completing the year-end finances.

Clerk had previously distributed Appendix 3c and 3d which included:

- a) A statement of the position of the Council's bank accounts as at 3<sup>rd</sup> May 2018 incorporating details of cheques which needed to be issued, and which approval was sought.
- b) Budget Monitoring sheet as at 3<sup>rd</sup> May 2018

The Council's current financial position at £23,847, bank account and budget monitoring sheet were noted. The first instalment of the precept for 2018/19 had been received @ £10,000.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2018 Salary & Expenses) @ £687, The Leconfield Estates (Allotment Water) @ £20, Miss A Grout (Half-yearly newsletter editor and printing contribution) @ £200, Nathan Silius (allotment grass cutting) @ £68 and Mr James Tree (Internal Audit 2017/18) @ £50. Clerk added that three cheques had been approved in between meetings to avoid late fines; for Chichester District Council (Litter bin emptying 2017/18) @ £245, Leconfield Estates (Allotment rent and Playground rent) @ £278 and WSALC (Annual Subs 17/18) @ £178. In addition the £5,000 to Lurgashall Village Shop which had been agreed at the last meeting had been paid.

Clerk had received the annual insurance renewal from Aon and had got a comparative like for like quote from Zurich Municipal. This would be discussed off-line.

## 52/18 PLANNING

Clerk had previously distributed Appendix 4. Dr Wilding commented upon the following applications;

### PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

#### SDNP/18/00700/FUL

Playing Field East of Jubilee Cottage, Lurgashall  
Construction of a Multi-use games area (MUGA).

#### SDNP/18/01914/TCA

Glebe House Blind Lane Lurgashall GU28 9ET  
Notification of intention to fell 1 no. Ash tree (T1) and 2 no. Oak trees (T2 and T3).

#### SDNP/18/01873/HOUS

Aldworth Farm Jobsons Lane Lurgashall GU27 3BY  
Demolition of stables, studio and garage and erection of replacement outbuilding comprising garaging, studio and games room. Resubmission of SDNP/17/05965/HOUS

SDNP/18/01918/TCA

Glebe House Blind Lane Lurgashall GU28 9ET

Notification of intention to fell 1 no. Silver Birch tree (G1), 1 no. Leyland Cypress tree (G2) 1 no. Leyland Cypress tree (G3) and 1 no. Western Red Cedar tree (Thuja plicata) (T1). Reduce down to 2.5m (above ground level) 1 no. Western Red Cedar tree (Thuja plicata) (T2). Reduce down to 2m (above ground level) 1 no. Prunus lusitanica tree (T3) Reduce height by 2.5 and reduce the south-east radial spread back to the flower border on 1 no. Prunus laurocerasus tree (T4). Reduce height by 2.5 m and reduce the south-east and south sectors back to the flower border on 1 no. Prunus lusitanica (T5).

SDNP/18/01870/HOUS and SDNP/18/01871/LIS

Bishops Cottage 164 High Hamstead Lane Lurgashall GU28 9ET

Roof maintenance on North Elevation.

DECISIONS RECEIVED FROM CDC/SDNPA SINCE JANUARY'S PARISH COUNCIL MEETING

SDNP/18/00568/DCOND

*Plash Barn Farm Jobsons Lane Lurgashall Haslemere West Sussex GU27 3BP*

*Discharge of condition 3, 5 and 6 of planning permission SDNP/17/05100/FUL.*

*Decision: Approved*

SDNP/17/06073/HOUS and SDNP/17/06074/LIS

*Wheelwrights House Hillgrove Lane Lurgashall GU28 9EW*

*Internal and external alterations to annexe.*

*Decision: Approved*

SDNP/17/05983/HOUS and SDNP/17/05984/LIS

*Aldworth Farm Jobsons Lane Lurgashall GU27 3BY*

*Replacement kitchen extension with basement.*

*Decision: Approved*

SDNP/18/01878/NMA

*Leverton Fernden Lane Lurgashall Haslemere West Sussex GU27 3BS*

*Non-material amendment to application SDNP/17/02750/HOUS. Alter approved roof light.*

*Decision: Approved*

SDNP/18/00622/DCOND

*Gospel Green Cottage Petworth Road Lurgashall GU27 3BH*

*Discharge of condition 6 from planning permission SDNP/17/04451/FUL.*

*Decision: Approved*

SDNP/18/00963/FUL

*Wheelwrights House Hillgrove Lane Lurgashall GU28 9EW*

*Proposed Manège.*

*Decision: Approved*

53/18 HIGHWAYS INCLUDING VILLAGE GREEN, OPERATION WATERSHED AND WINTER MANAGEMENT

Mr Cooper said some of the potholes in the parish had been filled in. The severe potholes which the Clerk had reported which were the responsibility of WSCC on the lane leading between the Pub and the Church had been repaired by Highways.

Mr Sharp raised concerns about the amount the Parish Council gets its main grounds maintenance contractor to carry out. Clerk to ask that the triangle at the NW corner of the Green be added to the schedule and the land to the left of the Malt House.

The Active Communities team had sent through the Lurgashall Salt bin audit for 2018 which Mr Cooper kindly offered to complete before the deadline of Friday 8<sup>th</sup> June.

Dr Wilding reported that Fernhurst Parish Council was interested in getting involved with further investigations to help solve the Lickfold Bridge flooding with Lurgashall and Lodsworth Parish Councils. Dr Wilding to contact WSCC for Engineering Consultants recommendations and to enquire whether there is any funding available to help with this project.

#### 54/18 VILLAGE HALL FREEHOLD

*Mr Cooper and Mr Hellett declared an interest in this item as members of the Village Hall Management Committee (VHMC).*

Dr Wilding had met with the Chairman of the VHMC to discuss the freehold and she had sent an email to help clarify the matter which had been circulated to all members of the Parish Council. It was widely agreed that the freehold of the village hall should be brought into village ownership from the Diocese. There are two options available:

1. The present structure is continued as is, except that the Parochial Church Council (PCC) replace the Diocese as freeholders. So, the Parish Council would continue to hold the lease at least until something else is arranged at a later date, or
2. The PCC takes the freehold, asks the Parish Council to surrender their lease and the tasks the VHMC with managing the Hall exactly as the Parish Council does at present.

It is a complicated issue and one that, if progressed will have significant legal costs, and it was queried who would be responsible for paying these. Mr Hellett said that perhaps we are losing the way and the lease should simply be extended.

The VHMC requested whether the Parish Council would consider, in principle, making a contribution to the cost of advice to ensure that matters are properly arranged. All agreed that an estimate would be needed to be seen before any commitment of financial help is given. The VHMC is due to meet next week where the matter will be discussed further, assessed and hopefully a way forward agreed.

#### 55/18 VILLAGE SHOP

Dr Wilding confirmed that on 27<sup>th</sup> April 2018, the Village Shop had signed a three year lease and acquired the Post Office contract so the £5,000 loan had been converted to a grant. The Parish Council wishes them every success.

#### 56/18 PLAYGROUND

Mr Cooper said everything was fine at the playground although there was a bit of damage to the gate. Clerk stated the Annual ROSPA inspection would be carried out in June.

#### 57/18 ALLOTMENTS

Clerk reported that the grass at the allotments had had its first cut of the season. Clerk to get the contractor to telephone Mr Sharp once it had been established how many vacant plots there were for the season as these would need to be cut as well.

#### 58/18 RIGHTS OF WAYS

Clerk reported that WSCC had replaced the bridge on the footpath down from the Churchyard (FP 2038), the steps leading up to FP1067 had been fixed and it was hoped the broken bridge on the footpath which leads down from the Jubilee Field (FP1068) would be replaced by the end of May.

#### 59/18 L.R.A

Dr Tate said there had been a meeting of the L.R.A where the main discussion had been the Parish Council's response to the MUGA planning application. Dr Wilding confirmed that Chichester District Council were due to make their decision on the application tomorrow.

#### 60/18 GENERAL DATA PROTECTION REGULATION (GDPR)

Clerk reported that it had been confirmed by Chichester District Council at the All Parishes Meeting on 30<sup>th</sup> April that the Clerk is able to be appointed the GDPR officer. The Parish Council appointed the Clerk as its GDPR officer. Dr Tate to investigate new email addresses.

#### 61/18 NEW HOMES BONUS 2018

Clerk stated that there was an indicative allocation of £997 from the New Homes Bonus Scheme for 2018. She asked that the Parish Council consider an application. Dr Wilding kindly agreed to attend the New Homes Bonus surgery session being run by Chichester District Council on Monday 14<sup>th</sup> May to discuss the application. All applications need to be submitted by 30<sup>th</sup> July.

#### 62/18 MOBILE SKIP

Clerk said she was continuing to look for a company which would provide a managed skip service on a Saturday morning in the village.

#### 63/18 NIGHT FLIGHTS

Clerk said there was a talk at Northchapel Village Hall on Monday 21<sup>st</sup> May at 7.30pm to discuss the proposals for the Gatwick Night Flight Trial planned for 2019 and how they would potentially affect the area. All are welcome to attend.

#### 64/18 CORRESPONDENCE

Clerk spoke of two meetings being held over the next month or so:

SDNP workshop – Wednesday 6<sup>th</sup> June (6.30-9.30pm) Memorial Hall Midhurst (Councillors only, please let the Clerk know if you would like to attend so she can RSVP)

North CLC Meeting – Tuesday 19<sup>th</sup> June at Elsted Village Hall at 7pm (All are welcome to attend)

Clerk to put the information and route of the Velo South event (the 100-mile cycle ride through West Sussex planned for Sunday 23<sup>rd</sup> September involving 15,000 participants) onto the notice board and website as there will be access issues for some residents in the parish

#### 65/18 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters.

#### 66/18 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

New Homes Bonus 2018

Please let the Clerk know of any additional items by Thursday 7<sup>th</sup> July 2018

#### 67/18 DATE OF THE NEXT MEETING

The next meeting on Thursday 12<sup>th</sup> July 2018

There being no other business, the Chairman closed the meeting at 9.15pm.