

# **LURGASHALL PARISH COUNCIL**

## **DRAFT MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 10<sup>TH</sup> JANUARY 2019**

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

In Attendance: Mrs H E Cruikshank (Clerk)

The Chairman declared the meeting open at 7.30pm and welcomed all to the meeting.

There were no members of the public in attendance.

### **PARISH COUNCIL BUSINESS**

#### **1/19 APOLOGIES FOR ABSENCE**

Apologies were received from Parish Councillor Mrs Martin-Jenkins, County Councillor Janet Duncton and District Councillor Nick Thomas.

#### **2/19 CODE OF CONDUCT**

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

#### **3/19 MINUTES OF THE LAST MEETING**

Clerk stated that the action under item 120/18 for the white posts was for the Parish Council not specifically the Clerk. Mr Hellett had kindly actioned this. The Minutes of the last Parish Council meeting held on Thursday 8<sup>th</sup> November 2018 were approved and signed by the Chairman as a true record.

#### **4/19 MATTERS ARISING**

There were no matters arising. The mobile skip which came in early December was well used. It is hoped that the service will be repeated in the financial year 2019/20.

#### **5/19 COUNCILLORS REPORTS**

In District Councillor Nick Thomas' absence, Dr Wilding reported that it was quite quiet at the District Council, mainly concerned with setting the new budget. They are under more financial pressure than last year. Issues will arise if county stop providing some services and the District may have to step in. The A27 will only see minor improvements by Highways England as there is no funding available in RIS2 due to a lack of consensus in the community

Mr Harden said he was saddened to hear that County were cutting back on so many non-essential services including support for the homeless. Dr Wilding reported that CDC had just approved an additional £2 million to be spent on new accommodation for the homeless.

Any queries of a District nature, please do not hesitate to contact Nick Thomas [nthomas@chichester.gov.uk](mailto:nthomas@chichester.gov.uk) or 01730 810837.

Any issues of a County nature then please do not hesitate to contact Janet Duncton on [janet.duncton@westsussex.gov.uk](mailto:janet.duncton@westsussex.gov.uk) or 01798 342528.

## 6/19 FINANCE

Clerk had previously distributed Appendix 2a and b which included:

- a) A statement of the position of the Council's bank accounts as at 4<sup>th</sup> January 2019.
- b) Budget monitoring sheet as at 4<sup>th</sup> January 2019.

The Council's current financial position at £22,979, bank account and budget monitoring sheet were noted.

The members duly approved the payments for Goss Mini Skips Ltd (Mobile skip @ £960) and Mrs Helen Cruikshank (Clerk's Nov & Dec Salary plus expenses @ £696). A payment of £1,000 to Home-Start Chichester (following a donation request as supporting a family within the parish) had been authorised at the Finance & General Purposes Meeting held in November.

## 7/19 BUDGET AND PRECEPT 2019/20

In the absence of Mrs Martin-Jenkins, Mr Bonnett presented the draft budget for the coming year 2019/20 as part of the report of a meeting held on 26th November 2018. Members had previously been sent this report as Appendix 3. Mr Bonnett reported that both the Lurgashall Village Shop and the Lurgashall Village Hall Management Committee had submitted requests for significant financial support in 2019/20. The Village Shop had submitted a detailed submission and was looking for £5,000 to enable it to provide a part-time employee. The Village Hall requested assistance in help with funding for its proposed extension for the archiving room @ £4,000. It was agreed that the Parish Council needs to be supporting both these community efforts which are essential to the parish. Given the amount of volunteer time given by many and the lack of facilities in the neighbouring villages and towns, the shop and post office is proving to be an excellent and vital facility. It was agreed after much discussion at the Finance meeting that there would need to be a substantial increase in the precept for 2019/20 to help these projects and at the same time keep a sensible level of money in the Parish Council reserves.

Mr Bonnett proposed that the budget figures 2019/20 be accepted as presented and this was approved unanimously. As part of the budget presentation, Mr Bonnett reported that the Finance and General Purposes Committee recommend that the precept be increased from £20,000 to £24,000 which is a 25% increase. It was agreed this would be a realistic precept for the parish, given the increased needs and requirements in the parish. It works out as an additional **22p** per Band D household per week. Dr Wilding proposed this, Dr Tate seconded and this was approved unanimously. Clerk to inform CDC of the decision.

## 8/19 RISK ASSESSMENT

The Clerk presented the report of the Finance and General Purposes Committee dated 26th November 2018 which members had previously been sent as Appendix 4. One addition had been made to include the Cricket Club under item G: Other potential areas of risk considered. Members approved the revised report.

## 9/19 PLANNING

Clerk had previously distributed Appendix 5. Dr Wilding commented upon the following applications;

Planning applications discussed since the last PC meeting:

### SDNP/18/05502/HOUS

Location: Upper Barn House Dial Green Lane Lurgashall GU28 9EU

Proposal: In-ground swimming pool. Side / rear extension. Conservatory and porch.

### SDNP/18/05755/FUL

Location: Jays Farm Jays Lane Lurgashall Haslemere West Sussex GU27 3BL

Proposal: Creation of a new access track, hardstanding and woodshed for commercial forestry operations.

SDNP/18/06014/LIS

Location: Aldworth Farm Jobsons Lane Lurgashall GU27 3BY

Proposal: Proposed internal partitioning and reinstatement of first floors.

SDNP/18/05877/LIS and SDNP/18/05876/HOUS

Location: Blackdown House Fernden Lane Lurgashall GU27 3BT

Proposal: Erection of pool house in garden area to serve the existing swimming pool

SDNP/18/06019/CND

Location: Courts Yard Jobsons Lane Windfall Wood Common Lurgashall GU27 3BX

Proposal: Variation of condition 2 from application SDNP/15/05454/FUL; Revised location of Plot 2.

SDNP/18/05339/FUL

Location: Blackdown Ridge Fernden Lane Lurgashall West Sussex GU27 3BT

Proposal: Retrospective application for the operations of tours and wine tasting events.

SDNP/18/05797/HOUS and SDNP/18/05798/LIS

Location: Plash Barn Farm Jobsons Lane Lurgashall GU27 3BP

Proposal: Internal alterations at Plash Barn Farm to provide a boot room and family room within the existing entrance hall and larger bedrooms with en-suites and alterations to fenestration on the south elevation.

Decisions received from CDC/SDNPA since the last meeting:

SDNP/18/04753/HOUS

Dial Green House Dial Green Lane Lurgashall GU28 9HA

Demolition of existing outbuildings and construction of two storey extension with associated roof works and various alterations.

Decision: Refused

SDNP/18/04377/FUL

Stag Park Farm London Road Petworth GU28 9LZ

Internal and external alterations to existing milking parlour farm building.

Decision: Approved

SDNP/18/03952/HOUS

Glebe House Blind Lane Lurgashall GU28 9ET

Alteration to House's single storey extension. Garage conversion

Decision: Approved

SDNP/18/03770/FUL

Park Farm Dial Green Lane Lurgashall GU28 9EU

Proposed mobile unit on existing hardcore parking area.

Decision: Refused

10/19 HIGHWAYS INCLUDING VILLAGE GREEN, OPERATION WATERSHED AND WINTER MANAGEMENT

Mr Sharp had refurbished the bus shelter, kindly paid for by a resident. Mr Hellett had repainted and put in the newly refurbished posts around the Village Green. The blocked ditches on Mill Lane opposite Greengates had been cleared by WSCC Highways. Mr Jowett raised concern about the road at Dial Green where the water is not draining, it is thought the pipe is either blocked under the road or is simply too small for the volume of water which drains there. Clerk to report to WSCC Highways. Mr Harden reported that the road leading from the

Village Green to Dial Green, opposite Dial House is worn away on both sides by 6-9 inches. Clerk to report to WSCC Highways. He also raised a problem with a huge pothole on Mill Lane by Mill Farm which needed urgent attention. Dr Tate has kindly reported this since the meeting.

Clerk had received a letter from a resident on Blackdown about the dreadful condition of the local roads with particular concern, Fernden Lane and Quell Lane. He had identified three problems:

1. Ditches are not being cleared. The road surface is often running with surface water, dangerous at the best of times and lethal when frozen. Water running down the sides of the road are eroding the edges of the roads. These will collapse before long.
2. Culverts are not being cleared so ditches and roads are often flooded.
3. Negligible repairs of potholes. If damage to the wearing course is not repaired water gets into the sub-base which collapses.

Clerk had reported these all to the local WSCC Highways Officer who had replied saying that the ditches are the responsibility of the adjacent landowners under riparian ownership and sometimes the culverts under the road get clogged up due to lack of maintenance by the landowners. WSCC have cleared these in the past just to alleviate a problem but there is a major lack of funding. He suggested the responsible landowners be contacted or to contact Chichester District Council who are the Land Drainage Authority. He said that Highways had recently cleared the ditches in Mill Lane on a non-prejudice basis but will expect landowners to maintain here going forward.

If you believe a culvert to be blocked, anyone can report these through Love West Sussex. Likewise with potholes, and these can be reported throughout an entire road, on one enquiry. However the Highways Officer added that Fernden Lane and Quell Lane have only just had their Routine 6 Monthly inspection where no intervention level defects were found.

The Parish Council said the problems with Fernden Lane had been made worse when the Fernhurst to Lickfold Road had been closed for so long and therefore it had a lot of additional use. The ditches are not maintained and when two cars meet along the narrow rural roads, the car lanes are just not wide enough so it forces one to drop into the ditch and it collapses. It is becoming a real problem throughout the parish and there is no immediate solution.

#### 11/19 VILLAGE HALL FREEHOLD

There was no further update. It was agreed this no longer needed to be on the PC agenda.

#### 12/19 RURAL AFFORDABLE HOUSING/COMMUNITY LAND TRUST (CLT)

Mr Hellett said there was nothing to report.

#### 13/19 PLAYGROUND

Mr Cooper said there was no problems with the playground.

#### 14/19 VILLAGE SHOP

Dr Wilding reported that the Village Shop had been successful in securing a LEADER grant as has the Village Hall.

#### 15/19 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk had distributed both documents previously. Standing orders are the written rules of the council and are essential to regulate the proceedings of a meeting. The only amendment to the draft standing orders which needed discussing tonight was the time limit on public speaking which was agreed to put at 15 minutes with 2 minutes limit per person. With this amendment the standing orders were adopted. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedure of the council. There were several amendments which needed to be discussed and it was agreed to leave this until the next meeting.

#### 16/19 ALLOTMENTS

Mr Harden reported there was a problem with turning off one of the taps at the allotment. Mr Sharp kindly offered to take a look and turn off at the mains by the gate to the shop. Mr Sharp reported it was a mess with only six people currently using the allotments. Dr Wilding and the Clerk to meet and take a look at the site before the next meeting and assess.

#### 17/19 RIGHTS OF WAYS

Mr Harden raised concern with regard the safety of the footpath over the second stream on FP1068 leading down from the Jubilee Field. He said guide posts for a few metres more would be beneficial. Clerk to make a request to the new WSCC access ranger in charge of inspecting the area, Mr Kevin Dewitt.

#### 18/19 L.R.A

Dr Tate said there had been no L.R.A meetings since the last PC meeting. A survey was due to be sent out to all L.R.A members asking what sports people had played in the past and whether there were people willing to help to run clubs in particular sports. He reported that the L.R.A had repaired the cricket net and reassembled.

#### 19/19 ANNUAL PARISH MEETING 2019

It was agreed the date for the Annual Parish Meeting be set for Thursday 25<sup>th</sup> April 2019. Clerk to check Village Hall availability and invite all local groups and organisations to attend and give a brief presentation.

#### 20/19 CORRESPONDENCE

Clerk reported on one forthcoming meeting:

- North Chichester CLC meeting – Tuesday 5<sup>th</sup> March at 7pm at Northchapel Village Hall. All are welcome to attend.

#### 21/19 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters.

#### 22/19 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Financial Regulations

Future of the allotments

Please let the Clerk know of any additional items by Thursday 7<sup>th</sup> March 2019

#### 133/18 DATE OF THE NEXT MEETING

The next meeting is on Thursday 14<sup>th</sup> March 2019 at 7.30pm

There being no other business, the Chairman closed the meeting at 8.55pm.