

# LURGASHALL PARISH COUNCIL

## **DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 16TH MAY 2019**

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

In Attendance: Mrs H E Cruikshank (Clerk)

There were no members of the public present.

Dr Wilding declared the meeting open at 7.30pm and welcomed all to the meeting.

### ANNUAL PARISH COUNCIL BUSINESS AGENDA

#### 1. TO ELECT A CHAIRMAN

Nominations were invited for Chairman for the ensuing year. Mrs A Martin-Jenkins was proposed and duly seconded and there being no other nominations it was **RESOLVED** that Mrs Martin-Jenkins be elected Chairman of Lurgashall Parish Council and she took the chair. Mrs Martin-Jenkins thanked Dr Wilding for his hard work over the past 4 years, dealing with the many issues which had arisen. She also congratulated him on his new post as District Councillor for the Fernhurst Ward which now included the parish of Lurgashall.

#### 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, Dr Tate, Dr Wilding

##### Finance & General Purposes Committee

Mr Cooper, Mr Harden, Mr Jowett and Mrs Martin-Jenkins

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

Mr Cooper, Mr Harden, Mr Hellett, Mrs Martin-Jenkins and Dr Tate

##### Special Responsibilities:

Systems Audit: Dr Tate

Playground: Mr Cooper

L.R.A: Dr Tate

##### Representatives:

Village Hall Management Committee: Mr Cooper

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

Thursday 11<sup>th</sup> July 2019

Thursday 12<sup>th</sup> September 2019

Thursday 14<sup>th</sup> November 2019

Thursday 9<sup>th</sup> January 2020  
Thursday 12<sup>th</sup> March 2020  
Thursday 14<sup>th</sup> May 2020 (Annual Meeting of the Parish Council)

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

Mr Jowett left the meeting at 7.50pm

## **PARISH COUNCIL AGENDA**

### **44/19 APOLOGIES FOR ABSENCE**

Apologies were received from Parish Councillor Ray Cooper, District Councillor Norma Graves and County Councillor Janet Duncton

### **45/19 CODE OF CONDUCT**

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

### **46/19 MINUTES OF THE LAST MEETING**

The Minutes of the last Parish Council meeting held on Thursday 14<sup>th</sup> March 2019 were approved and signed by the Chairman as a true record.

### **47/19 CO-OPTION OF COUNCILLOR/(S)**

There was no co-option. However the Clerk had received interest from two parishioners who it was hoped would come along to the next meeting.

### **48/19 MATTERS ARISING**

There were no matters arising.

### **49/19 COUNCILLORS REPORTS**

In the County Councillor's absence, the Clerk read out the following on Janet Duncton's behalf:  
Unfortunately County have had a bad OFSTED on our looked after children service and the best I can say about that is that all actions are being taken to make sure that this service improves. Among other things we are still looking for people that would like to become Foster Parents but there are many more things to work on in the department and we are doing our best efforts to put things right. There are some things that we believe the Inspector did not take into consideration and on these items we are challenging them.

As Chairman of the County Council, I and my Vice Chairman Ashvin Patel are beginning to get very full diaries and I am very grateful to have such a hardworking and co-operative Vice Chairman which at County the Chairman chooses for themselves. I think I made a wise choice. We work well together.

Once a fortnight we have citizenship ceremony's either in Crawley or Chichester and these are lovely events with a lot of happy people who have worked hard and also paid financially to become Citizens of the UK. Either the Lord Lieutenant or a deputy joins us and after the presentations of certificates tells the audience about the duties of the Lord Lieutenant's office. Very interesting.

I have attended several things at the Cathedral, and have 2 items soon talking with Armed forces associations like 'Building Hero's' who are based at Brinsbury and next week an Armed Forces reception at Fontwell. We take looking after those who have served in the Armed Forces very seriously and try to help in any way we can when they leave the Service. We are in fact aiming to get a Gold acknowledgement for ourselves in the work

we are doing. One more mention is the attending of the unveiling of a plaque to Sir Patrick Moore. This took place in Selsey at his old home and was performed by Dr Brian May who most of us may remember played the National Anthem on the roof of Buckingham Palace. A very nice man.

Just to assure you as I believe a leaflet during the election was mentioning Velo South. There are NO plans either this year or next year to have a Velo South cycle event. So please do assure residents.

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.

Dr Wilding, as one of the two newly elected District Councillors for the Fernhurst Ward, reported on the outcome of the recent District elections with a split result of 18 Conservative/18 others; therefore no majority. The Liberal Democrats were 2<sup>nd</sup> with 11 seats. The new leader is Eileen Lintill (Conservative) and a Liberal Democrat as deputy (yet to be named) with a proposed Conservative cabinet and Liberal Democrat committees. This is all subject to Council approval and final meetings next week.

#### 50/19 FINANCE

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

- a) Income and Expenditure sheet y/e 31<sup>st</sup> March 2019
- b) Certificate of Exemption and Sections 1 and 2 of the AGAR 2018/19

She also handed out confirmation of the Annual Internal Audit 2018/19, the Bank Reconciliation as at 31<sup>st</sup> March 2019 and the Explanation of Variances 2018/19.

Members considered these; the Accounts for 2018/19, the AGAR 2018/19 including the Certificate of Exemption (certifying the gross income and/or expenditure does not exceed £25,000), 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 AGAR exemption certificate, statements and figures were duly proposed and seconded. The exemption certificate, sections 1 and 2 were approved by Full Council and signed by the Chairman.

Mrs Martin-Jenkins thanked 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 10<sup>th</sup> May 2019 incorporating details of cheques which needed to be issued, and which approval was sought.
- b) Budget Monitoring sheet as at 10<sup>th</sup> May 2019

The Council's current financial position at £27,994, bank account and budget monitoring sheet were noted. The first instalment of the precept for 2019/20 had been received @ £12,000.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2019 Salary & Expenses) @ £723, The Leconfield Estates (Allotment Water) @ £16, Miss A Grout (Half-yearly newsletter editor and printing contribution) @ £200, Nathan Silius (allotment grass cutting) @ £96 and Mr James Tree (Internal Audit 2018/19) @ £50, WSALC (Annual Subs 2019/20) @ £169, BHIB Ltd (Annual Insurance Renewal 2019/20) @ £578. Clerk added that two cheques had been approved in between meetings to avoid late fines; for Chichester District Council (Litter bin emptying 2018/19) @ £255, Leconfield Estates (Allotment rent and Playground rent) @ £278. In addition the £4,000 to Lurgashall Village Hall had been paid as way of a donation towards the extension which had been agreed at the last meeting.

#### 51/19 PLANNING

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

## PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

### SDNP/19/01347/TCA

Location: Bishops Cottage 164 High Hamstead Lane Lurgashall Petworth West Sussex GU28 9ET  
Proposal: Notification of intention to fell 1 no. Leyland Cypress hedgerow (T1).

### SDNP/19/01342/LIS

Location: Aldworth Farm Jobsons Lane Lurgashall GU27 3BY  
Proposal: Internal and external alterations to extension constructed in 2000. Changes to fenestration.

### SDNP/19/01154/TCA

Location: Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Notification of intention to fell 1 no. Leyland Cypress tree (T4), 1 no. Hawthorn tree and 1 no. Cornus sp (T5), 1 no. Plum tree (T8), 1 no. Eucalyptus tree (T10), 1 no Horse Chestnut tree (T13), 1 no Norway Spruce (T14) and 2 no. Leyland Cypress hedges (T9 (6 metre section) and T12). Crown lift by up to 4m (above ground level) and deadwood on 1 no. Ash tree (T1), 2 no. Willow trees (T2 and T3) and 1 no. Walnut tree (T7), prune around telephone cables on 1 no. Willow tree (T3) and crown lift by up to 3m (above ground level) on 5 no. Birch trees (T15) by 3m and reduce height down to 4m and spread to 6m on 1 no. Portuguese Laurel tree (T6).

### SDNP/19/00858/FUL

Location: Plash Barn Farm Jobsons Lane Lurgashall Haslemere West Sussex GU27 3BP  
Proposal: Installation of all-weather equine training and exercise area.

### SDNP/19/01448/LIS

Location: Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Removal of internal walls in garage. Replacement of existing sanitary-ware in shower room. Removal of window to North elevation, widen existing opening and install window removed and retained from main house.

### SDNP/19/01804/OHL

Location: Home Farm Fernden Lane Lurgashall Haslemere West Sussex GU27 3BU  
Proposal: Construction of 2 no. free standing wooden poles (overhead lines).

### SDNP/19/01420/HOUS and SDNP/19/01421/LIS

Location: Bishops Cottage 164 High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Proposed single storey annexe to provide ancillary accommodation to the main dwelling, replacement garden shed and changes to the boundary treatments

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

### SDNP/19/00249/LIS

Location: Greengate Farm High Hamstead Lane Lurgashall West Sussex GU28 9ET  
Proposal: To remove existing chipboard floor from barn building and replace with concrete floor.  
Decision: Approved

### SDNP/19/00442/TCA

Location: Bishops Cottage 164 High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Notification to fell 1 no. Pear tree (Pyrus salicifolia "Rendula") ( T1)  
Decision: Raise no objection

### SDNP/19/00679/TCA

Location: Bishops Cottage 164 High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Notification on intention to fell 1 no. Leyland Cypress hedgerow (T1).  
Decision: Raise no objection

SDNP/18/06220/HOUS and SDNP/18/06221/LIS

Location: The Village Shop High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Proposed alterations and extension to the dwelling house in order to allow the Post Office to operate independently of the dwelling, and extensions to the rear to the dwelling.  
Application withdrawn

SDNP/19/00111/DCOND

Location: 1 The Quell Cottages Quell Lane Lurgashall GU27 3BW  
Proposal: Discharge of Conditions 7 (Rainwater goods), 10 (Floorboards), 11 (Ground floor brick paving) and 13 (Underpinning) for Listed Building Consent SDNP/17/00020/LIS.  
Decision: Approved

SDNP/18/06410/HOUS and SDNP/18/06411/LIS

Location: Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Replacement of main entrance door, internal refurbishment and repair including installation of timber double doors behind existing garage doors  
Decision: Approved

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.  
Application withdrawn

SDNP/19/01154/TCA

Location: Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET  
Proposal: Notification of intention to fell 1 no. Leyland Cypress tree (T4), 1 no. Hawthorn tree and 1 no. Cornus sp (T5), 1 no. Plum tree (T8), 1 no. Eucalyptus tree (T10), 1 no Horse Chestnut tree (T13), 1 no Norway Spruce (T14) and 2 no. Leyland Cypress hedges (T9 (6 metre section) and T12). Crown lift by up to 4m (above ground level) and deadwood on 1 no. Ash tree (T1), 2 no. Willow trees (T2 and T3) and 1 no. Walnut tree (T7), prune around telephone cables on 1 no. Willow tree (T3) and crown lift by up to 3m (above ground level) on 5 no. Birch trees (T15) by 3m and reduce height down to 4m and spread to 6m on 1 no. Portuguese Laurel tree (T6).  
Decision: Raise no objection

SDNP/19/00796/PRE

Location: Hazards High Hamstead Lane Lurgashall Petworth West Sussex GU28 9ET  
Proposal: Two storey and single storey extensions and internal alterations.  
Advice provided

SDNP/19/00858/FUL

Location: Plash Barn Farm Jobsons Lane Lurgashall Haslemere West Sussex GU27 3BP  
Proposal: Installation of all-weather equine training and exercise area.  
Decision: Refused

SDNP/19/01347/TCA

Location: Bishops Cottage 164 High Hamstead Lane Lurgashall Petworth West Sussex GU28 9ET  
Proposal: Notification of intention to fell 1 no. Leyland Cypress hedgerow (T1).  
Decision: Raise no objection

SDNP/19/01448/LIS

Location: Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET

Proposal: Removal of internal walls in garage. Replacement of existing sanitary-ware in shower room. Removal of window to North elevation, widen existing opening and install window removed and retained from main house.

Application withdrawn

SDNP/19/00494/HOUS and SDNP/19/00495/LIS

Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET

Demolition of existing conservatory, replacement rear ground floor extension with loggia. Front extension to annex. Alterations and additions to fenestration.

Application withdrawn

52/19 HIGHWAYS INCLUDING VILLAGE GREEN, OPERATION WATERSHED AND WINTER MANAGEMENT

Mrs Martin Jenkins thanked Mr Hellett for kindly repairing the salt bin at Dial Green. Clerk to report the state of the road leading from the village green to Dial Green.

Mr Hellett said the new grass cutting regime had commenced and praise was given to how super the village green looked.

Dr Wilding reported that going forward with any further works to solve the Lickfold Bridge flooding would be hugely expensive and not economically viable.

Following the issues raised at the last meeting, the Highways Officer has cleared the drainage grip which takes the water off the carriageway to the stream adjacent to Parkhurst Cottage and cleared one gully just north of the junction of High Hampstead Lane. The gully near to Sods Cottage is 100 % full of silt has been passed to the Routine Maintenance Team to arrange for a gully emptier to attend. The two drainage grips further south towards the bridge are to be recut so water does not sit on the road.

53/19 FINGERPOSTS

Previously it had been agreed to fund 1 or 2 refurbishments of the parish fingerboards per year on a rolling programme. Mr Sharp had kindly carried out some of this work without charge. Clerk to write and thank him and to ask whether he would be prepared to be involved in carrying on with some paid work going forward.

54/19 RURAL AFFORDABLE HOUSING

Mr Hellett said he would progress this and contact Lodsworth and Northchapel Parish Councils to see whether they would be interested in some sort of joint partnership.

55/19 PLAYGROUND

The Clerk stated the Annual ROSPA inspection would be carried out in June.

56/19 ALLOTMENTS

The Clerk reported that the grass at the allotments had had its first cut of the season. All invoices had been sent out and allotment rents were coming in. There was one new tenant.

57/19 RIGHTS OF WAYS

The Clerk reported the WSCC April 2019 inspection had been carried out. Works are to be done on FP1068 which leads down across the Jubilee Field. Mrs Martin Jenkins said a path has been cut through the fields on FP2019 which leads from Lower Roundhurst Farm to Jobsons Lane easily accessible for walkers.

58/19 L.R.A

Dr Tate said the L.R.A had held its AGM with few members attending. There had been a review of the past year and funds are reducing as costs of maintaining the field are higher than its income. Plans are afoot for a fundraising event. The L.R.A is grateful to the Parish Council and the Fete for their financial support.

59/19 CORRESPONDENCE

Clerk stated that there was an indicative allocation of £1050 for Lurgashall from the New Homes Bonus Scheme for 2019. She asked that the Parish Council consider an application. It was agreed to submit an application for financial assistance with repairing the village fingerboards. All applications need to be submitted by 9am on 29<sup>th</sup> July.

60/19 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters.

61/19 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any items by Thursday 4<sup>th</sup> July 2019

62/19 DATE OF THE NEXT MEETING

The next meeting on Thursday 11<sup>th</sup> July 2019

There being no other business, the Chairman closed the meeting at 8.45pm