

# LURGASHALL PARISH COUNCIL

## **DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD VIRTUALLY ON THURSDAY 14<sup>TH</sup> MAY 2020**

Councillors Present: Mr R Cooper, Mr J Harden, Mr S Hellett, Mr N Jowett, Mrs J Landstrom, Mrs A Martin-Jenkins (Chairman), Dr A Tate and Mr P Wilding (also in attendance as a District Councillor)

In Attendance: Mrs H E Cruikshank (Clerk)

County Councillor Janet Duncton

There were no members of the public in attendance.

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

#### 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, Mr 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

Allotment Manager – Mrs Landstrom

##### Representatives

Village Hall Management Committee – Mr Cooper

L.R.A – Dr Tate

Lurgashall Link – Mrs Landstrom

#### 4. TO AFFIRM DATES OF FUTURE MEETINGS 2020/21

Thursday 9<sup>th</sup> July 2020

Thursday 10<sup>th</sup> September 2020

Thursday 12<sup>th</sup> November 2020

Thursday 14<sup>th</sup> January 2021  
Thursday 11<sup>th</sup> March 2021  
Thursday 13<sup>th</sup> May 2021 (Annual Meeting)

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

## **PARISH COUNCIL BUSINESS**

### **45/20 APOLOGIES FOR ABSENCE**

There were no apologies

### **46/20 CODE OF CONDUCT**

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

### **47/20 MINUTES OF THE LAST MEETING**

The minutes of the last Parish Council meeting held on Thursday 12<sup>th</sup> March 2020 were approved and signed by the Chairman as a true record.

### **48/20 MATTERS ARISING**

- The Mobile Skip on Saturday 25<sup>th</sup> April had been very successful.
- There is one vacancy on the Parish Council. Clerk will be posting the notice onto the parish noticeboard. If no by-election is called by 10 electors within 14 working days then we will be able to fill by co-option at the next meeting.

### **49/20 COUNCILLORS REPORTS**

District Councillor Peter Wilding reported on the following:

#### **Business Rate Grants**

CDC is the highest performing Council in the England in terms of the speed of paying business rate grants. By the end of last week, we will have paid business rate grants to all of those eligible. The government has allocated £37million to support businesses in the district. 3,000 businesses in our district have benefited from this scheme.

#### **Leisure Centres**

The government closed all Leisure Centres from the evening of Friday 20 March. We have been working with the leisure contractor Everyone Active and they have furloughed all staff with the exception of 3.66 FTE staff. These staff are required to complete building checks on all three sites.

#### **Parking Services**

The Parking Services team have introduced new temporary dispensations to help NHS and Social care staff, key Workers and our residents to park on-street in line with WSCC requirements. The decision was taken to suspend parking charges in car parks to support essential services. Season tickets are therefore currently unavailable to purchase or renew until the end of April but we will continue to review our position on this in line with government guidance.

#### **Rough Sleepers**

As a result of the Covid 19 situation the government has required local housing authorities to do everything possible to make sure that anyone sleeping rough is provided with an offer of accommodation. 22 former rough sleepers with links to Chichester are being accommodated at present in hotel and B&B accommodation including the Chichester Travelodge.

#### **Chichester Contract Services**

The CCS management team prioritised the following services and consolidated the remaining workforce to deliver them:

- Domestic residual waste collection

- Domestic recycling collection
- Trade waste collection (reduced due to business closures)
- Green waste collection
- Fly tip removal
- Dog and litter bin emptying

#### Financial Impact of COVID-19

CDC currently estimates that it will lose many millions in revenue from the COVID-19 pandemic in the next Financial Year. This will have to be made up from reserves.

Any queries of a District nature, please do not hesitate to contact Peter Wilding on [pwilding@chichester.gov.uk](mailto:pwilding@chichester.gov.uk)

County Councillor Janet Duncton stated that during this crisis, WSCC were responsible for shielding the vulnerable and they are working very hard to help them. West Sussex has sadly seen 1,230 people die due to Covid 19. A mobile testing centre run by the military has been set up in Chichester. WSCC are doing everything they can.

All County employees are working from home until it is safe to return to County Hall. Fire & Rescue and Children's Services are continuing as normal. May meetings have all been cancelled (including all CLC meetings until further notice) but it is hoped the full council meeting on 17<sup>th</sup> July will go ahead. Waste & Recycling sites have re-opened (as of Monday 11<sup>th</sup> May) for limited materials (green waste and recycling only). They are opening slowly to see what happens. She will let us know when this changes.

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.

#### 50/20 FINANCE

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

- a) A statement of the position of the Council's bank accounts as at 7<sup>th</sup> May 2020 incorporating details of cheques which needed to be issued, and which approval was sought.
- b) Budget Monitoring sheet as at 7<sup>th</sup> May 2020

The Council's current financial position at £29,173, bank account and budget monitoring sheet were noted. The first instalment of the precept for 2020/21 had been received @ £12,000.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2020 Salary & Expenses) @ £752, The Leconfield Estates (Allotments and Play Area rent) @ £282, Miss A Grout (Half-yearly newsletter editor and printing contribution) @ £200, Mrs Jean Huggett (Internal Audit 2019/20) @ £100, WSALC (Annual Subs 2020/21) @ £171, and BHIB Ltd (Annual Insurance Renewal 2020/21) @ £559.

Payments had been made in between meetings as follows:

Mrs Jane Landstrom (Allotment Expenses) @ £194  
 Chichester District Council (Litter Bin Emptying 2019/20) @ £262  
 Lurgashall PCC (Donation to Hardship Fund) @ £1,000  
 Blackdown Fernhurst Ltd (Lurgashall Link fliers printing costs) @ £58  
 Mrs Jane Landstrom (Allotment Expenses) @ £245  
 Mrs Jane Landstrom (Allotment Expenses) @ £250  
 Goss Mini Skips Ltd (Mobile Skip) @ £960

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

- c) Income and Expenditure sheet 2019/20 and Bank Reconciliation y/e 31<sup>st</sup> March 2020
- d) Sections 1 and 2 of the AGAR 2019/20, Explanation of Variances 2019/20 and Annual Internal Audit 2019/20

Members considered these; the Accounts for 2019/20, the AGAR 2019/20 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 Mrs Jean Huggett. The statements and figures were duly proposed and seconded. Sections 1 and 2 were approved by Full Council and signed by the Chairman. As the expenditure just exceeds the £25,000 threshold, the annual return must be submitted for a full external audit. These documents will be sent to the External auditors, Moore. All of this information goes onto the website once it has been approved in order to compile with the transparency laws and regulations.

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

### 51/20 PLANNING

The Clerk had previously distributed Appendix 3. Mr Wilding commented upon the following applications;

### **PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING**

The following planning applications had been discussed since the last meeting:

#### SDNP/20/01265/HOUS

Dial House Dial Green Lane Lurgashall GU28 9HA

A small ground floor extension to the side of the property.

#### SDNP/20/01422/TCA

Bishops Cottage 164 High Hamstead Lane Lurgashall GU28 9ET

Notification of intention to remove lowest 2 no. limbs on western sector and remove lowest 1 no. limb on eastern sector on 1 no. Scots Pine tree (T1). Remove lowest 2 no. limbs on western and eastern sectors on 1 no. Scots Pine tree (T2)

#### SDNP/20/01607/HOUS

Jays Farm Jays Lane Lurgashall GU27 3BL

Proposed single storey rear oak framed sunroom with roof lantern.

### **DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING**

#### SDNP/19/02988/FUL

Dial Green House Dial Green Lane Lurgashall GU28 9HA

Demolition of existing dwelling and outbuildings and construction of replacement two storey dwelling.

Decision: Approved

#### SDNP/20/00028/TCA

St Laurences Church Dial Green Lane Lurgashall GU28 9ET

Notification of intention to fell 5 no. Ash trees (T4, G6, T11, T12 & T13), 1 no. Hawthorn tree (T14) and 1 no. Leyland Cypress tree (T25). Reduce 2 no. storm damaged limbs by 2m (south east sector) over pathway on 1 no. Oak tree (T2). Crown lift by removing lowest lateral limb (south sector) on 1 no. Red Oak tree (T5). Crown lift to 3m (west sector) above ground level and reduce width by up to 3m (north sector) on 1 no. Yew tree (T10). Crown lift by removing 2 no. lateral limbs (south sector) and 3 no. lateral limbs (west sector) on 1 no. Yew tree

(T19). Crown lift by removing 2 no. lateral limbs (north and south sectors) on 1 no. Yew tree (T20). Crown reduce by up to 50% (all round) on 1 no. Oak tree (T24)

Decision: Raise no objection

SDNP/20/00488/TCA

Greengate Farm High Hamstead Lane Lurgashall West Sussex GU28 9ET

Notification of intention to fell 2 no. Horse Chestnut trees (T1 and T2).

Decision: Raise no objection

SDNP/20/00826/APNB

Blackdown Park Fernden Lane Lurgashall GU27 3BT West Sussex

New building for storage of equipment associated with agricultural and forestry activity on the estate.

Decision: Objection

SDNP/20/00477/TPO

St Laurences Church Dial Green Lane Lurgashall GU28 9ET

Remove 2 no. lowest limbs on south sector, reduce north sector by 3m and reduce south sector by 2m on 1 no Yew tree (marked on plan as T9, TPO'd as T1) subject to LG/10/00004/TPO

Decision: Approved

SDNP/20/01216/APNB

Jays Farm Jays Lane Lurgashall Haslemere West Sussex GU27 3BL

Wood barn for the processing and storage of wood.

Decision: Raise no objection

SDNP/19/05525/DCOND and SDNP/19/05526/DCOND

Greengate Farm House High Hamstead Lane Lurgashall GU28 9ET

Discharge of condition 3, 4, 6 and 7 from planning permission SDNP/19/02719/HOUS and SDNP/19/02720/LIS.

Decision: Approved

SDNP/20/01162/APNR

Jays Farm Jays Lane Lurgashall GU27 3BL

Resurfacing of existing forestry tracks running through the woodland

Decision: Raise no objection

SDNP/20/00973/PRE

Barfold Tennyson's Lane Haslemere GU27 3BN

Replacement extension following demolition of existing.

Advice provided

SDNP/20/00589/FUL

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

All weather area for the exercise and training of horses.

Decision: Approved

SDNP/20/01387/PRE

Land Adjoining Sods Farm Surrey Road Lickfold Lurgashall Petworth GU28 9E

Erection of an agricultural barn comprising a wood store, vehicle store and lock up.

Advice provided

Mr Wilding added that the Clerk had reported a gate and hardstanding area which has appeared at the entrance to this land to CDC enforcement for their investigation.

#### 52/20 HIGHWAYS INCLUDING VILLAGE GREEN, OPERATION WATERSHED AND WINTER MANAGEMENT

Mr Cooper reported there were a few problems with the mower and it may be the case that a new one is required. The green is ready for cricket but sadly it is not looking very likely until the end of the summer. The pothole repairs on Jobsons Lane and at the top of Greengates had been carried out as has the patching on Mill Lane.

#### 53/20 RURAL AFFORDABLE HOUSING/COMMUNITY LAND TRUST (CLT)

Mr Hellett said he was due to have gone to Northchapel's Annual Parish Meeting to discuss this with them but unfortunately due to Co-vid 19 the meeting was cancelled.

#### 54/20 CLIMATE CHANGE

Mr Hellett said there was nothing further to report.

#### 55/20 VILLAGE SHOP COMMUNITY ASSET APPLICATION

Confirmation had been received that the titles of the shop and the house had been separated. The Parish Council agreed that the Community Asset application for the Village Shop be re-submitted. Clerk to contact David Hyland for clarification on the process.

#### 56/20 PLAYGROUND

Mr Cooper said the playground is currently shut due to Co-vid 19 but the grass is still being cut by the contractor and looks good.

#### 57/20 ALLOTMENTS

Mrs Landstrom reported there were currently only two vacant plots at the allotments. The leylandi at the back of the shop garden (on allotment land) have been removed and the area leveled at a cost of £250. The new area may be used to site a shed should the Village Shop require more storage. Permission in principle has already been agreed for this from Leconfield. In the meantime, the area will be grassed and the shop are installing a new boundary fence and laying a beech hedge. Mrs Landstrom has spoken with the owners of the adjacent field and they are still happy to provide manure for tenants but are wary about disturbing the horses. Following a site meeting, it was agreed that the best course of action is to replace the broken gate leading to the horse field and that the manure will be piled in the allotments next to the gate on the bonfire plot. The gate is over 30 years old and in desperate need of repair and it is thought it belongs to the allotments. The owners are happy to get the gate hung and will help with cutting back the brambles. A quote is being obtained. It is expected to be around £300.

Allowing £200 for Nathan, £200 for water, £200 Leconfield rent and £100 for renewal of stop cock, there is nothing left in the allotment budget to pay for this and therefore any spend on the gate will be on top of the £1,000 already budgeted. Mrs Landstrom would very much like to get it done while she has the support of the neighbours and the momentum to do it but needs approval as it would be additional spend. Would the PC consider spending above the agreed £1,000 allotment budget in 2020/21 to pay for this? The Clerk said that the allotments are thriving and some general maintenance is required which will benefit all allotment holders. Rental income has increased from £187 in 2018/19 to £297 in 2019/20 with a forecasted rent income of £451 this financial year 2020/21. Half plots remain at £11 per annum and full plots at £22 per annum. With the improvements made to the allotments over the past year or so, it may well be worth the PC considering raising rents in 2021/22.

Thanks were given to Mrs Landstrom for all her hard work in improving the allotments and the Parish Council agreed to support the additional spend for a new gate.

58/20 RIGHTS OF WAYS

There was nothing to report. The inspection had been put on hold.

59/20 L.R.A

Dr Tate reported the AGM had to be postponed but it may be carried out virtually over the forthcoming weeks. The Fete Committee is losing its storage and has approached the L.R.A to ask whether it would consider having a building on the Jubilee Field. The directors are supporting this. The proposal is likely to need formal planning consent. Members and locals have been informed. All events and fundraisers have been cancelled.

60/20 CORRESPONDENCE

The Clerk had received a request for financial support from Marie Curie South East. The Parish Council appreciated that charities had been hard hit and agreed to donate £100.

61/20 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

Mrs Martin-Jenkins thanked Mrs Landstrom for setting up Lurgashall Link. It shows there is a great sense of community spirit in Lurgashall and all agreed how lucky they are to live in such a place. Mrs Landstrom said there are currently 40 registered volunteers and 69 members of the Facebook page with 10 formal requests to date for help with shopping, picking up prescriptions and dog walking. It is good to have a system in place to help those in the parish who may need it. The Parish Council also thanked the Village Shop and Pub for their help in supporting the village, providing services and keeping everyone going during the Co-vid 19 crisis. It is hugely appreciated.

62/20 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 2<sup>nd</sup> July 2020

63/20 DATE OF THE NEXT MEETING

The next meeting is on Thursday 9<sup>th</sup> July 2020 at 7.30pm

There being no other business, the Chairman closed the meeting at 8.40pm