

LURGASHALL PARISH COUNCIL

DRAFT MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL ON THURSDAY 13TH MAY 2021 AT 7.30PM

Councillors Present: Mrs B Burkhart, Mr R Cooper, Mrs J Landstrom, Mrs A Martin-Jenkins (Chairman), Dr A Tate and Mr P Wilding (also in attendance as District Councillor)

In Attendance: Mrs H E Cruikshank (Clerk)

The Chairman declared the meeting open at 7.30pm and welcomed all to the meeting. There were four members of the public in attendance.

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

Mrs Burkhart, Mr Cooper, Mr Jowett, Mrs Martin-Jenkins, Dr Tate, Mr Wilding

Finance & General Purposes Committee

Mr Cooper, Mr Jowett and Mrs Martin-Jenkins

Highways (including Winter Planning and Village Green) Committee

Mr Cooper, 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 2021/22

Thursday 8th July 2021

Thursday 9th September 2021

Thursday 11th November 2021

Thursday 13th January 2022

Thursday 10th March 2022
Thursday 12th May 2022 (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

Public Question time

Two members of the public had come to the meeting to discuss the deterioration of Fernden Lane and the possibility of the Parish Council spending its CIL money on some repairs. Unfortunately, Lurgashall Parish Council has never received any CIL (Community Infrastructure Levy) funds so has no money to allocate to this. There are numerous lanes in the parish in a poor condition. It is just not possible for parishes to start funding for highways. Mrs Martin-Jenkins said it is essential that pressure is kept on WSCC Highways.

The parishioners also spoke about the proposed distillery on Fernden Lane and its current alcohol licensing application. The lane is not a suitable road for lorry use. They are concerned about access, opening hours for its click and collect service and disturbance. Mr Wilding stated that he had been the one who had brought it to the attention of residents and has raised concerns and objections to the licensing committee at Chichester District Council.

The Chairman thanked the residents of Fernden Lane for coming to the meeting. She introduced Mr Mark Jones who was in attendance as a potential candidate for one of the Councillor vacancies. It is hoped he may like to be co-opted at July's meeting. Mr Jones gave a brief resume of himself.

PARISH COUNCIL BUSINESS

40/21 APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor Mr Neil Jowett and County Councillor Janet Dunton. Apologies were also received from Vanessa Semmens who is interested in the Councillor vacancy.

41/21 CODE OF CONDUCT

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

42/21 MINUTES OF THE LAST MEETING

The minutes of the last Parish Council meeting held on Thursday 11th March 2021 were approved and signed by the Chairman as a true record.

43/21 MATTERS ARISING

There were no matters arising which were not on the agenda this evening.

44/21 COUNCILLORS REPORTS

There was no County Councillor report but if there is anything anyone needs Councillor Dunton to look into either at County or District Council, please contact her directly.

Contact County: janet.dunton@westsussex.gov.uk

District Council: jdunton@chichester.gov.uk

Mobile 07979 152898

District Councillor Peter Wilding said not much had changed from March's report as Chichester District Council had been in purdah due to the recent County Council elections. The District Council ran the elections and are managing Covid grants and trying to get their finances back in order. They are cutting back on running costs in order to not eat too much into reserves.

Any queries of a District nature, please do not hesitate to contact Peter Wilding on pwilding@chichester.gov.uk

45/21 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 6th May 2021 incorporating details of cheques which needed to be issued, and for which approval was sought.
- b) Budget Monitoring sheet as at 6th May 2021

The Council's current financial position at £32,668, bank account and budget monitoring sheet were noted. The first instalment of the 2021/22 precept of £12,500 has been received. The Clerk has applied for internet banking but there is a huge waiting list due to Covid and a new process for applications but the Parish Council is on the list.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2021 Salary & Expenses) @ £758, The Leconfield Estates (Allotments and Play Area rent plus allotment water) @ £295, Mrs Elizabeth Stedall (Annual newsletter contribution) @ £632, Mr James Tree (Internal Audit 2020/21) @ £50, WSALC (Annual Subs 2021/22) @ £173, BHIB Ltd (Annual Insurance Renewal 2021/22) @ £565, Goss Mini Skips (Mobile skip) @ £960, Chichester District Council (Litter bin emptying 2020/21) @ £268, Garden Escapes (Grass cutting 2020/21) @ £1,470 and Mrs Jane Landstrom (Allotment Exps) @ £131.40.

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

- c) Annual Internal Audit Report 2020/21, Sections 1 and 2 of the AGAR 2020/21
- d) Bank Reconciliation y/e 31st March 2021, Income and Expenditure sheet 2020/21 and Explanation of Variances 2020/21

The Parish Council's 2020/21 financial year started with an opening balance of £20,134. During the year, the Parish Council received an income of £25,036. This consisted of the precept at £24,000, allotment rents and the VAT return. The Parish Council spent £19,665 during the past financial year. This consisted of costs to maintain the Village Green, the Allotments and the Play Area, Clerk's Salary, General Admin plus grants and donations of £9,310 for the year. This leaves a closing balance as at 31st March 2021 of £25,505 which shows the Parish Council accounts are in a healthy but not excessive state at year end which should keep both the internal and external auditors happy. The internal audit has been carried out by Mr James Tree and he has agreed that all internal control objectives have been carried out throughout the year raising no concerns. The notice of the period for the exercise of public rights and all other legal information will be displayed on the notice board and website.

Members considered these; the Accounts for 2020/21, the AGAR 2020/21 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.

46/21 PLANNING

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

PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

SDNP/21/01373/LIS

Barfold Farm Tennysons Lane Lurgashall GU27 3BN
Internal alterations.

SDNP/21/01626/LDP

Smugglers Cottage Jobsons Lane Windfall Wood Common Lurgashall GU28 9HA
Lawful development certificate proposed - Use of building as dwelling and extensions to the east and west elevations.

SDNP/21/01694/HOUS and SDNP/21/01695/LIS

The Malt House High Hamstead Lane Lurgashall GU28 9ET
Detached garage.

SDNP/21/01429/FUL

Windfall Wood House Jobsons Lane Windfall Wood Common Lurgashall GU28 9HA
Erection of a replacement residential dwelling.

SDNP/21/01474/FUL

Crossways Hillgrove Lane Lurgashall GU28 9EP
Retention of single garage.

SDNP/21/01497/FUL

Castle Copse Fernden Lane Lurgashall GU27 3BS
Construction of outdoor arena.

SDNP/20/01665/FUL and SDNP/20/01666/LIS

Dickhurst Farm Petworth Road Lurgashall GU27 3BG
Change of use of redundant agricultural barn to residential use and demolition of modern agricultural farm buildings.

SDNP/21/01971/FUL

Abesters Quell Lane Lurgashall GU27 3BS
Erection of replacement gates.

DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING

SDNP/21/00065/HOUS

*Dial Green House Dial Green Lane Lurgashall GU28 9HA
Proposed new detached garage, swimming pool, glasshouses, detached store and ancillary landscape works. Decision: Approved*

SDNP/21/00105/LDE

*Barfold Farm Tennysons Lane Lurgashall Haslemere West Sussex GU27 3BN
Existing lawful development certificate for the construction of an incidental building as a pool house and gymnasium.
Decision: Approved*

SDNP/20/05690/93B

*Northurst Farm Dial Green Lane Lurgashall Petworth West Sussex GU28 9HA
Extension of outline planning permission in relation to SDNP/17/01979/HOUS (additional environmental approval)
Decision: Approved*

SDNP/20/03506/FUL

Silver Birches Jays Lane Lurgashall GU27 3BL

Proposed tennis court and change of use of land to residential.

Case withdrawn

SDNP/20/02335/LDE

High Hampstead High Hamstead Lane Lurgashall Petworth West Sussex GU28 9EX

Use as additional staff accommodation in conjunction with the lawful mixed use of High Hampstead for holiday lets and/or for residential vocational courses.

Decision: Approved

SDNP/21/01532/DCOND

Sybs Farm Jobsons Lane Windfall Wood Common Lurgashall GU27 3BX

Discharge of conditions 3 (glazing) and 4 (glazing - low light transmission) from Planning Permission

SDNP/20/02010/HOUS.

Decision: Approved

SDNP/21/01969/DCOND

Sybs Farm Jobsons Lane Windfall Wood Common Lurgashall GU27 3BX

Discharge of condition 6, 7 and 10 of permission SDNP/20/02010/HOUS.

Decision: Approved

SDNP/21/02149/DCOND

Sybs Farm Jobsons Lane Windfall Wood Common Lurgashall GU27 3BX

Discharge of condition 3 to permission SDNP/20/05214/FUL

Decision: Refused

SDNP/20/04985/FUL

Boxalland Farm Petworth Road Lurgashall Haslemere West Sussex GU27 3BH

Change of use from agricultural office to residential accommodation.

Case withdrawn

SDNP/20/05664/HOUS

Rose Cottage Hillgrove Lane Lurgashall GU28 9EW

Single storey extension to kitchen area. Installation of ramp or lift to living room.

Decision: Approved

SDNP/20/05537/HOUS

Bishops Holt 163 High Hamstead Lane Lurgashall GU28 9ET

Replacement of existing garage to the north of dwelling.

Decision: Approved

The Clerk to contact CDC Enforcement regarding a mobile home being used as Airbnb accommodation at Woodcraft Park Farm. The Clerk also to report the alleged use of a mobile home being used full-time at the Christmas tree site which is contrary to the original planning consent.

47/21 HIGHWAYS INCLUDING VILLAGE GREEN, OPERATION WATERSHED AND WINTER MANAGEMENT

Mr Cooper reported the problem with parking around the Village Green is getting worse. Concerns have been raised by many residents over the past month or so with the number of cars and the amount of inconsiderate

parking at the weekend. It is not a new problem however it is now exacerbated by the popularity of the pub, shop and the area attracting more walkers during the pandemic. Mrs Landstrom had calculated that there was a parking deficit of about 27 cars.

The back garden of the pub is already being used by its employees, the parking areas get filled up by the time the pub opens and drivers are now parking on both sides of the road leading down to The Hole which is dangerous and not to mention around the Green. There is no easy answer but options must be explored to try and help alleviate the problem. The Jubilee Field is used as a car park for cricket matches at weekends but has a limit of 30 cars and on the number of days it can be used without applying for planning permission. The Parish Council would support the L.R.A if it could be open more. Dr Tate to discuss with the L.R.A. committee whether this is a possibility. Other suggestions were to put up "Park Considerately" signs on the parking areas to allow more cars to fit and to mark out the individual spaces. The issue is a village one, it is imperative that all shareholders talk about the problem together to help resolve: Pub, Church, Shop, L.R.A, Village Hall and the Parish Council.

Mr Jowett had suggested prior to the meeting that wooden posts be erected around the Village Green instead of the plastic ones which have recently been installed. However, it was decided this would be too expensive and it was agreed to put half a dozen plastic ones up by the phone box to stop people parking on the grass there.

The Clerk to write a formal request to Lurgashall Village Hall Management Committee asking for their permission for allotment tenants to park in its car park at the weekends to help alleviate parking round the Green.

There were several road closures coming up in or near the parish for pothole repairs/BT works:
Lickfold Road 14th May 9.30am - 3pm for pothole repairs
High Hamstead Lane 14th May 9.30am - 3pm for pothole repairs
Jobsons Lane 24th May (maximum 5 days) for new BT poles

Please continue to report all potholes online at <https://www.westsussex.gov.uk/roads-and-travel/report-a-pothole-online/>

Mr Cooper reported that no grit had been used during the winter.

48/21 PLAYGROUND

Mr Cooper reported that Warren Green was booked to re-paint the playground at the end of May/early June @ £522 (this includes rubbing down of equipment and materials). The playground will be closed for three days. The ROSPA annual inspection is due to take place in June.

49/21 ALLOTMENTS

Mrs Landstrom had previously distributed the allotment update to all members. Two new taps have now been installed so water is easily accessible to all tenants. The first gate to the allotments which was rotten has now been removed and is redundant. However, the gate leading into the allotments itself needs replacing. John Simpson has quoted £612 plus VAT for a 4ft gate with two new posts and ten additional fencing posts. The Parish Council thought this was on the high side so Mrs Landstrom will try and negotiate a better price.

The Clerk stated that The Leconfield Estates are reviewing the rent payable for the allotments. They do this every 3 years. Currently it is £200 and they would like to increase it to £215 with the next review due in 2024. All agreed this was acceptable and the Clerk would sign the form and return.

50/21 RIGHTS OF WAYS

There was nothing to report.

51/21 L.R.A

Dr Tate reported that the fete storage containers will be arriving later this month. The site is pegged out for those who would like to see where they are going to be located. The containers will be clad once in situ. The Lurgashall Fete will be run this year on Saturday 26th June.

52/21 LURGASHALL LINK

Mrs Landstrom reported the Lurgashall Link Facebook Group now has 127 members and is regularly used. There will be an update in the Parish Newsletter. There are four administrators who carefully adhere to the residents only membership rules. Mrs Landstrom suggested the Parish Council's agendas and minutes are put up on the Facebook page.

53/21 VILLAGE SHOP TABLE AND CHAIRS

Members agreed that it was a good idea for the Village Shop to utilise the grass area between the bus shelter and the shop (Common Land) for table and chairs during any good weather, as long as approval had been sought from the land owners, The Leconfield Estates.

54/21 CORRESPONDENCE

The Clerk had forwarded March's Police report from PCSO Neil Billingham to all members as follows:

Introduction.

It is beginning to look like we can see the light at the end of the lockdown tunnel!

As I understand it, we are moving along the Prime Ministers' "Road Map" and restrictions are starting to lift. We are currently under the rule of 6 (6 individuals or 2 families can meet) but it all needs to be outdoors. Please refer to Government guidance for full details.

With that in mind, we will be looking at relaunching our Scam talks, usually completed by our colleague PCSO Richard MOOREY. These scam talks revolve around Operation Signature, Sussex Police's response to scams, scam calls and all fraud related incidents.

We have recently noticed an increase in attempted Fraud calls, firstly relating to calls from bogus Police Officers claiming they are investigating a crime. They then ask the victim to transfer funds from their account to a "safe" one nominated by the false officer. We will NEVER ask anyone to move funds, nor will a bank. The second recent attempt relates to text messages received claiming to be from the Post Office and asking for outstanding payments on underpaid post. Usually, this message (and many others claiming to be from various High Street Banks) will come from a mobile phone number, starting 07. Any legitimate text will have the name of the organization at the top, not a phone number. Again, no legitimate organisation will ask for funds to be paid or moved.

Incidents of Note.

We have had a number of different thefts reported across the area, including a catalytic convertor, plants from a graveyard, golfing equipment, an older model car from a driveway and items from an outbuilding. Unfortunately, we have no specific lines of enquiry at this time, but would ask everyone to be vigilant and report any suspicious behaviour to Police.

PCSO Activity over the next month.

Over the next month we will be continuing our targeted patrols, with particular attention paid where we can to anti-social motor bikes that are increasing as the weather improves. We are looking at Days of Action around speeding etc. and will be looking to support local Speed Watch Groups as well.

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT!

The Chairman received an email from Lurgashall Cricket Club stating that they are buying a new rotary sit-on mower to replace the current one which they have been having trouble with for a few years. It will be funded by the sinking fund and partly by the Government Covid relief grant.

The Clerk received notice of an initiative by Gillian Keegan for the Community Hero Award. The award is designed to recognise the incredible selfless actions of people within the Chichester community over the past

year. The Parish Council agreed to nominate the Village Shop Management Committee and Volunteers for their tireless work during the pandemic. Clerk to action.

55/21 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters

56/21 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Co-option

Please let the Clerk know of any additional items by Thursday 1st July 2021

57/21 DATE OF THE NEXT MEETING

The next meeting is on Thursday 8th July 2021 at 7.30pm

There being no other business, the Chairman closed the meeting at 9.05pm