

LURGASHALL PARISH COUNCIL
DRAFT MINUTES OF THE ANNUAL MEETING
OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL
ON THURSDAY 12TH MAY 2022 AT 7.30PM

Councillors Present: Mr R Cooper, Mrs J Landstrom, Mrs A Martin-Jenkins (Chairman), Mr N Jowett, Mrs V Semmens and Dr A Tate

In Attendance: District Councillor Peter Wilding
Mrs H E Cruikshank (Clerk)

The Chairman declared the meeting open at 7.30pm and welcomed all to the meeting.
There were three 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 and Dr Tate

Finance & General Purposes Committee

Mrs Burkhart, 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 – Mrs Semmens

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 2022/23

Thursday 21st July 2022

Thursday 8th September 2022

Thursday 10th November 2022

Thursday 12th January 2023

Thursday 9th March 2023

Thursday 11th May 2023 (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 if required. Contact the Clerk for confirmation of these.

Public Question time

There were no questions.

PARISH COUNCIL BUSINESS

24/22 APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor Brett Burkhart and County Councillor Janet Dunton

25/22 CODE OF CONDUCT

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

26/22 CO-OPTION OF COUNCILLOR

Mr Andrew Loughan was co-opted as a Councillor. The Clerk to send through all the necessary forms and documentation for him to read and sign. There is now one vacancy remaining.

27/22 MINUTES OF THE LAST MEETING

The minutes of the last Parish Council meeting held on Thursday 17th March 2022 were approved and signed by the Chairman as a true record.

28/22 MATTERS ARISING

The Clerk reported that the contract for the Community Fibre Partnership (the project to get the properties on Jobsons Lane and Roundhurst connected to fibre broadband) had been signed by the PC as the legal entity as per the agreement and approval at November's meeting.

She also reported that unfortunately due to limitations set on the amount a Parish Council can donate every year, the suggestion at the last meeting to grant or loan money to help with the Fete 2022 was not allowed.

29/22 COUNCILLORS REPORTS

In her absence, County Councillor Dunton had sent through a written report as follows:

You will know that we have been making great improvements in our Children's and Young People in care Service and at the end of March we had an Ofsted focused visit which was very positive. They looked at two main parts of the Service; The quality and effectiveness of assessments, care planning and the support provided to children and young people in care and the quality, timeliness and impact of supervision, management oversight and decision making, social work capacity and caseloads. A quick summary. The experience of children in care has significantly improved. Voice of the children heard and responded to. Performance reporting is thorough. Reviews of arrangements for children and young people has improved and is being sustained. More stable and permanent workforce is in place. Visible changes in the culture of the organisation. Virtual school is having a positive impact on children and young people in relation to their education and wellbeing. Political and Corporate support, including investment is supporting practice improvement. There is more work needed to improve health assessments for children, placements for children that are not regulated and audits. I hope that you will agree that huge steps have been taken over the last 3 years and we know that we are not there yet but were getting there. Officers and Councillors think this is a fair report.

Next the roads and potholes and yes, we know there are still many to be done. However, we have now taken on two Velocity road patching machines across West Sussex to proactively see and fill potholes before the regular

inspections of Highways teams. I understand that these machines will be used to fill potholes sizeable enough to need filling under safety criteria but also to repair defects likely to further deteriorate and reach that level in the near future. I hope that this means they will actually fill holes close together where one is not quite deep enough at the moment. Such a waste of time and money not to do them both at the same time so here's hoping this is what will happen.

As you know there are 11 parishes in my county division and of course for the Platinum Jubilee they all have events. I would love to say I would get to all but you know this is not possible but I will however try to show up at some of the events in my parishes. For those I don't make, I hope you all have a great day to remember. I think I mentioned this last month but just to say that 9 out of 10 applications for young ones starting School got their first choice. Never such a happy picture for the 1 that didn't get their first choice but I am sure they will be helped with a choice. If anyone needs me to take up their case for them, I am of course happy to do so. Those who have travelled to Horsham via Broadbridge Heath will have noticed that the new Fire Station is going along well there. If there is anything anyone needs Councillor Duncton to look into, please contact her directly.

janet.duncton@westsussex.gov.uk

Mobile 07979 152898

District Councillor Peter Wilding reported that Chichester District Council (CDC) are continuing to pay out the energy rebates to residents in the district with £3m already being distributed out of a total of £5m. There are other discretionary payments and hardship funds available. The pandemic has impacted on all of us in various ways. The "Supporting You" leaflet has been produced by CDC to highlight schemes residents can access who are struggling to pay bills, feel isolated or are concerned about rising energy costs. Any queries of a District nature, please do not hesitate to contact Peter Wilding on pwilding@chichester.gov.uk

30/22 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 5th May 2022 incorporating details of payments which needed to be made, and for which approval was sought.
- b) Budget Monitoring sheet as at 5th May 2022

The Council's current financial position at £34,133, bank account and budget monitoring sheet were noted. The first instalment of the 2022/23 precept of £12,500 has been received.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2022 Salary & Expenses) @ £771, Mr James Tree (Internal Audit 2021/22) @ £50 and BHIB Ltd (Annual Insurance Renewal 2022/23) @ £624

Clerk had previously distributed the end of year 2021/22 documents:

- Page 1: Income and Expenditure sheet.
- Page 2: Bank Reconciliation as at 31st March 2022.
- Page 3: Section 1 Annual Governance Statement - 9 statements which Councillors must agree to ensure there is a sound system of internal control. This then must be signed by the Chairman.
- Page 4: Section 2 Accounting Statements 2021/22 - Figures on this sheet can be reconciled to the figures on the Income and Expenditure sheet and must be agreed after Section 1 and again signed by the Chairman.
- Page 5: Explanation of Variances: Details the differences on Section 2 and is required by the External Auditor.
- Page 6: The Internal Audit report signed by Mr James Tree.

The Parish Council's 2021/22 financial year started with an opening balance of £25,505. During the year, the Parish Council received an income of £26,305. This consisted of the precept £25,000, allotment rents £626 and the VAT return refund £577 plus a very small amount of interest £2. The miscellaneous £100 is a donation cheque from 2020/21 which was never banked. The Parish Council spent £26,040 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 of £10,560 for the year. The donations of £800 have been included for reference but were paid in the new financial year hence not included in the totals.

This leaves a closing balance as at 31st March 2022 of £25,770 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.

Members considered the Accounts for 2021/22, the AGAR 2021/22 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 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.

31/22 PLANNING

The Clerk had previously distributed Appendix 4. Mrs Martin-Jenkins stated there had been a planning meeting at 7pm this evening where the following planning applications had been discussed.

SDNP/22/01746/LDP

Meadow Cottage Cotchet Lane Lurgashall West Sussex GU27 3BS

Proposed lawful development stationing of 1 no. mobile home within domestic curtilage of the main dwelling

SDNP/21/06422/HOUS

Windfall Wood House Jobsons Lane Windfall Wood Common Lurgashall GU28 9HA

Proposed side extension including 2 no. additional dormers to west elevation, associated roof works and alteration to fenestration.

SDNP/22/01536/HOUS

Well House High Hamstead Lane Lurgashall West Sussex GU28 9ET

Addition of 1 no. dormer into lean-to roof on south elevation

SDNP/22/01576/HOUS

Smugglers Cottage Jobsons Lane Windfall Wood Common Lurgashall West Sussex GU28 9HA

Alterations to rear fenestration with addition of 2 no. French doors and 1 no. window, and conversion of the void beneath the terrace to habitable accommodation.

PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

SDNP/22/01241/HOUS and SDNP/22/01242/LIS

The Hole, Brook Hill, Blind Lane, Lurgashall

Erection of single storey extension to north facing elevation

DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING

SDNP/21/04881/HOUS

Sarnsfield Surrey Road Lickfold Lurgashall Petworth West Sussex GU28 9EZ

Demolition of existing outbuilding. Construction of replacement outbuilding

Decision: Approved

SDNP/21/04454/HOUS

Smugglers Cottage Jobsons Lane Windfall Wood Common Lurgashall GU28 9HA

Erection of garden outbuilding.

Decision: Refused

SDNP/22/00092/PRE

Park Farm Dial Green Lane Lurgashall Petworth West Sussex GU28 9EU

Stationing of a mobile home within an agricultural building.

Pre-app advice given

SDNP/21/06024/CND

Barfold Farm Tennysons Lane Lurgashall GU27 3BN

Replacement extension and associated landscaping - (variation of condition 2 of planning permission

SDNP/21/00867/HOUS - variation for overall reduction to size of scheme)

Decision: Approved

There has been an appeal lodged against the refusal to grant planning consent by the applicants for the erection of new hard standing at the land adjoining Sods Farm.

A new access road has been built across Common Land to the right-hand side of the Winery on Jobsons Lane. No consent has been applied for from the Planning Inspectorate and the issue is with the WSCC Legal team.

32/22 HIGHWAYS INCLUDING VILLAGE GREEN AND WINTER MANAGEMENT

Mr Cooper reported that one weekend, nine cars were parked actually on the green itself, he has now put the rest of the posts in to prevent this inconsiderate parking. Mr Loughan kindly offered to move the bulk bag of soil from the Village Green to the L.R.A field to be stored. Clerk to investigate prices of new bins as CDC are no longer supplying them and there is an increased problem with dog fouling in the L.R.A field.

33/22 PLAYGROUND

Mrs Semmens reported she continues to regularly inspect the playground. The swing seats are perishing but are stable. The gate is swinging back and working. The ROSPA annual inspection is due to take place in June.

34/22 ALLOTMENTS

Mrs Landstrom had previously distributed the allotment update to all members. She reported that there are a few new plot holders and some covering up their plots for the season but most are being well used. There will be a general tidy up and the boundary hedge will be cut in September.

35/22 RIGHTS OF WAYS

Mrs Martin-Jenkins reported that new way markers had been put in and the WSCC rangers had been doing bits around the village. Other members have noticed new signs and bridleway posts.

36/22 L.R.A

Dr Tate reported that the L.R.A made use of the skip recently getting rid of old floodlights and having a general tidy up of the field. The Jubilee tree is growing nicely. Mr Cooper said the new Jubilee bench is beautiful and he will soak it with T-oil before it is anchored in securely by the tree. Mrs Landstrom said there are paving slabs at the allotments if they would be useful. Thanks were given to Chichester District Council for their £250 Jubilee grant donation which helped fund it.

37/22 UKRAINIAN SUPPORT

Mr Jowett and Mrs Semmens said the plans for the stall at the Fete on Saturday 4th June are going very well. There will be a gazebo with blue and yellow bunting decorated with sunflowers. Any money raised will go to the Red Cross charity. They have posters, buckets, balloons and t-shirts. There will be a raffle including a prize of £50 Noah's Ark voucher plus 500 Jubilee mugs for sale. The local Ukrainian support effort is going from strength to strength.

38/22 QUEENS PLATINUM JUBILEE CELEBRATIONS

There is a Church Service of Celebration at 11am at St Laurence's on Sunday 5th June. Mr Cooper reported that the event on the Village Green would begin with the Queen and her Lady in Waiting starting their procession from the Village Hall at 2.30pm to drive around the Green. There will be a Children's entertainer, Most Majestic Cake competition, Fancy Dress for all ages and children's races and games. Bring along your own picnic. Teas and coffees will be available from the pavilion.

39/22 MOBILE SKIP

The mobile skip in April was once again incredibly busy. Due to its popularity, the skip will now come three times a year, April/May, September and March.

40/22 CORRESPONDENCE

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

Introduction.

As we head into Spring, we have had an increase of reports of anti-social bike riding. We will shortly be relaunching Operation Downsway to target this. I would ask people to keep reporting anything they view as poor riding so we know where this is occurring, giving us the data to target the right times and places.

We are continuing to receive reports of vehicles parked in rural beauty spots being broken into. Items being stolen include handbags, wallets and electronic items (phones and laptops). Our advice continues to be DO NOT, under any circumstances, leave any valuables in your car when you go for a walk. Either keep it with you or don't bring it at all! If the item is not there, it cannot be stolen.

Incidents of Note.

The issue regarding the letting off of fireworks appears to have been resolved for the moment, with no recent reports. We did receive a single report of a door knocker selling items, but there does not seem to be any other issues related to this. If you do receive unwanted callers politely decline and shut the door. If they do not leave, call Police.

PCSO Activity over the next month.

As I would imagine most people know, we will shortly be celebrating the Queen's Platinum Jubilee. Could I ask that if anyone is planning a street party or similar that they make sure they have contacted both Highways at County Council and Sussex Police so we can create a log to record it.

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT -101!

41/22 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters

42/22 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 14th July 2022

43/22 DATE OF THE NEXT MEETING

The next meeting is on Thursday 21st July 2022

There being no other business, the Chairman closed the meeting at 8.35pm