

MINUTES OF THE LURGASHALL ANNUAL PARISH MEETING HELD IN THE VILLAGE HALL ON THURSDAY 25TH APRIL 2019

From the Parish Council: Dr P Wilding (Chairman), Mr R Cooper, Mr J Harden, Mr S Hellett, Mrs A Martin-Jenkins, Mr N Jowett and Dr A Tate

Also present: Eleven members of the Public

The Chairman of the Parish Council opened the meeting at 7.00pm and welcomed everyone to Lurgashall's Annual Parish Meeting 2019.

APOLOGIES FOR ABSENCE

Mr Malcolm Caird

County Councillor Janet Duncton

MINUTES OF THE LAST MEETING

The minutes from the last Annual Parish Meeting held on Thursday 10th May 2018 were approved and signed by the Chairman as a true record.

MATTERS ARISING

There were no matters arising.

PARISH COUNCIL CHAIRMAN'S REPORT

The Parish Council met 6 times over the last year and Parish Councillors attendance was 85%. The attendance of the County and District Councillors was around 50%, but I am mindful of the demands on their time and I would like to thank them for their support to the Parish over the year.

Finance

The Finance and General Purposes Committee met on 26th November to set the Budget for the coming year and after presenting their recommendations to the Full Council in January it was agreed that the Precept should be increased by £4000 taking it from £20,000 to £24,000, an increase of 20%. The increase in the precept is principally to allow ongoing funding support for the Village Shop and Northchapel Primary School. The increase in the precept, works out as 22p per Band D household per week. Half the precept, £12,000 is paid to Village organisations as grants. The remainder covers the Clerk's salary, insurance, maintaining the Green, the allotments, the signposts and providing a skip each year. The forecast budget for the last year produced by the Finance Committee aided by the Clerk turned out to be very accurate.

LURGASHALL PARISH COUNCIL 2018/19

<u>2017/18</u>	<u>INCOME & EXPENDITURE</u>	<u>2018/19</u>
£		£
27,631	FUNDS BROUGHT FORWARD	21,104
£	INCOME	£
16,000	PRECEPT	20,000
4	BANK INTEREST	21
209	ALLOTMENTS	187
4,985	GRANTS	0
3,494	VAT RECOVERED	571
0	MISCELLANEOUS	10
24,693	TOTAL INCOME	20,789
52,324		41,893
	GRANTS RECEIVED 2017/18	
	Lurgashall Cricket Club donation towards Cricket Pavilion £4,985	
<u>2017/18</u>	<u>EXPENDITURE</u>	<u>2017/18</u>
£		£
5,858	GENERAL ADMIN * (Note 2)	5,276
400	NEWSLETTER	400
300	CHAIRMANS ALLOWANCE	300
200	LITTER BIN EMPTYING	204
11,420	VILLAGE GREEN AND SURROUNDINGS * (Note 3)	658
0	MOBILE SKIP PROVISION	1,600
450	ALLOTMENTS	534
626	PLAYGROUND	786
4,980	HIGHWAYS inc OPERATION WATERSHED	0
3,735	GRANTS AND DONATIONS * (Note 1)	9,935
3,206	VAT PAID	414
0	ELECTION COSTS	0
45	MISCELLANEOUS	0
31,219	TOTAL EXPENDITURE	20,108
21,104	TOTAL FUNDS AT YEAR END	21,786
	NOTE 1	
£	GRANTS AND DONATIONS	£
1,000	LURGASHALL VILLAGE HALL	1,000
375	LURGASHALL PCC	375
560	LURGASHALL CRICKET CLUB	560
250	LURGASHALL RECREATION ASSOCIATION	250
1,000	NORTHCHAPEL PRIMARY SCHOOL	1,000
0	LURGASHALL VILLAGE SHOP	5,000
0	ROYAL BRITISH LEGION POPPY APPEAL	250
0	HOME START CHICHESTER	1,000
	<u>S137</u>	
100	CITIZENS ADVICE BUREAU (WAVERLEY)	100
50	HASLEMERE FIRST RESPONDERS	0
100	KENT SURREY SUSSEX AIR AMBULANCE	100
50	ROTHER VALLEY TOGETHER	50
50	PETWORTH COTTAGE NURSING HOME	50
100	CHICHESTER DISTRICT FOODBANK (PETWORTH)	100
100	MIDHURST COMMUNITY BUS	100
3,735	TOTAL GRANTS AND DONATIONS	9,935
	NOTE 2	
£	GENERAL ADMINISTRATION	£
3,800	CLERKS SALARY	4,021
177	WEST SUSSEX ALC LTD (ANNUAL SUBSCRIPTION)	178
635	INSURANCE	557
150	AUDIT	250
1,080	GENERAL EXPENSES	269
16	TRAINING	0
5,858	TOTAL GENERAL ADMINISTRATION	5,276
	NOTE 3	
£	VILLAGE GREEN AND SURROUNDS	£
1,011	GRASS CUTTING	636
25	GRIT BIN SITE RENTAL	22
500	GROUNDWORKS ON VILLAGE GREEN TO ENABLE BT BROADBAND BOX TO BE INSTALLED	0
9,885	CRICKET PAVILION REFURBISHMENT	0
11,420	TOTAL VILLAGE GREEN AND SURROUNDS	658

Planning

The Planning Committee has considered 47 applications this year which is a slight increase on the 38 applications last year; there were 40 in the year before that. It made comments on 12 of them of which 3 were an objection.

Village Shop

The Village Shop continues to flourish. The Parish Council supported the Village Shop with a grant of £5000 last year and will be giving a further grant of £5000 this year. The Village Shop has also received grants from Chichester District Council and LEADER Group during the year which has been used to fund refurbishment.

I must say I think this project has been a great success and is a credit to the Village community. It has demonstrated what can be achieved when a community works together.

Village Green

The amount of cars parking on the Green continues to be a problem, but the work done to strengthen the surface in the south east corner seems to be alleviating the parking pressure on other parts of the Green.

The Bus Shelter was renovated this year. This included repairs to the roof and removing old paint from the interior and re-painting it. It was paid for by a Village resident. I would like to thank Gary Sharp for organising this and the resident for their generous sponsorship.

Allotments

Currently 10 people are using 12 out of 23 plots. This year the contractor, who cuts the hedges and grass, has been asked to cut the unused plots to stop them getting overgrown. In the long term the Parish Council may have to consider having less land assigned to allotments to reduce the maintenance costs.

Village Hall

There has been a continuing dialogue with the Chichester Diocese about transferring the Village Hall freehold to a Village organisation. After discussions with the Diocese and the Charity Commission, the preferred option appeared to be for the Freehold to be transferred to an Ecclesiastical Charity; this could be achieved if the Parochial Church Council (PCC) were to form a Charitable Incorporated Organisation (CIO) and the freehold was transferred to it. However, this would require significant legal costs both for the Village Hall Management Committee, Parochial Church Council and the Parish Council and at present it has been decided not to proceed further with this.

The Village Hall Management Committee was successful in obtaining significant LEADER grant funding, which has enabled to proceed with building the extension. The Parish Council is also providing a grant of £4000 to assist with funding the extension.

Winter Management

We have had a mild wet winter which has meant that there was no demand for the salt or for a local contractor to clear of snow.

Playground

The Playground had its annual ROSPA inspection and they once again rated us as Medium Risk mainly because of the age of our perfectly good equipment, but commented that we had a well maintained Playground.

Community Land Trust

The Parish Council have discussed the need for affordable housing in the area. As a result two councillors attended a workshop hosted by the Sussex Community Housing Hub to understand how current projects have been working and to explore where we might seek help and support for a local initiative. We are

currently seeking views from neighbouring parishes to see if a local trust might be feasible which would then be eligible for grant funding to look for sites suitable for a community led project.

I would like to thank all the members of the council for their contributions over the last year especially the Chairpersons of the various Committees: Anthea (Finance) and Ray (Village Green, Highways and Winter Management). Thanks also to Jeremy who has resigned because he has moved out of the Parish and to Gary for the work he has put in to the Bus Shelter and renovation of the sign posts and, of course, Helen who has kept everything running smoothly over the year.

Dr Wilding asked for questions. A member of the public congratulated the Parish Council on its initiative at looking into affordable housing and suggested that the spare land at the allotments be used as an orchard. It was agreed an orchard would be a lovely amenity for the village.

SCHOOL REPORT (Helen Coleman – head teacher at Northchapel Primary School)

There is a group of children who attend Northchapel Primary School as its catchment school via the minibus. The school currently has 84 children with a further 16 in the pre-school. The progress of children who attend Northchapel is in line with the National average and our Maths progress is above average compared to other schools. This has been achieved through targeted work with children in developing their fluency and understanding of basic maths and developing speed in calculations. We have continued this year to work alongside a Specialist lead in Maths to further improve the maths teaching across the school and have established a new online challenge for children to learn their times tables.

Thanks to the generous donation of Lurgashall and our own PTA we have been able to purchase 3 fabulous new interactive screens for use in classrooms. We have also recently purchased 17 microbits, which are incredible microcomputers, with the last of the Lurgashall money and made a link with a professor from the University of Chichester. Children in our oldest class have been learning to code on these microbits, creating programs that control lights, buzzers and motors. It is very exciting technology for children to be using and giving them skills for the future.

We continue to develop a strong ethos of enjoyment for reading and our achievement in reading outcomes meets National standards. Our Book Week focus this year was based on the classic children's novel Alice in Wonderland and allowed children the chance to investigate this fantasy dream world and create their own works of fiction as well as comparing the story to other books based on dreams and fantasy. We had a fabulous dress up day for characters from Alice in Wonderland and enjoyed a Mad Hatter's Tea Party on the last day of term in February.

We continue the focus on high quality presentation of English work through handwriting and spelling alongside creativity inspired by lovely books. During Book Week we welcomed the author David Fuller, who shared in workshops with the children about how he gets started with writing and what inspires him to write.

We have worked hard in supporting all children in developing positive behaviour and learning attitudes, as well as focusing on kindness and respect. Our school ethos is now based on three words – Kind Safe Ready. These words sum up how the whole school community, both adults and children, wish to behave and be treated, how we keep each other and ourselves safe and how we are ready and prepared for learning. At school, we value a wide and varied range of opportunities for our children alongside the core subjects and so this year the children learned and sang the cantata Jonahman Jazz for the Easter service, our dance group took part in the Rother Valley Arts Festival, we hosted our annual music concert and we have continued to offer a wide range of high quality clubs and sporting opportunities for children. We work with a fantastic gymnastics coach who has over 20 children a week taking part in high level gymnastics in school. Several children in Year 6 are now working towards their gold standard after completing 8 levels as well as bronze and silver.

We have continued to improve the school grounds and buildings this year, completing work to the floor in one of the classrooms, removal of asbestos from the school site and upgrading the cloakroom. We were also

successful in a bid for funding from the Healthy Child Capital Fund and were able to install some fantastic new playground equipment and markings in February half term. This has had a huge impact on the physical and collaborative play at lunchtimes, with children creating new team games and challenging themselves on the roll over bars.

Two of the staff team from our preschool are leading a project to build a wildlife garden in the school grounds, working with teams of children on a Friday afternoon. They have put in a wildlife pond, built insect and amphibian homes and planted up areas to encourage a range of wildlife.

Despite all these successes, we have continued to face financial pressures as a school, with diminishing budgets and increasing staff costs. West Sussex County Council are encouraging all schools to look at ways to collaborate and form into federations to maximise opportunities for schools to work together, share resources and reduce costs. Therefore we are looking at a range of options for the future. We aim to futureproof the school to maintain its presence in the village, whilst facing a falling roll due to lack of new housing and families in the area and increasing costs and workload for staff. This will be a year of change for the school which is always hard but through adapting and changing to meet new challenges, we hope to bring strength and new opportunities with it.

Our latest project is to fund a new website to create a better link for people looking for a school. Our current website is quite difficult to navigate around and does not present well on mobile phones or tablets. We are working with several companies to look at how we can update our image and present all the wonderful features of our little school to prospective families.

Helen Coleman left the meeting at 8pm

VILLAGE HALL REPORT – Cathy Nicholes

The extension has been our major project and activity. This is something we have been planning for about 4 years. We needed to have somewhere to put the chairs rather than outside. Also we have a lot of “archive material” which should be on display and available for people to see. It is largely photographs and documents but there are also artefacts - notably the Lurgashall Seal - gift of Alfred Lord Tennyson no less. Hardly anyone has ever seen it. So there will be a store room and an archive room which will have scope for small meetings with underfloor heating.

Plans were drawn up and planning applications went through but a real spur was the possibility of a Leader Grant. This is essentially an EU fund which gives grants for rural projects within the EU. There has been a plan for the UK to leave the EU in 2019 - you may have heard something of it. Therefore 2019 was the last year that the Leader grant would be available - and their grant holders wanted to spend all the money. The closing date was discovered and last autumn, herculean efforts of Sue Lambot and Sean Hellett meant that Lurgashall was one of the last applications under the wire. And we got £74,900 - on condition we could accept it by the January closing date. The reason we could be ready to go and we could have this money and have this extension - is hugely down to Sean Hellett. He co-did the grant application with Sue Lambot. Malcolm Caird is treasurer and his input of the financial information and to that and to the costings was really important. Got the quotes and was willing to project manage. It could not have been done without him. The total build cost was put at £102,000 but we need to add for contingencies so probably more like £110,000 in the end. That is for the basic building with electrics and heating. There will be separate “fit out costs” for display cabinets/shelving, furniture etc. Work started on 4 February. The contract is with Hang Ups. Sean and Antony Crandon did a lot of work on the contract with them. Their expected completion date is early June. The work has proceeded very well. The Leader money comes in three tranches: the first was due in April. Additional fund raising had got us enough to get us going on 4th February and of course the January and February weather was bound to cause some slowdowns - rain water in the foundation ditches, freezing weather etc. that we always get at that time of year.

We are hugely grateful to kind persons who lent us money to tide over pending receipt of the grant tranche. We were very touched that Judy Flint upped and organised a bridge afternoon and presented us with a cheque for over £400.

Village Hall freehold

The VHMC was keen to get the freehold into the village. It was thought it might help with grants. This has proved very complicated and something too expensive to proceed with at the moment.

Fund raising

We have got most of the money for the extension. After that there will be the “fit out” project. Display shelves, computer and printer, furniture, shelving. The bookings are administered by Sarah - who is a very good sales person. Total bookings including equipment hire were up to 142 (up from 123 in the previous year). We need people to support events and new ideas for fundraising are always welcomed. We are holding an upcoming book launch for Mike Hubbard on Saturday 15th June and it is hoped to hold an auction, maybe a dinner dance and build on the success of the village lunches.

The VHMC thanks the Parish Council for its recent pledge of support of £4,000 to help with the fundraising.

CHURCH REPORT – Amanda Worrell

There are two church wardens myself, Amanda Worrell and Elizabeth Clark. We look after the building, its contents and the day to day running of the church. Reverend Peter Hayes has recently retired after 5 years. It is up to the church wardens to organise services in the meantime. We have opted for separate services with our own priest. Northchapel and Ebernoe run their own. We are currently looking to engage a new priest and the Arch Deacon is helping us with this. We have a meeting next week for an update and we have requested a preference for a part-time paid priest rather than an unpaid house for duty priest. John Clark has prepared a brochure with photos to help promote Lurgashall’s profile.

Every five years, the church is inspected by a Church of England architect, any repairs identified must be carried out. John Clark has suggested the next inspection will be expensive.

Thanks were given to the Parish Council for its financial support with help maintaining the churchyard. The church is loved and cared for by a lot of people. There are 52 people who help with a variety of duties. The church is open 24hrs a day, 7 days a week. It is a very friendly place and everyone is welcome to any of the services.

VILLAGE SHOP REPORT – Sophie Jowett

Firstly thank you to the Parish Council for its financial support and the villagers for their support in using the shop.

Current TRADING

First Year’s trading exceeded budget of £90K, estimate around £115,000.
Figures not available yet due to Malcolm Caird’s illness.

Future Target of £150,000 by Year 4 with over £3,000 sales per week, currently over £2,000 average. Estimate, we would require annual sales around £200,000 in order to employ a part time Shop Manager

Current CUSTOMERS

Supported by a good proportion of local community & passing trade.

Future Would benefit from still more patronage of the local community. Estimate if another 30 households made commitment to spend just £10 - £15 per week would make a significant difference.

Attract more customers from local villages for PO services and drive additional sales. Need to continue to try to attract visitors such as cyclists, walker - social media very good at spreading the word.

Current FUNDING - Very successful. £97,408 for stock, salaries & fixtures and fittings

£20,600 from local community (PC £10k, Fete £7.6k, Individuals £3k). Particularly wish to thank Village associations, including PC & Fete who have shown the commitment and confidence in the business. Further commitment £76,808 external which demonstrates confidence in LVS business plan.

Future Continue to require grants and funding for staff in short to medium term

Current STAFF

Two part time employees:

Elly Barnett-Higgins for 33 hours per week for Post Office and Retail

Erica Dale for 15 hours per week, book keeping and admin

Volunteers: 30 people either weekly or fortnightly for up to 3 hours. We have some 'super' volunteers who go the extra mile.

Management: Malcolm Caird has stepped down from the LVS Management Team and Peter Worrall has taken up his role as Financial Director. Anthony Crandon has returned to France and no longer a Director but has continued to offer his support and will on the refurbishment.

Future At least 10 more Volunteers needed to cover current shifts and holiday periods. Part time Shop Manager will be required to manage more of the operational retail responsibilities and buying and enable current LVS team to take a more managerial role only. Weekend paid staff: will be required from May. LVS Management Team: We would hope for another 2-3 people to join the team over next few years.

Current POST OFFICE

Open 4x ½ days and 1 full day Friday per week, requires commitment of fully qualified & trained staff. Generates about 6% of income. Holiday cover is difficult.

Future Would like to extend opening hours to include Saturday morning. However dependent of staff salary and availability.

Current PRODUCT RANGE

Believe we have a good offering, basics with good quality fresh food.

Support local suppliers.

Hope local customers will start to purchase more than a newspaper and include milk, egg, bread etc. with daily purchase.

Current PROPERTY

Planning agreed for Back Office and to separate titles i.e. commercial & residential.

Residential planning currently on hold, awaiting bat surveys in May

Future LVS hope to refurbish within the next 12 months using grants

Huge thanks were given to Sophie and the team at the Village Shop for their amazing hard work.

L.R.A REPORT – Joanne Vaughan

The L.R.A currently has 150 members and 20 junior members. We do need more members so there is a drive to replenish the membership. £10 pays for a life membership. In 2019 we have a fresh new committee, the AGM is due to be held on Monday in the pub at 7.30pm. The Jubilee Field is a great resource and is highly used. It takes time and money for its upkeep. It is hoped to further improve the drainage under the field in the forthcoming year so the turf is a more playable surface. Over the past year more money has been spent than we have coming in, The maintenance alone costs £2,000 which is funded by grants from the Fete and the Parish Council. The L.R.A has £13,000 currently in the bank. Replenishing this must be a priority.

The field is used for relief parking for weddings, funerals, the fete and cricket matches. We have successfully raised £500 at a recent quiz night however further fundraising is imperative. The L.R.A are interested in how else people want to see on the Jubilee Field and how it is used going forward whether that be outdoor gym equipment, football activities during the holidays or other recreational ideas. Suggestions are very welcomed.

CRICKET CLUB REPORT – Ray Cooper

There was sadly no village cricket team in the local league in 2018. However Grayswood have been using the pitch every Saturday for its 3rd or 4th team matches. Plus there have been some private hires including 7 charity matches. 42 games were played on the Village Green last season. Grayswood Juniors also played on Sunday mornings which were a pleasure to watch. So there is still plenty of cricket being played on the beautiful Village Green and Grayswood continue to play here in 2019.

FETE REPORT – Mike Pavia

As Chairman of the Village Fete for 3 years now and 8 years as Field Marshall, it is a pleasure to be involved in the day. Lurgashall's fete is a fun enjoyable day for everyone and a great way to get to know others. The fete is traditionally held on the 1st Saturday in June and is well supported by villagers. We always welcome people to help either with set up or on the day with stalls.

The AGM is held in February and the distribution meeting held in September. The committee currently has 8 members. Monies are distributed to the Village Hall, L.R.A, Horticultural Society, Church and the Village Shop plus additional grants upon request.

This year's fete is Saturday 1st June – hope to see you all there!

COUNTY COUNCILLORS REPORT

There was no County Councillor report.

PARISHIONERS FORUM

There were no further questions.

There being no other business, the Chairman closed the meeting at 8.50pm. He welcomed all to stay for refreshments.