DRAFT

LURGASHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Village Hall on Thursday 17 May 2012

Present Mr R E J Cooper (Chairman), Mr J S Bonnett, Mr J W Harden, Mr G J Hayhurst, Mr N P Jowett, Mrs A Martin-Jenkins, Mr G D J R Sharp, Dr P J H Wilding, Mrs R D Wood, and Mr M H Oakland (Clerk).

Also present Mr C P Duncton (who joined during the course of the meeting), Mr N Thomas, and five members of the public.

36/12 APOLOGIES FOR ABSENCE
Apologies had been received from Mrs P A Hardwick.

37/12 ELECTION OF CHAIRMAN
Mr R E J Cooper was proposed by Mr G J Hayhurst and seconded by Dr P J H Wilding. There being no other nominations, Mr Cooper was by consensus elected Chairman for the coming year and signed the Declaration of Acceptance of Office (see Annex A).

38/12 ELECTION OF VICE-CHAIRMAN, APPOINTMENT OF COMMITTEE MEMBERS AND REPRESENTATIVES; SPECIAL RESPONSIBILITIES

Vice-Chairman Mr J S Bonnett was proposed by Mr G J Hayhurst, and seconded by Mrs R D Wood. There being no other nominations, Mr Bonnett was by consensus elected to be the Vice-Chairman for the coming year.

Planning Committee It was agreed that the members of the Planning Committee would be Dr P J H Wilding, Mr J W Harden, Mr N P Jowett, Mrs A Martin-Jenkins and Mrs R D Wood. Dr Wilding would be the Chairman.

Finance & General Purposes Committee It was agreed that the members of this committee would be Mrs A Martin-Jenkins, Mr J S Bonnett, Mr G J Hayhurst, and Mr N P Jowett. Mrs Martin-Jenkins would be the Chairman.

Village Green Committee It was agreed that the members of this committee would be Mr G J Hayhurst, Mr J S Bonnett, Mr J W Harden and Mr G D J R Sharp. Mr Hayhurst would be the Chairman.
Mr Hayhurst proposed that a member of the public, Mr M Boxall, be co-opted on to the committee. However, there was not a seconder for this proposal and it was therefore taken no further.

DRAFT

Winter Management Committee It was agreed that this would comprise of Mr J S Bonnett, Mr R E J Cooper, Mr G J Hayhurst and Mrs R D Wood. Mr Bonnett would be the Chairman.

Special responsibilities	These were agreed as follows;
Systems audit	Mrs A Martin-Jenkins
Playground	Mrs R D Wood

Representatives It was agreed that Mrs R D Wood would be the Council's representative on the Village Hall Management Committee and that Mr R E J Cooper would be its representative on the North-West Frontier Community Forum.

39/12 CODE OF CONDUCT
The Chairman reminded members of their responsibilities under the Code of Conduct.

40/12 MINUTES OF THE LAST MEETING
The Minutes of the last meeting were approved and signed by the Chairman as a true record.

41/12 MATTERS ARISING
The Chairman reported that the blue Ford Escort car which had been parked in Greengates for approximately three and a half years, and referred to by a parishioner under the "Open Forum" in March, had been removed.
Letters of thanks had been received from the three organisations to whom the Parish Council had recently made donations, these being agreed at the March meeting.
Referring to the matter raised in March (33/12), the Clerk reported that agreement had been reached with the CDC whereby it would provide funding of £200 to support parish Jubilee celebrations, provided that the Parish Council had evidence that the Fete Committee was granting the sum of £500 to the organising group for this purpose. An e-mail evidencing this had been passed to the CDC and it was hoped that this would enable the monies to be released to the Parish Council, for onward transmission to the group.

42/12 OPEN FORUM
No matters were raised.

43/12 COUNCILLOR'S REPORTS
Mr Nick Thomas, recently elected as a District Councillor for the Ward of Plaistow, introduced himself and said that he was delighted to have the opportunity of serving the Ward. He said that he had been provided with a set of statistics relating to Lurgashall parish and that these would be readily available should the Council decide to proceed with drawing up a Neighbourhood Plan. He added that whilst he was always available to support the Council, Mrs Hardwick would continue to attend the Council meetings on a regular basis.

Mr Duncton, joining the meeting a little later, gave mention to the difficult financial background against which the County Council was currently having to operate, but

DRAFT

highlighted the excellent results achieved by both staff and pupils of Midhurst school, operating under difficult circumstances whilst work on the new building has continued. He also mentioned that a new "Purple Bus" is to be launched next month.
The Chairman thanked Mr Duncton for his support and work over the past twelve months.

44/12 FINANCE

1 Draft Accounts for the year ended 31 March 2012

Members considered the Accounts for 2011-2012 (see Annex B) and, on a proposal by Mrs Martin-Jenkins, seconded by Mr Jowett, they were duly approved and signed by the Chairman and the Clerk.

The Clerk informed members that the Internal Auditor, Mr James Tree, had given the Council a clean report in respect of the Accounts for the year to 31 March 2012

2 Annual Return

Section 1 – Accounting Statements

Members considered the figures set out in this section, copies of which had been provided to everyone present. The Clerk provided explanations of significant variations from the previous year. Members were satisfied with the figures and explanations and, on a proposal by Mrs Martin-Jenkins, seconded by Mr Bonnett, they duly approved the signing of the section by the Chairman and Clerk.

Section 2 – Annual governance statement

Members considered the questions in this section and agreed that each could be responded to positively and, on a proposal by Mr Jowett, seconded by Mr Bonnett, they duly approved the signing of the section by the Chairman and Clerk. In this context, the Council decided that, in light of the actions listed in Annex C attached, its 2011 -2012 audit procedures had been both adequate and effective.

3 Insurance cover and valuation of assets

Members were provided with a schedule of the current valuations of the Council's fixed assets and the insurance cover proposed by Aon Limited for the coming year. They decided that the cover proposed was satisfactory and should be accepted. However, Mr Jowett suggested that the insurance company providing cover for the Cricket Pavilion (insurance for this being the responsibility of the Cricket Club) be asked to undertake a fresh valuation of the property. Clerk to ask Cricket Club to arrange.

4 Additional information to be provided to External Auditors.

The Clerk informed members that under the External Auditor's "spot-check" system, the Council is this year asked to provide certain additional information as part of the external audit. Clerk to action.

5 Mower Tracker Device

Referring to Minute 107/11, the Clerk informed members that following their agreement to the release of £448 from the "Mower Fund", he had signed an authority for the release of these monies against sight of supporting invoices.

DRAFT

6 Village Maintenance Contract/Garden Escapes

A quotation had been received from Garden Escapes for the renewal of the previous maintenance contract, for 2012. The Clerk calculated that the figures in the quotation represented an increase totalling approximately £24 on the previous year. Members expressed satisfaction at the standard of work carried out by the firm and approved acceptance of the undated contract, a copy of which is attached as Annex D

7 Current Financial Statement

a) the Clerk distributed Annex E, a statement of the position of the Council's bank accounts, incorporating details of cheques that needed to be issued and for which approval was sought. Members approved the issue of all cheques listed on the Annex with the exception of the one for £30 in respect of the CPRE subscription. It was agreed to defer payment of this pending investigating whether an alternative subscription to "Action in Rural Sussex" might not be more appropriate.

b) Annex F was distributed, this being the Council's income and expenditure to date against its budget for the current year. Members had no comments.

45/12 HIGHWAYS

Members raised several matters which require attention. These included;

- Water flooding from field next to Boundary Cottage. Drain blocked. Needs clearing and surround building up to collect/channel water into drain.
- Potholes on Lickfold/Fernhurst road. In Fernhurst parish. Mr Duncton kindly unertook to report.
- Side of Old Mill Farm, subsidence
- Pothole, adjacent West Sussex/Surrey boundary, Tennysons Lane
- Hillgrove Lane, subsidence

Clerk to check problems and report to Highways.

46/12 RIGHTS OF WAY

Following the survey carried out earlier in the year by WSCC, a report had been received detailing the follow-up work that had been carried out. This included 23 new waymarkers, 2 repaired signs, 1 new (2-plank) bridge and 85m of vegetation clearance.

Mr Bonnett reported damage by a vehicle or vehicles on Restricted Byway 3287 and kindly offered to repair it.

Mrs Martin-Jenkins is to identify for the Clerk a problem with the siting of a signpost close to Jobsons Cottage. Clerk will then deal with any correcting work.

47/12 PLANNING

Dr. Wilding reported on the following Planning Applications

APPLICATIONS CONSIDERED SINCE THE LAST MEETING

LG/12/00428/DOMNP

DRAFT

Blackdown Park Farm

New conservatory to south-west elevation.

LG/12/00554/FULNP
Woodcraft Park Farm

Installation of photovoltaic panels to roof of agricultural barn.

LG/12/01004/TCANP
Meadowside

Notification of intention to trim the crown all round to maintain a tight form (a maximum of 450mm to be removed). There will be no height reduction outside of the trimming on 1 Yew tree.

LG/12/00892/FULNP
Barfold Farm, Tennysons Lane

Partial use of storage barn as offices and alterations

LG/12/00626/FULNP
Lower Roundhurst Farm, Tennysons Lane

Provision of ancillary staff accommodation within existing part garage building requiring change of use from garage to staff accommodation.

LG/12/01227/DOMNP
The Lodge, Jobsons Lane

Single-storey rear extension, first floor rear extension,new windows to rear and side elevations, removal of redundant chimney stack and replacement of flat roof with pitched roof.

LG/12/01325/FULNP
Upper Blackdown House, Fernden Lane

Variation of condition no.2 on LG/11/02227/FULNP – demolition of existing house with proposed replacement dwelling.

DECISIONS RECEIVED FROM THE DISTRICT COUNCIL

LG/12/00254/TCANP
The Old Rectory

Notification of intention to reduce back to west boundary wall, lowest two branches (at about 3m above ground level) on western sector on 1 Chestnut tree. Reduce back to 3m from the trunk on 3 branches on south side (at about 3m above ground level) on 1 Hornbeam tree

NOT TO PREPARE A TREE PRESERVATION.ORDER

LG/12/00068/FULNP
Boxalland Farm, Gospel Green

Installation of 40 ground-mounted solar panels PERMIT

DRAFT

LG/12/00506/LBCNP and LG/12/00428/DOMNP
Blackdown Park Farm, Fernden Lane

Conservatory to south-west elevation — REFUSE BOTH

LG/12/00326/DOMNP
Greenland Farm, Jobsons Lane

New outdoor swimming pool. — WITHDRAWN

LG/12/00319/LBCNP
Grennland Farm, Jobsons Lane

Conversion of a garage into a personal gym, conversion of existing former stables into guest accommodation and home office/studio with the removal of greenhouse and resultant repairs to outer wall. — PERMIT

LG/12/00334/LBCNP
Greenland Farm, Jobsons Lane

Two-storey rear extension — PERMIT

LG/12/00554/FULNP
Woodcraft Park Farm

Installation of photovoltaic panels to roof of agricultural barn — PERMIT

LG/12/01004/TCANP
Meadowside, The Green

Intention to trim the crown all round to mainatin a tight form (a max. of 450mm to be removed).There will be no height reduction outside of the trimming on 1 Yew tree. — NOT TO PREPARE A TREE PRESERVATION ORDER

OTHER MATTERS

APPEAL DECISION
Barfold Farm, Roundhurst

An Appeal was made against the decision under Application LG/11/02195/FULNP. The appeal was to use a newly-erected barn as offices rather than the original purpose of storage. — DISMISSED

LG/11/02860/FULNP

Abesters, Fernden Lane

Mr Sharp enquired as to the position regarding the owner of this property complying with the terms of the Enforcement Notice served following refusal of above-mentioned Application. Clerk will contact Enforcement Officer to check.

DRAFT

48/12 PLAYGROUND

Mrs Wood reported that the Playground was in good order, with one exception. That was the fact that the closing spring on the gate was broken and was partly to blame for the presence of dogs within the Playground.

The Chairman explained that the Council had been quoted £320 as the cost of installing a gas-pressure closing mechanism. Members decided that the cost could not be justified at this time.

At the conclusion of 48/12 Dr Wilding left the meeting.

49/12 ALLOTMENTS

Mr Harden and Mr Sharp had looked at the question of repair work needed on the Allotments. They had concluded that to carry out repairs on three gates would cost a maximum of £150. Members approved expenditure on the work up to this amount and Mr Sharp will arrange for the work to be carried out.

50/12 VILLAGE GREEN

"The Triangle"

Mr Hayhurst said that the repair and alteration work recently carried out by Mr Sharp on "The Triangle" seemed to be working very well, and proposed that the three benches sited nearby be brought on to that area. This would allow people to sit there with an uncluttered view of the remainder of the Green. This was agreed and Mr Sharp is to move the seats there.

Phone Box

Discussion revolved around the recent paper prepared by Mr Hayhurst which detailed restoration work which could be undertaken on this box, were it to be purchased by the Council.

Whilst members welcomed the idea of restoring it, the general feeling was that expenditure (net of VAT) of circa £2.6K at this time could not be justified. However, if grants could be obtained, perhaps 50% of net cost from the Lurgashall Fete Committee, and further funds from the WSCC, then the project would become more viable. Mr Duncton suggested that the Council might like to submit an application to WSCC within the following few days and it was agreed to do so.

51/12 MEETING DATES FOR 2012 – 2013

The following dates were agreed;

2012	12 July	13 September	8 November
2013	10 January	14 March	9 May (Annual Meeting of the Parish Council)

Consideration will be given as to whether the Annual Meeting of the Parish will also be held on 9 May, or be held on a different date.

DRAFT

52/12 CORRESPONDENCE

The Clerk had received two items of correspondence which he had brought to the attention of members. The first was a letter from Lurgashall Football Club dated 10 May, and the second was in the form of an e-mail from Mr & Mrs Fairston, received on 14 May. Copies of both of these had been distributed to all members prior to the meeting.

In the knowledge that all members had read the letters, the Clerk asked if members wished to discuss their contents. It was agreed that the letter from the Football Club did not require discussion but members wished to discuss the letter from Mr & Mrs Fairston. This letter concerned the proposed purchase of the Glebe land (known locally as "the football field") by a group of parishioners.

At this point four members declared individually that they each had a "prejudicial interest" in the matter which was the subject of the letter. These were, Mr Cooper, Mr Bonnett, Mr Harden and Mr Hayhurst. Since their interest was "prejudicial", each left the room and took no part in the ensuing discussion. Mrs Martin-Jenkins also declared a personal interest, in that she was a member of the Parochial Church Council, this not being a bar to her remaining to take part in the discussion. Thus, there remained four members of the Council. In the absence of Mr Cooper, Mr Sharp proposed that Mrs Martin-Jenkins Chair the proceedings and this was agreed by the other three present.

Great dissatisfaction was expressed that this matter, felt to be of substantial interest to the whole parish, had not been brought to the attention of the Council before, and that a group of people had got together without giving Councillors the opportunity to discuss it. The intentions of the group were not entirely clear, and no details of the underlying financing were available, either in respect of the purchase or the ongoing running costs. The complaint was also made that the Chairman (of the Council) was fully aware of the situation and yet had told no-one on the Council, and that it would have been right and proper to have had it brought forward for discussion. The question was asked as to how it would affect those people living close to the Glebe land.

The Chairman explained that several years ago the Diocese had been approached to see if the Parish Council could acquire the land. This idea had been rejected by the Diocese, whether by sale or lease. Since then, the worry about the vulnerability of the land had continued. The group now involved had entered into talks with the Diocese, which had indicated that in principle it would sell to a charitable body set up to own and manage the land for the benefit of parishioners for recreational purposes in perpetuity. She also added that the Mr Cooper's involvement in the group was because of his position in the Football Club. She explained that although the Priest-in-Charge and Church Wardens may have known about the proposal some time ago, the members of the PCC learned of the matter only at a recent meeting of that council. The Chairman went on to say that she understood the underlying principle behind the proposed purchase was to protect the land for the benefit of parishioners, and that she felt that the Diocese was trying to do "the right thing" for the parish in considering a sale to a charitable body.

DRAFT

In response to this there was a feeling amongst some members that they would be content to see the purchase of the land, as long as the running of it was ultimately in the hands of the parishioners and not individuals.

The Chairman allowed comment from the members of the public present. Amongst the comments made were those of Mr Fairston who expressed his deep concern over the type of activities that may take place on the field, giving certain examples, and whether such activities would create a noiser and busier environment for the village. Another member of the public questioned whether the choice of members of the charitable body would be by a democratic process, and another said that they were "staggered" that the Parish Council was not aware of the issue.

In conclusion, it was agreed that as many Councillors as possible should attend the public meeting to be held on 23 May, and that immediately following that meeting Councillors should consider whether there should be an extraordinary meeting of the Council to discuss the matter further.

At the conclusion of 52/12, Mr Cooper and Mr Harden rejoined the meeting, Mr Cooper taking over the role of Chairman. Mr Bonnett and Mr Hayhurst did not rejoin the meeting.

53/12 ANY OTHER BUSINESS
No matters were raised.

54/12 DATE OF THE NEXT MEETING
The next meeting will be held on Thursday 12 July 2012.

There being no other business, the Chairman closed the meeting at 10.00 pm

DRAFT