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LURGASHALL PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Village Hall on Thursday 9 May 2013

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

Also present Mrs J Duncton and Mr N Thomas.

36/13 APOLOGIES FOR ABSENCE
Apologies had been received from Mr G J Hayhurst.

37/13 ELECTION OF CHAIRMAN
Mr R E J Cooper was proposed by Mr J S Bonnett and seconded by Mrs R D Wood. There being no other nominations, Mr Cooper was by consensus elected Chairman for the coming year and signed the Declaration of Office (see Annex "A")

38/13 ELECTION OF VICE-CHAIRMAN, APPOINTMENT OF COMMITTEE MEMBERS AND REPRESENTATIVES; SPECIAL RESPONSIBILITIES

Vice-Chairman Mr J S Bonnett was proposed by Dr A H J Tate and seconded by Mrs R D Wood. There being no other nominations, Mr Bonnett was by consensus elected to be 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 and 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 Dr A H J Tate. Mr Hayhurst would be the Chairman.

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.

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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 Mr R E J Cooper would be its representative on the North-East Frontier Community Forum.

39/13 CODE OF CONDUCT
The Chairman reminded members of their responsibilities under the Code of Conduct.

40/13 MINUTES OF LAST MEETING
The Minutes of the last meeting were approved and signed by the Chairman as a true record.

41/13 MATTERS ARISING
The Chairman mentioned three matters;
1 With reference to the "Pop Concert" (see 5/13 and 22/13) he said that he was not aware at this time that any application had been made for a music licence.
2 He reported that the two sessions organised re the defibrillator training had been fully taken up and that a further session may be arranged.
3 A letter had been sent to CDC Planning (see 28/13) in respect of the possible laying of a protective membrane on the Common Land at the eastern end of the Green. A reply had been received which gave an informal opinion that planning permission would not be required for the use of plastic interlocking plates to form a reinforced car parking area on the verge. However, it added that should the Council require a formal determination of the need for planning permission it will be necessary to apply for a Certificate of Lawfulness of Proposed Use or Development under Section 192 of the Town and Country Planning Act 1990 (as amended).

42/13 OPEN FORUM
There were no members of the public present.

43/13 COUNCILLORS REPORTS
Mrs Duncton had been elected to the County Council only within the past week and therefore did not present a report. However, she said that Mr James Lane of Gospel Green had complained that a salt bag which had been placed there had damaged the grass surface.
Mr Thomas mentioned that the members of the CDC were now halfway through their term of office and also that the cost of the redevelopment of Capron House, as the new headquarters of the SDNP, was rising beyond the budgetted figure (funded by central government).

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44/13 FINANCE

1 Draft Accounts for the year ended 31 March 2013.

Members considered the Accounts for 2012-13 (see Annex "B") and, on a proposal by Mrs Martin-Jenkins, seconded by Dr Wilding, 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 2013.

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 gave 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 Dr Wilding, they duly approved the signing of the section by the Chairman and the Clerk. Following the discussion of the figures in this section, Mr Harden queeried whether the Parish Council was legally entitled to allow use of the Village Green for financial reward by outside parties. It was agreed to look in to this.

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 Bonnett, seconded by Mrs Wood, they duly approved the signing of the section by the Chairman and the Clerk. In this context, the Council decided that, in light of the actions listed in Annex "C" attached, its 2012-13 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 Ltd for the coming year. They decided, with one exception, that the cover proposed was satisfactory and should be accepted. The exception was that the Council would want cover extended to include the two salt bins. Clerk to action.

4 Current Financial Statement

a) the Clerk distributed a statement of the position of the Council's bank accounts, (attached as Annex "D"), incorporating details of cheques that needed to be issued and for which approval was sought. Members approved the payment of all cheques listed on the Annex.

b) Annex "F" was distributed, this being the Council's income and expenditure to date against its budget for the current year.

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45/13 PLANNING

APPLICATIONS CONSIDERED SINCE THE LAST MEETING

SDNP/13/00565/HOUS
Dial House, Dial Green Lane

Two-storey side extension to provide for larger utility room plus one more bedroom.

SDNP/13/00582/HOUS
Parkhurst House

Alterations to garage and pool house.Construction of log store.

SDNP/13/00581/LDE
The Barn, Lower Roundhurst Farm

Certificate of lawfulness for the current operation of The Barn C1, particularly the associated activities.

SDNP/13/01459/HOUS
Lower Hanger, Dial Green

Single-storey rear extension to create sun room.

DECISIONS RECEIVED

SDNP/12/01422/CND and SDNP/12/01423/LIS
High Hampstead

Insertion of roof insulation in main barn between rafters with plasterboard below so as to obscure rafters contrary to condition 12 on planning permission LG/07/02213/FUL and condition 6 of listed building consent LG/07/02214/LBC

REFUSED

SDNP/13/00565/HOUS
Dial House, Dial Green Lane

Two-storey side extension to provide for larger utility room plus one more bedroom (previously approved under LG/08/01240/DOM). APPROVED

SDNP/13/00582/HOUS
Parkhurst House, Jobsons Lane

Alterations to existing garage and pool house, with construction of new log store.

APPROVED

SDNP/12/01286/LIS & SDNP/12/01287/HOUS
1, The Quell Cottages, Quell Lane

Extension, alteration to porch and internal alterations. Removal of chimney and renovation, restoration and repair to roof covering to grade 11 listed cottage.

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46/13 HIGHWAYS

The Clerk reported on the following issues;

Mill Lane.

a)The damaged pipework, the cause of flooding, had been replaced and a new spillway had been installed.

b) The Clerk had held a discussion with the owner and driver of the school bus (Normans Coaches) which travels each week-day up and down Mill Lane. The discusssion included the point raised by the driver about the difficulty of driving by the vehicle (believed to belong to Mr J Willee) which is regularly parked outside No.3 Greengates. Not only does this cause difficulties to the coach driver but to all other drivers, and particularly because of the weight of the bus it causes damage to the edge of the road surface. Members instructed the Clerk to write to Mr Willee and ask him to park the vehicle away from that point. Clerk to write.

Drain outside Boundary Cottage.

The cause of the problem had been identified as a damaged pipe under the road. This had been repaired.

Artificial "Gates" on Hampstead Lane.

These had been installed and some thought would need to be given to any associated signage to be installed which would encourage drivers to proceed more slowly by the Green.

Depth-gauge at Lickfold.

A meeting was to be arranged with engineers from Highways in order to discuss the best positioning for signing this flooding problem. Chairman and Clerk to attend the meeting.

Gulley under road adjacent Whitewell House

A report, with photograph, had been sent on this problem.

Gospel Green

Mrs Martin-Jenkins mentioned the large ruts cut across this Green, believed to have been caused by an unknown heavy vehicle. Clerk to speak to "Garden Escapes" to see if they can suggest a solution at reasonable cost. Clerk to action.

Dial Green

Mrs Martin-Jenkins said that this had been left in a disgraceful state by the contractors who carried out work recently on behalf of Southern Water, and that they should be asked to put it right. The Chairman is in contact with Clancydocwra and will raise this with them.

47/13 VILLAGE GREEN

On behalf of the Green Committee, the Chairman reported on several issues.

1 The finger-post on the corner of the Green has some rotten woodwork and Mr Matthew Boxall has undertaken to carry out some repairs.

2 Referring the the small triangle of common land adjacent to the chestnut tree in the north-west corner of the Green, he said that the committee recommended the laying down of some "railway sleepers" in order to protect this area. The sleepers would create a raised area allowing a little more room for traffic at this turning point and thought could be given to what type of landscaping would be appropriate. Permission would need to be

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sought from Leconfield Estate and the Clerk will do this once a drawing with dimensions had been provided.

3 The Committee proposed, and members agreed to, the installation of protective posts to be installed along the whole of the northern side of the Green. Members approved the expenditure of up to a maximum of £100 on materials for this work.

48/13 PLAYGROUND

Mrs Wood reported on two minor issues in respect of the equipment, but it was agreed to take no action at this time other than monitoring them.

The Clerk reported that he had received a phone message from Mr Vaughan to say that the Fete Committee had approved a grant of £149 for the purchase of a new seat/table for the Playground. The cheque is awaited.

Rospa had written to say that the usual inspection of the Playground will be undertaken in June of this year.

49/13 ALLOTMENTS

The Clerk reported that the leaking stand-pipe had been repaired.

The matter of the gate problem (see 31/13) was left in the hands of Mr Harden.

50/13 RIGHTS OF WAY

There was nothing to report.

51/13 WINTER MANAGEMENT

Mr Bonnett had circulated a report to all members (attached as Annex "G") which was on behalf of the Winter Management Committee. The report concluded with a recommendation by the committee to purchase ten salt bins at an approximate cost of £1700. Members agreed that as a first step an application should be made to WSCC for a grant of £750 towards the cost. Mr Bonnett and the Clerk to action.

52/13 MEETING DATES FOR 2013 – 2014

The dates for the meetings in the forthcoming year will be;

2013	2014
11 July	9 January
12 September	13 March
14 November	8 May (Annual Mtg of the ParishCouncil)

All meetings will commence at 7.30 pm.

53/13 CORRESPONDENCE

There was no correspondence to report.

54/13 ANY OTHER BUSINESS

There was no other business.

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55/13 DATE OF THE NEXT MEETING.
The next meeting of the Council will be held on 11 July 2013.

There being no other business, the Chairman closed the meeting at 9.10 pm.

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