

# LURGASHALL PARISH COUNCIL

## **DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF THE PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY 12<sup>TH</sup> MAY 2016**

Councillors Present: Mr R E J Cooper, Mr J W Harden, Mr N P Jowett, Mrs A Martin-Jenkins, Mr G Sharp, Dr A H J Tate, Dr P J H Wilding and Mrs R D Wood

In Attendance: Mrs H E Cruikshank (Clerk)

There were no members of the public present.

The Chairman declared the meeting open at 7.30 pm and welcomed all to the annual meeting.

### AGM BUSINESS

#### 1. TO ELECT A CHAIRMAN

The Clerk invited nominations for Chairman for the ensuing year. Dr P J H Wilding was proposed and duly seconded and there being no other nominations it was **RESOLVED** that Dr Wilding be elected Chairman of Lurgashall Parish Council.

#### 2. TO ELECT A VICE-CHAIRMAN

The Chairman invited nominations for Vice Chairman and Dr A H J 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

Mr Cooper, Mr Harden, Mr Jowett, Mrs Martin-Jenkins, Dr Tate, Dr Wilding and Mrs Wood

##### Finance & General Purposes Committee

Mr Bonnett, Mr Cooper, Mr Harden, Mr Jowett, Mrs Martin-Jenkins and Dr Wilding

Dr Tate enquired what the General Purposes part of the committee entailed. Mrs Martin-Jenkins clarified that it was a committee which had delegated powers and the ability to meet in between Parish Council meeting to discuss parish issues which needed emergency responses.

##### Highways (including Winter Planning and Village Green) Committee

Mr Bonnett, Mr Cooper, Mr Harden, Dr Tate and Dr Wilding

Non-PC members: Mr Sean Hellett and Mr John Clark

##### Special Responsibilities:

Systems Audit: Mrs Martin-Jenkins

Playground: Mrs Wood

L.R.A: Dr Tate

Representatives:

Village Hall Management Committee: Mrs Wood

North-East Community Forum: Mr Cooper

4. TO AFFIRM DATES OF FUTURE MEETINGS 2016/17

Thursday 14<sup>th</sup> July 2016

Thursday 8<sup>th</sup> September 2016

Thursday 10<sup>th</sup> November 2016

Thursday 12<sup>th</sup> January 2017

Thursday 9<sup>th</sup> March 2017

Thursday 11<sup>th</sup> May 2017 (AGM)

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

**PARISH COUNCIL BUSINESS**

46/16 APOLOGIES FOR ABSENCE

Apologies were received from Mr J Bonnett, PCSO Heidi Hay and District Councillor Nick Thomas.

47/16 CODE OF CONDUCT

The Chairman reminded members of their responsibilities under the Code of Conduct. Mr Cooper declared an interest in item 56/16 as Chairman of the Cricket Club.

48/16 MINUTES OF THE LAST MEETING

The Minutes of the last meeting held on Thursday 10<sup>th</sup> March 2016 were approved and signed by the Chairman as a true record.

49/16 MATTERS ARISING

There were no matters arising,

50/16 OPEN FORUM

There were no members of the public present.

51/16 COUNCILLORS REPORT

There were no County or District Councillors' reports. Clerk said there currently a consultation in progress regarding a reduction in opening of the county's waste recycling sites. She would put further details on the notice board, website and parish newsletter.

Please contact Mrs Duncton regarding any County issues on 01798 342528 or email

[janet.duncton@westsussex.gov.uk](mailto:janet.duncton@westsussex.gov.uk)

Any questions of a District nature, feel free to feed back to Mr Thomas 01730 810837 or email [nthomas@chichester.gov.uk](mailto:nthomas@chichester.gov.uk))

52/16 FINANCE

Clerk had previously distributed Appendix 3 which included:

- a) Bank reconciliation as at 5<sup>th</sup> May 2016
- b) The schedule of accounts submitted for payment
- c) Budget Monitoring sheet as at 5<sup>th</sup> May 2016

The Council's current financial position at £26,291, bank reconciliation and budget monitoring sheet were noted.

The members duly approved the payments for Chichester District Council (Litter bin emptying 2015/16) @ £236, Leconfield Estates (Allotment Water, Allotment rent and Playground rent) @ £275, , Mr James Tree (Internal Auditor) @ £50, Mrs H E Cruikshank (Clerk's March & April 2016 Salary & Expenses) @ £654, Miss A Grout (Newsletter Editor Oct 15-March 16 and Six Monthly printing) @ £190 and Aon UK Ltd (Insurance renewal 16/17) @ £621. Clerk added that two cheques had been approved in between meetings, one for SSALC (Annual Subs 16/17) @ £179 and the other for Garden Escapes (replacement cheque for a lost cheque no 873) @ £426

Clerk had previously distributed Appendix 3 which included:

- a) Income and Expenditure sheet y/e 31<sup>st</sup> March 2016
- b) Bank reconciliation as at 31<sup>st</sup> March 2016
- c) Sections 1, 2 and 4 of the Annual Return 2015/16
- d) Explanation of Variances 2015/16

Members considered Appendix 3; the Accounts for 2015/16, the Annual Return 2015/16 including the Accounting Statement figures and the Annual Governance Statement questions. Clerk confirmed the Internal Audit had been successfully carried out by Mr James Tree. The figures and Annual Return were duly proposed and seconded, then approved by the Council and signed by the Chairman.

#### 53/16 PLANNING

Clerk had previously distributed Appendix 5. Dr Wilding commented upon the following applications;

#### APPLICATIONS CONSIDERED SINCE LAST PC MEETING

##### SDNP/16/00625/FUL

Quellhurst, Quell Lane, Lurgashall, Haslemere, Surrey GU27 3BW  
Replacement dwelling and integrated landscape and garden design

##### SDNP/16/01289/HOUS and SDNP/16/01290/LIS

Well House, Lurgashall West Sussex GU28 9ET  
Proposed single storey rear extension to provide an open plan dining area off the existing kitchen

##### SDNP/16/01052/HOUS

The Lodge, Jobsons Lane, Windfall Wood Common, Lurgashall GU27 3BX  
Remodelling and enlargement of existing domestic garages

##### SDNP/16/01321/PRE

The Mill, Blackdown Ridge Estate, Blackdown Park  
Change of use from domestic pre-existing building to a tasting venue for vineyard, plus a shop, B&B and occasional wedding venue

#### DECISIONS RECEIVED SINCE LAST MEETING

##### SDNP/16/00099/HOUS

*Bishops Court, Chase Lane, Lurgashall, West Sussex, GU27 3AG*  
*Retrospective application for erection of a timber shed*  
*Decision: Approved*

SDNP/16/00656/APNR

*Land North East Of Hookhams Farmhouse, Hillgrove Lane, Lurgashall, West Sussex, GU28 9EW*

*Proposed agricultural track*

*Decision: Application Not Required - Prior Notification*

SDNP/15/05130/ADV

*Lurgashall Village Green, The Green, Lurgashall, West Sussex, GU28 9ET*

*Erection of a traditional fingerpost/board.*

*Decision: Approved*

SDNP/16/00520/HOUS

*Hillview, Dial Green Lane, Lurgashall, West Sussex, GU28 9HA*

*Proposed rear conservatory*

*Decision: Approved*

SDNP/15/04765/HOUS/ SDNP/15/04766/LIS

*The Malt House, High Hampstead Lane, Lurgashall, West Sussex, GU28 9ET*

*Proposed rear extension to replace existing.*

*Decision: Approved*

SDNP/16/01071/TCA

*The Malt House, High Hampstead Lane, Lurgashall, Petworth, West Sussex, GU28 9ET*

*Notification of intention to fell 1 no. Ash tree (T1) and 2 no. Cherry Plum trees (T2 and T3).*

*Decision: Raise no objection*

SDNP/15/06312/FUL

*Old Hearne Farm, Jays Lane, Lurgashall, West Sussex, GU27 3BL*

*Retention of the east barn and its immediate surroundings for mixed agricultural and equestrian purposes and the erection of a stock building.*

*Decision: Refused*

Dr Wilding added that the Little Brockhurst Farm planning application had since been approved on the agreement that the two outbuildings are retained as heritage assets.

Mr Sharp raised concerns with regard to potential water problems with the proposed new entrance at the Malt House, if the work is not done properly, Dr Wilding agreed to speak with the owners.

Mrs Martin Jenkins said she had attended a SDNP planning workshop where she had been told that SDNP are tightening up on planning and had made assurances that all applications will be properly looked at in detail and parishes input is important. CDC and SDNPA are working closely together and if the Parish Council is not happy with CDC enforcement, they may complain to enforcement at SDNP.

54/16 HIGHWAYS

Mr Cooper said the planning application for the proposed finger post/board on the Village Green had finally been approved by CDC. Clerk is waiting to hear back from J K Engineering regarding its progress. Mr Cooper had met with Steve Hodd, the WSCC Highways officer and taken him through the issues in the parish and Steve had promised to sort these. He had seen the road erosion at Dial Green and spoken with the residents to inform them that the road must be made good. Concern was raised regarding the burnt out nature of the grass at Dial Green. Clerk to write a letter to the owners to ask what they intend to do with the land. Clerk also to chase a response from Steve Hodd regarding her previous enquiry regarding the white painted arrows on the parish roads and the rules and regulations on signage for cycle races. Mr Harden said that speeding traffic was still very much a

problem through the Village Green. Unfortunately previous road safety initiatives had not been very conclusive and speed calming measures are sadly unenforceable in rural parishes.

Clerk reported that the Lickfold Bridge survey had finally been done by CBEC. The topographical survey and geomorphic walkover from upstream of the Lickfold Inn and Mill Pond had been completed. The 3D surface is to be completed by the end of the month and will be provided as soon as it is finished.

It was noted that the PCC had done a very good job with improving the car parking area.

Mr Cooper said he would speak to Mr Simpson about finishing the job extending the parking to the east side of the Green.

#### 55/16 VILLAGE HALL FREEHOLD

Following January's meeting, the Clerk had written to the Village Hall Committee (VHC) confirming that the Parish Council was happy for them to start negotiations with the Diocese via the Church Wardens in relation to obtaining the Village Hall freehold. Following receipt of this letter and discussion amongst the VHC, John Clark was asked for his advice. He said he felt that the initial approach to the Diocese should come from the Parish Council and had kindly offered to draft a letter. Councillors agreed to accept his kind offer and all had seen the letter prior to the meeting. After discussion, the Parish Council gave its approval and all agreed the Clerk should send the letter. Mr Harden added that professional advice should be sought on how the Parish Council drafts any future lease to the Village Hall to ensure it is done correctly. Clerk to write and thank John Clark for his assistance with this.

#### 56/16 CRICKET PAVILION

Mr Cooper updated the Parish Council and reported that the Cricket Club has been in contact with a number of organisations regarding funding for repairs required to the pavilion. These included CDC, WSCC, VAAC, Sussex County Cricket Club, Sport England and Waitrose (England Cricket Club sponsors). Players are also hoping to organise a charity cycle ride and it is hoped that Lashings may help with an event too to raise money. Past members and ex-players are also being asked for donations.

The survey done by Antony Crandon had identified £45,000 as the cost for repairing the pavilion. It was thought the costs could be brought down and it was agreed that the repairs would be prioritised and done as and when the money comes in. The works would need to be broken down into individual jobs. Mr Sharp said 2 or 3 estimates should be obtained. The Parish Council is pleased that the Cricket Club is now actively looking at maintaining the pavilion but somewhat disappointed that nothing had been done sooner or money put aside for maintenance in past years.

#### 57/16 PLAYGROUND

Mrs Wood reported all is well at the play area. There had been a problem with horse manure seeping in through the fence which was worrying as the ROSPA play inspection was imminent and it raised hygiene concerns with young children playing. Mrs Wood had spoken with the horse owners and the manure was removed promptly. The playground gate yet again had been broken and a new spring was required, Mr Hancock had kindly repaired this.

#### 58/16 ALLOTMENTS

Mr Sharp said that vacant plots had been weed-killed at the allotments. Clerk confirmed there were 12 plots out of 23 currently in use.

#### 59/16 RIGHTS OF WAYS

Clerk had not had any issues reported to her recently. Concern was raised regarding a tree across a path from Mill Farm to Tillington. Clerk to write to owners asking them to deal with the problem.

\*The routine Rights of Way inspection for Lurgashall is due to take place in June, so if there are any problems which parishioners are aware of then please let the Clerk know so she may pass the details onto the WSCC Access ranger.

#### 60/16 L.R.A

Dr Tate reported that the L.R.A recently had a committee meeting and held its AGM, reporting £20,000 in the bank. The fundraising event Canine Capers will be returning in September. Due to the financial constraints of the Cricket Club, the L.R.A has offered to fund practice nets and a base which will be sited at the far end near to where the cars park. They are hoping to make good the entrance to the field but nothing will be done until after the fete. Other news, the five a side football nets are up, the mowing schedule is in place and the field will continue to be used for fete parking, a one night camping event and temporary parking for other village events. Contractors are due to come in to get rid of the continuing mole and rabbit problem.

#### 61/16 QUEEN'S 90<sup>TH</sup> BIRTHDAY CELEBRATIONS

Mr Cooper stated there was to be a party on the Green being organised in the afternoon of Sunday 19<sup>th</sup> June to celebrate the Queen's 90<sup>th</sup> birthday. There will be a tea party for all parishioners with children's games and competitions organised. The Parish Council agreed the Clerk should apply for the CDC funding (£250) for this event as it was a parish wide all-inclusive event.

#### 62/16 CORRESPONDENCE

The Clerk spoke of the All Parishes meeting which is due to be held on Thursday 19<sup>th</sup> May at East Pallant House. Mr Cooper and Dr Wilding offered to attend this. Clerk stated that there was a SSALC Briefing and Awareness course on Tuesday 26<sup>th</sup> July at Lodsworth Village Hall 6.30-9pm should any Councillors wish to attend.

#### 63/16 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

The Parish Council agreed that a memorial bench for Sid Cremer could be sited at the corner of Village Green by signpost. Leconfield Estates had approved the idea in principle but written confirmation was pending.

#### 64/16 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Cricket Pavilion update

#### 65/16 DATE OF THE NEXT MEETING

The next meeting will be held on Thursday 14<sup>th</sup> July 2016

There being no other business, the Chairman closed the meeting at 9.15pm.