

# **NORTHCHAPEL PARISH COUNCIL**

**APPROVED Minutes of a Meeting held at Northchapel Village Hall,  
On Monday 5<sup>th</sup> November 2012**

**Present:** Councillors Mr Willie Poste (Chairman), Mrs Jane Walter, Mrs Sharon Holden, Mrs Georgina Murphy, Mr Paul Markides Mr Stephen Wordsworth and Mrs Jane Squire

**In attendance:** Mrs Helen Cruikshank, Parish Clerk

## **Comments and Questions from the members of the public:**

**There were five members of the public present.**

The Chairman thanked all for attending and in light of a recent letter received from the owners of the Village Shop requesting help in achieving dedicated parking in the lay-by during shop hours, it was agreed item 11 be brought forward and discussed as an open forum after item 5.

**47. Apologies for absence:** Councillor Lynda Bell and PCSO Ian Luxford/PCSO Jenn Morley

**48. Co-option of Councillor:** Mr Simon Arnold was co-opted as a Councillor and the Chairman welcomed him to the Parish Council. Clerk to liaise with him and send across all the necessary forms and documents.

**49. Declarations of Interest:** Councillor Holden declared an interest as a member of the Swimming Pool Project Committee

**50. Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 3<sup>rd</sup> September 2012 were approved as a correct record and signed.

**51. PCSO Ian Luxford/ PCSO Jenn Morley:** The Police were unable to attend due to taskings around firework night. Northchapel has not had any reported crimes over the last month and a half but there has been a rise in burglaries in the area over this time, mostly in Fittleworth and Loxwood. As always the Police urge members of the public to report anything suspicious. Speeding in Northchapel is a priority for November and the Police were due to be in the village yesterday but unfortunately the weather put paid to that! Any issues please do not hesitate to contact the PCSOs. Councillor Holden asked why the Police stopped coming to the Village to talk to the residents; she suggested they might like to come to the Village Hall at a specified time to be available for parishioners. Clerk to enquire.

A new co-ordinator for the Parish Neighbourhood Watch is required. A parishioner in attendance showed interest and would contact the departing co-ordinator.

**52. Village Shop Parking (brought forward from item 11):** The owners of the Village Shop thanked the Parish Council for putting the item on the agenda. They spoke of their concern that takings have decreased over the last six months. They had been in contact with Guy Blackmore at WSCC who had been helping advise them with regard to profitability of the shop and how to improve customer flow. He suggested contacting WSCC Highways through the Parish

Council. The key problem in their eyes was the lack of available parking especially at week-ends with Sunday trading being particularly affected. The owners said that they need local support in order to keep the shop going and customer flow must improve for this to be sustainable. The shop relies on 50% passing trade and without this the shop will die. Councillor Poste said it was important to keep pushing for some sort of dedicated parking and a solution as the shop was an integral part of the village. Councillor Markides said as a resident near to the shop, there had been a resident meeting with WSCC Highways who said it was more likely to become resident parking than allocated shop parking.

County Councillor Dunton said that it was unlikely having spoken to Highways that dedicated parking would be granted as it is a public space and enforcement would be nigh on impossible. He appreciated the on-going problem and how the loss of the shop would have a dire effect on the village. He suggested that an unofficial parking sign may be the only way forward. He would look into this. The owners of the shop asked that local residents park carefully to enable more cars to park and use the shop. The Chairman thanked Councillor Dunton for any assistance he could give to help alleviate the problem. Councillor Markides wished his objection to all signs be minuted.

### **53. Reports from representatives from Chichester District Council, West Sussex County Council and South Downs National Park Association if available**

Re: item 10, Flooding at Horton's Farm, County Councillor Chris Dunton reported that the drainage gang had been out to check the road drains and ditches to work out what was causing the flooding problem. WSCC are due to go back to check on the drains at the farm. Councillor Holden said the same happens year after year and a solution needed to be found. Councillor Dunton said there is a process which must be adhered to hence the time delay.

Councillor Dunton said the Community Swimming Pool request for funding would be discussed at the next CLC meeting. He spoke of the need to reinstate the top of the signpost at the Lurgashall turning which Highways were due to come and repair in time. Councillor Poste said he would try and fix it in the meantime. Councillor Dunton continued talking of the forthcoming elections for a Police Commissioner on 15<sup>th</sup> November. Councillor Walter raised concern that no-one really knew who the candidates were and why if they weren't political they were each standing linked to a political party. Councillor Dunton suggested [www.choosemypc.org](http://www.choosemypc.org) for more information. He mentioned the progress of the process to allow Parish Councils to take on routine jobs in one's parish off the County and be reimbursed i.e. cleaning ditches/signs etc as long as the contractors were recommended and had the appropriate insurance. Councillor Wordsworth asked for an update on the Fisher Street traffic calming project. Councillor Dunton had nothing to report and said he would liaise with Fiona Baker at Highways for an update. He thought that the options were still being looked at.

District Councillor Nick Thomas spoke of the forthcoming CDC All Parishes Meeting on November 26<sup>th</sup> at 6.30pm at East Pallant House. Two members of each Parish Council are welcome to attend. There would be a full report on

flooding by WSCC, an update on local plans by SDNPA and a financial review by John Ward. He reported on the temporary parking solution at the Grange Car Park in Midhurst and spoke of the continued Day-care services for the elderly and the vulnerable still being run by Age Uk and Rother Valley Together in spite of the works. The tourism office in Midhurst has now moved in with the SDNPA at Capron House. The Rural Car Parking Consultation is running until 30<sup>th</sup> November with a meeting in Leconfield Hall on 14<sup>th</sup> November between 6 and 8pm.

#### **54. Working Party Reports**

- **Allotments, Village Green and Play Area;** Councillor Poste said there was nothing new to report with the Allotments. He reported that Nick Murphy had done the track repairs alongside the Village Green as discussed at the last meeting. The matting in the Play area requires attention. Councillor Poste will attend to this and to look at the Play House where some screws had become loose. Straight Line fencing had quoted for the replacement of 17 posts at a price of £870 + VAT, it was agreed this should be accepted.
- **Footpaths, Hedges and ROW's:** Clerk to chase WSCC Highways once again with regard to the overhanging hedges in the parish especially those on Valentines Hill and find out when these will be cut as a matter of urgency.
- **Planning:** Councillor Markides said there was one outstanding planning application to be discussed after the meeting.
- **Village Hall:** Councillor Holden said the Hall was covering its expenses with bookings okay at the moment. The Village Lottery requires a new person to take on its responsibility.
- **Housing:** Councillor Holden reported she had met with Laura Dillon from Hyde Martlet as part of her regular visits to Luffs Meadow and Valentines Lea. There had been a fly tipping problem which had now been addressed with all residents being made aware. Councillor Walter enquired after the disabled bay additional parking in Luffs Meadow. WSCC Highways had said the land was amenity land and Laura Dillon was looking into this further.
- **Media and Communication:** The Clerk will continue to feed news and useful information to the Editors of the Parish News.
- **Winter Plan:** Councillor Poste reported all salt bins are currently full.
- **Parish Council Website:** Councillor Squire kindly has taken on the responsibility of the Parish Council part of the village website. She said she had uploaded recent minutes and agenda and hopes in time to put on all local news and relevant information.

#### **55. Adoption of the revised Code of Conduct**

In line with Chichester District Council and the Localism Act, the Parish Council adopted the revised Code of Conduct as at Appendix 2. The Code of Conduct is the document which applies to all members of the Parish Council when acting in the role of a Parish Councillor. It is the responsibility of each individual councillor to comply with the provisions of the code. Clerk to send electronic copy to Councillor Squire to upload onto the website together with other Parish Council documents.

## **56. Dangerous Trees on Village Green**

The Clerk had contacted Chichester District Council planning department regarding the diseased oak and horse chestnut trees on the Village Green which had been identified by Councillor Poste. Henry Whitby, the Tree Officer had met with Councillor Poste and agreed that both trees should be felled immediately as they are in a dangerous state. CDC had requested that replacement trees be planted in positions as near as practicable to the original trees. The Parish Council agreed to this and decided that Maple or Lime trees would be a suitable replacement as near to the original trees as possible. AJ Stemp had quoted £1300 to fell the trees, grind the roots and replace with the Maple or Limes. It was agreed to accept this quote as all previous tree work performed by AJ Stemp had been a very good standard; they were reliable and highly recommended.

## **57. Hillgrove Stud Farm Inquiry**

The Inquiry took place on 18/19/20 September with Mr John Morgan in attendance on behalf of the

Parish Council. The appeal was allowed and planning permission was granted for a hard surface

are, cess pit and wooden fence but no external lighting should be installed. The appeal for the

mobile home was dismissed. Clerk to find out when this must be removed.

## **58. Flooding at Horton Farm**

This was discussed within the County Councillor's report, earlier in the meeting.

## **59. Donations 2012/13 and Precept 2013/14**

There is a healthy but not excessive surplus so the Parish Council will be able to distribute funds to the budgeted donations and grants. This will be discussed in detail at the precept meeting on Monday 3<sup>rd</sup> December at 8pm. Please encourage all groups and clubs however small within the parish to apply for funding/grants. The precept 2013/14 will also be discussed.

The Clerk read out a letter from the Community Swimming Pool Committee as follows;

*Work on the Pool Enclosure is progressing well, the ground works are nearly finished and they are due to start erecting the enclosure on the 6th November. This will leave only the internal finishes to be completed over the next few months when we have the funds - I have applied to WSCC for a Community Initiative Grant (£2,500) for the internal finishes. After having paid for the enclosure/structure we have £2,800 left in the Pool account. The quotation for the ground work is £13,488, this leaves us with a shortfall of £10,988. We will continue to fund raise and apply for grants where possible, but this is proving quite challenging as we are not a registered charity. In summary, I am asking if it would be possible for the Parish Council to cover our shortfall of £10,988 with a combination of a donation and loan.*

The Parish Council agreed this would be more appropriately discussed at the precept meeting next

month where all donations for 2012/13 were due to be approved.

## **60. Financial Matters**

- The Council's current financial position @ £37,908 was noted.

- The Bank reconciliation as at 25<sup>th</sup> October 2012 at Appendix 4 was noted.
- The schedule of accounts submitted for payment at Appendix 5 was noted including Mrs Jane Walter @ £25 (reimbursement of flower bed mtce to Mr Bufton), £150 to Mr Nick Murphy for Village Green track repairs, St Michael's Church @ £656 for churchyard maintenance and WSCC @ £408 (Clerk's Oct 12 Salary).

**61. Clerks Report**

The Clerks report was duly received and noted. The Clerk highlighted the CDC Rural Car Parking consultation running until 30<sup>th</sup> November and urged parishioners to respond.

**62. Items to be included on the next agenda**

**63. Date of the next meeting – PRECEPT ONLY MEETING : Monday 3<sup>rd</sup> December 2012 at 8pm**

**Signed .....**

**Date .....**