



NORTHCHAPEL PARISH COUNCIL

APPROVED Minutes of a Meeting held at Northchapel Village Hall on Monday 8th January 2018 at 8pm

Present: Councillors Mr Alex Baker, Mrs Lynda Bell (Chairman), Mrs Janis Glover, Miss Laura Green, Mrs Sharon Holden, Mrs Daphne Trussler and Mr Stephen Wordsworth

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton

There was one member of the public in attendance.

1/18 Apologies for absence: Apologies were received from District Councillor Nick Thomas and Parish Councillors Robert Moss and Gaye Jordan

2/18 Declarations of Interest: Councillor Green declared an interest in agenda item 7/18 as secretary of the Sports Club.

3/18 Minutes: The Minutes of the Parish Council Precept Meeting held on Monday 4th December 2017 were approved as a correct record and signed.

4/18 Reports from the District and County Councillors

County Councillor Janet Duncton reported from 1st April, the Waste/recycling site opening times would change to 9am-6pm (4pm in the winter). Midhurst will be open Thursday – Monday (closed on Tuesdays and Wednesdays) which it is hoped will make the facility more accessible for residents. Operation Watershed still has money left in its 2017/18 pot if the parish wishes to apply for any funding to protect Northchapel against flooding issues i.e. drains/ditches etc. It is hoped that given the success of the project that it will continue into 2018/19. Finally Mrs Duncton spoke of the proposed expansion to some of the County's rural schools however no decision has yet been made but when there is an update, she will inform the parish council.

Any issues of a County nature then please do not hesitate to contact Janet Duncton on janet.duncton@westsussex.gov.uk or 01798 342528.

There was no District Councillor report. Any queries of a District nature, please do not hesitate to contact Nick Thomas nthomas@chichester.gov.uk or 01730 810837.

Mrs Duncton left the meeting at 8.10pm.

5/18 Working Party Reports

- **Allotments:** Mr Poste, the allotment manager reported that all the allotment plots were now taken. Although this may change come April as it had been a difficult year. If there is anyone who would like an allotment then please contact Mr Poste on 707295 as he can always re-jig plots to make space for new tenants. The allotment hedge is due to be cut this week.
- **Village Green:** CCP, the parish grass contractors has carried out its last cut of the season and cleared leaves from the Green. Concern was raised regarding how much grass is being eaten away by the track which leads down to the Sports Pavilion and cottages. It was agreed to keep an eye on this. Clerk confirmed that the grass contract would be going out to tender this year.
- **Play Area:** Councillor Trussler had received the quotes from Playsafe Playgrounds as at Appendix 2 for the repairs needed to the play equipment as identified in the last ROSPA report.

The Parish Council discussed the quotes and it was agreed to go ahead with the repairs (£3,261) plus the improvements to the swing surfacing (£4,127) but to wait on replacing the tunnel. Clerk to inform Playsafe Playgrounds and accept the quotes (minus the new piece of equipment).

- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler said there was nothing to report. Awaiting the report from WSCC following the latest inspection. Clerk to chase.
- **Planning:** Councillor Wordsworth said there was one outstanding planning application for Grove End Farm (see details below) which would be discussed after the meeting tonight.

Since the last meeting in November, the following applications had been discussed by the Parish Council:

SDNP/17/05110/FUL

Gastons Farm Shillinglee Road Shillinglee Northchapel GU8 4SX

Enhancement to existing driveway to allow for agricultural vehicle use. Proposed wall to act as formal entrance.

SDNP/17/05915/FUL

Manor Cottages Diddlesfold Lane Northchapel West Sussex

Demolition of existing dwellings and erection of 2no. replacement dwellings

SDNP/17/06034/FUL

Grove End Farm Hillgrove Lane Northchapel GU28 9EN

Change of use of domestic building to holiday let accommodation, including alterations to roof space, pursuant to planning permission NC/11/011/58/FULNP.

Since the last meeting, Chichester District Council/South Downs National Park has made the following decisions on/given advice on:

SDNP/17/04112/PRE

Hillgrove Spring Farm London Road Northchapel Petworth West Sussex GU28 9EQ

Erection of store and office extension to existing timber warehouse.

Advice given

- **Village Hall:** Councillor Holden said there was nothing to report,
- **Housing:** Councillor Holden said there was nothing to report.
- **Winter Plan:** The Clerk reported that Councillor Moss has looked over the snow plough and it doesn't look like it needs a new piece of material along the bottom for now. He has also had a look in the grit bins and they are all still above 75% so it is good people are using them but they are still sufficiently full.
- **Northchapel Youth:** Councillor Bell reported the Purple Bus is continuing to come to Northchapel on Mondays 7-9pm at the Village Hall Car Park and are very keen to engage other youngsters to come along. The team suggested organising a social BBQ in the summer to encourage more participants and to explain to parents what the Purple Bus has to offer.
- **Website:** Given local council transparency requirements and the forthcoming data protection regulations, the Parish Council agreed that it would be beneficial to set up its own website with a link from the village website. Clerk to investigate costs associated with this.

6/18 A283 Fisher Street Cross roads Traffic Speed

Councillor Wordsworth said he was waiting for the updated police reports from WSCC Highways. He hoped to hear back by the end of January and that some further less visible speed surveys would be carried out in the meantime. He had sent in photos of the latest car accident which occurred only last week.

7/18 Multi-Sports Court

Mr Poste clarified that the land in question was parish land gifted by The Leconfield Estates along with the Village Hall land and Village Green. Councillor Green said she would contact the Lurgashall Recreation Association for advice as they are also planning to build a multi-use court on their Jubilee field.

8/18 GDPR

The Clerk explained that under the General Data Protection Regulation (effective on 25 May 2018) and new UK legislation expected next year, parish councils need to appoint a Data Protection Officer. SSALC/NALC have advised against the Clerk being this person due to conflict of interest/independence/time and knowledge. Clerk asked if there was a Parish Councillor who may like to take on this role. Councillor Bell added that some parishes were joining together and appointing external DP officers. Further developments would no doubt be emerging over the next few months so a decision will be made once there was more clarity.

9/18 Church's 300 year celebrations

Councillor Bell reported that a lower key event was planned for the celebrations; with an evensong musical service with a tea in the Rectory gardens. There will also be a display of the history of the church.

10/18 Approved Budget/Precept 2018/19

Following the precept meeting in December where the precept had been set at £30,000, Clerk had circulated the revised budget figures for 2018/19 with more accurate figures. All approved these.

11/18 Financial Matters

- The Council's current financial position @ £44,618 was noted. There are cheques totalling near on £7,000 needing approval for payment at tonight's meeting and with £7,500 due to be spent on the playground repairs plus the regular out-goings for the next couple of months, this will not leave an excessive surplus at year-end. It is prudent that the Parish Council maintains adequate financial reserves to meet the needs and commitments of the parish and to ensure it can continue to provide these and cover any emergency issues which may occur in the village.
- The Bank reconciliation as at 2nd January 2018 at Appendix 5 was noted.
- The schedule of accounts submitted for payment at Appendix 6 was noted and approved including WSCC (Clerk's Nov & Dec Salaries @ £966), CCP Groundcare (Grass cutting and leaf removal @ £678), St Michael's Church (Parish News 2018 @ £170), Northchapel Village Hall (Annual Donation 2017/18 @ £500), Northchapel Primary School @ £1,100 (Annual Donation 2017/18 @ £300, Little Oaks Pre-School grant @ £800 for forest school and Northchapel Sports Club (Annual Donation 2017/18 for upgrading the pavilion facilities). Other annual donations and grants 2017/18 for Petworth Over 60's Club (£50), Petworth Cottage Nursing Home (£100), Arun & Chichester Citizens Advice Bureau (£100), Rother Valley Together (£100), West Sussex Rural Mobile Youth Trust- Purple Bus (£1,000), Community Mini Bus Association (£100), Haslemere Community First Responders (£200) and Kent, Surrey & Sussex Air Ambulance (£250).
- It was also agreed to support Home-Start Chichester who have looked after 2 families in the parish this financial year, with a donation of £1,000

12/18 Reports back from meetings attended by Councillors

Councillor Bell said she had attended the NW/NE parishes' forum meeting in December which was interesting and focussed mainly on planning and enforcement. There were CDC officers in attendance who encouraged people to continue to report enforcement issues using the online tool, they have 1000's of requests and therefore do rely on parishes alerting them to issues. There was much frustration with the planning process. Both teams accept they are not efficient enough and need to listen to voices and are working on it. It is hoped some updated planning training for parishes will be organised.

13/18 Clerks Report

Clerk said there was only one date for Councillors' diaries:

- Next North Chichester CLC meeting is Tuesday 6th March at 7pm at Wisborough Green Village Hall

14/18 Items to be included on the next agenda

Multi-use court
Fisher Street traffic speed
Website

Please inform the Clerk of any items to go on the agenda by Monday 26th February 2018

15/18 Date of next meeting
Monday 5th March 2018

The Chairman closed the meeting at 8.46pm

Signed

Date