

# NORTHCHAPEL PARISH COUNCIL

## APPROVED Minutes of the Annual General Meeting held at Northchapel Village Hall on Monday 8<sup>th</sup> May 2017 at 8pm

**Present:** Councillors Mr Simon Arnold, Mrs Lynda Bell, Mrs Sharon Holden, Mrs Gaye Jordan and Mrs Daphne Trussler

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

There were two members of the public in attendance.

### AGM BUSINESS

- 1. Election of Chairman:** Nominations for Chairman were invited for the ensuing year. Councillor Lynda Bell was proposed and duly seconded. There being no other nominations, it was **RESOLVED** that **Councillor Bell** be elected Chairman of Northchapel Parish Council for 2017/18.
- 2. Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Sharon Holden was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Holden** be elected Vice Chairman for the ensuing year.

### **3. Election of Lead Members of Working Parties and Committees:**

Village Green - Mrs Gaye Jordan  
Play Area - Mrs Daphne Trussler  
Planning - Mr Stephen Wordsworth  
Footpaths and Rights of Way - Mrs Daphne Trussler  
Housing - Mrs Sharon Holden  
Village Hall - Mrs Sharon Holden  
Northchapel Youth - Mrs Lynda Bell  
Website - Mr Simon Arnold  
Winter Plan - To be confirmed  
Allotments - Mr Willie Poste (non-Councillor)

Planning Committee: Mr Stephen Wordsworth (Chairman), Mrs Lynda Bell, Mrs Gaye Jordan and Mr Simon Arnold.

Finance Committee: Mrs Lynda Bell, Mrs Sharon Holden and Mr Stephen Wordsworth.

Housing Working Party: Mrs Sharon Holden, Mrs Lynda Bell and Mrs Gaye Jordan

Clerk to add Gaye Jordan as a cheque signatory.

### **4. To fix the dates of future meetings 2017/18**

The following dates for the Parish Council meetings were agreed:

Monday 3rd July 2017

Monday 4<sup>th</sup> September 2017

Monday 6<sup>th</sup> November 2017

Monday 4<sup>th</sup> December 2017 (precept only meeting)

Monday 8<sup>th</sup> January 2018

Monday 5<sup>th</sup> March 2018

Monday 7<sup>th</sup> May 2018 (AGM)

All meetings are held at 8pm at Northchapel Village Hall, Pipers Lane. Planning meetings are held as and when required on Saturday mornings at the Church.

### PARISH COUNCIL BUSINESS

**27/17 Apologies for absence:** Parish Councillor Stephen Wordsworth  
Parish Councillor Jan Glover  
District Councillor Nick Thomas  
County Councillor Janet Duncton

**28/17 Declarations of Interest:** There were no declarations of interest.

**29/17 Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 6<sup>th</sup> March 2017 were approved as a correct record and signed.

### 30/17 Co-option of Councillor

The Chairman announced following the retirement of Mr Willie Poste and the resignation of Mr Paul Markides from the Parish Council, there are now two vacancies. Mr Rob Moss had been to a couple of previous meetings and is being put forward to be co-opted at tonight's meeting. Full Council approved his nomination and welcomed him on board as a Parish Councillor. He kindly agreed to take on responsibility for the Winter Planning in the parish. Clerk to liaise with Councillor Moss and send him all the relevant documents and information.

### 31/17 Reports from the District and County Councillors

There were no reports.

### 32/17 Working Party Reports

- **Allotments:** Mr Poste said there were 3 vacant plots at the allotments and he was pleased to say there was one new allotmentee. Adam Russell would be continuing with the maintenance.
- **Village Green:** Councillor Jordan reported that she was concerned that there was ivy growing round the bottom of the trees by the road. Mr Poste said he would take a look at it.
- **Play Area:** There was one broken post at the play area. The ROSPA Annual Inspection would be carried out in June.
- **Footpaths, Hedges and Rights of Ways:** There was nothing much to report. Two stiles were reported as broken in the parish which Councillor Trussler said she would report to WSCC.
- **Planning:** It was agreed a list of all the planning applications discussed in the parish and decisions made by CDC/SDNPA should be included in the meeting's minutes going forward. Since 1st April, the following applications had been discussed by the Parish Council:

#### SDNP/17/00967/HOUS

*Location: 10 Luffs Meadow Northchapel Petworth West Sussex GU28 9HN*

*Proposal: Proposed single storey front/side extension including replacement windows/doors throughout.*

*Extension to drive and parking area.*

#### SDNP/17/01312/LIS

*Location: Sussex Oak A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28 9HP*

*Proposal: Alterations to existing kitchen. Removal of ceiling and formation of oak truss vaulted ceiling, demolition of chimney, re-statement of internal blocked doorway, adaption of west elevation window to form new door and insertion of new window on south elevation.*

Since 1st April 2017, Chichester District Council/South Downs National Park has made the following decisions:

#### SDNP/16/02204/FUL

*Location: Telecommunications Mast Big Copse Cripplecrouch Hill Northchapel West Sussex*

*Proposal: Addition of a single 900mm dish onto the existing 20m high lattice tower and like-for-like swap of existing antennas with ancillary development.*

*Decision: Approved*

#### SDNP/17/01113/TCA

*Location: Brookside House Diddlesfold Lane Northchapel GU28 9EN*

*Proposal: Notification of intention to reduce eastern sector by 2.5m on 1 no. Hazel tree (T1)*

*Decision: Raise no objection*

#### SDNP/17/00967/HOUS

*Location: 10 Luffs Meadow Northchapel Petworth West Sussex GU28 9HN*

*Proposal: Proposed single storey front/side extension including replacement windows/doors throughout.*

*Extension to drive and parking area.*

*Decision: Case withdrawn*

#### SDNP/17/00227/LIS and 00226/HOUS

*Location: Central House, A283 Luffs Meadow to Pipers Lane, Northchapel GU28 9HP*

*Proposal: Proposed orangery extension including removal of existing ground floor windows. Part conversion of garage to office studio with addition of 1 no. window and 2 no. roof-lights. Internal alterations.*

*Decision: Approved*

- **Village Hall:** Councillor Holden said there was nothing to report. The Annual Meeting was being held on Thursday.
- **Housing:** Holly Nichol from the CDC Rural Housing Enabling Team had come to the Annual Parish Meeting in April to discuss the housing and options available to the village. Her presentation will be put online for all to view and read at [www.northchapel.org.uk](http://www.northchapel.org.uk)
- **Winter Plan:** There was nothing to currently discuss on this.
- **Northchapel Youth:** Councillor Bell said she was still waiting for the exit report from the Purple Bus team from the Autumn Term.
- **Website:** Councillor Arnold said unfortunately there was a problem with the website at the moment but he was working to resolve this as soon as possible.

### 33/17 Freedom of the Parish

Following the Local Democracy, Economic Development and Construction Act 2009, Parish Councils now have the power to award the Freedom of the Parish. It has therefore been decided that Mr Willie Poste be awarded Freedom of the Parish in recognition of his outstanding service to the village and his 48 years' service as a Northchapel Parish Councillor. The Chairman presented Willie with a freedom scroll. Other people may be nominated for freedom of the parish for his/her contribution to the community. She added that the company who provided the scroll have also produced the village sign/crest in a pdf format for use on letterheads, emails and the website. Clerk to send to Councillor Arnold to put on the website.

### 34/17 Haslemere Community Land Trust

The Clerk had received an email from the Chairman of the steering group, newly formed by concerned volunteer residents. The Haslemere Community Land Trust is a group aiming to build permanently affordable housing in and around the town - now an area whose high property prices are beyond reach for many of our young people and local workers. The "three counties" geography of the town is such that the settlement extends into both Hampshire and West Sussex. Haslemere is strongly linked with its surrounding villages - whose residents may work in the town or use its station, shops and other facilities - and we believe them to be part of the wider Haslemere community. They are forming as a not-for-profit Community Benefit Society, so that any assets we own or hold will benefit the community in perpetuity. Membership will be open to all within our compass, and we will be able to issue community shares to raise finance for projects. Firstly, however, in accordance with Financial Conduct Authority rules, we need to define the geographical area in which we operate. During positive discussions with Waverley Borough Council and Chichester District Council, their affordable-housing enabling teams indicated they would support this and in, neighbouring parishes - as long as those parishes / communities backed the idea. As one such, they would like to include Northchapel as one of the areas they will attempt to serve / support in the vital provision of affordable housing, and from which they may draw members and volunteers. The Parish Council's support, should it be forthcoming, would be hugely helpful as they progress, particularly with regard to funding and land. It was agreed that the Clerk should respond enquiring what sort of support was required, whether this would have any financial implications for the Parish Council and ask for more detail.

### 35/17 Petworth Town Council - Skate park project

The Clerk had received a letter from Petworth Town Council requesting support for the proposed skate park in the Pound Street car park. It was agreed that the Clerk should respond positively in principle but raise concerns regarding lack of local public transport which would no doubt prove a key barrier for the parish youngsters using the facility.

### 36/17 Financial Matters

- The Council's current financial position @ £35,015 was noted.
- The Bank reconciliation as at 3<sup>rd</sup> May 2016 at Appendix 4 was noted. £235 had been received for allotment rents and £500 repayment for the Community Swimming Pool loan.
- The schedule of accounts submitted for payment at Appendix 5 was noted and approved including Communicorp @ £131 (Freedom Scroll & Crest pdf), WSCC @ £483 (Clerk's April 2017 Salary), Mrs Jean Huggett (Internal Audit 16/17) @ £100, Mrs Helen Cruikshank @ £95 (Three year security fee for PC laptop and meeting exps), CCP Groundcare @ £1,083 (Grass Cutting - village green and churchyard) and Mrs Sarah Bound @ £250 (Northchapel Flower & Vegetable Show).
- The Clerk stated that the Internal Audit 2016/17 had been carried out by Mrs Huggett. Full Council approved the year-end accounts 2016/17 and Annual Return sections 1 and 2, as at Appendix 6. The Notice of Public Rights and Publication of unaudited annual return to be put up on the notice board on 5<sup>th</sup> June 2017 for 30 working days.

### 37/17 Clerks Report

Clerk said there were a couple of dates for Councillor's diary:

- North Chichester CLC Meeting on Tuesday 20<sup>th</sup> June at Rogate Primary School
- All Parishes Meeting on Wednesday 20<sup>th</sup> September at East Pallant House at 7pm.

**38/17 Items to be included on the next agenda**

Please inform the Clerk of any items to go on the agenda by Monday 26<sup>th</sup> June 2017

**38/17 Date of next meeting**

Monday 3<sup>rd</sup> July 2017 at 8pm

The Chairman closed the meeting at 8.50pm

**Signed** .....

**Date** .....