

NORTHCHAPEL PARISH COUNCIL

APPROVED Minutes of a Meeting held at Northchapel Village Hall on Monday 4th September 2017 at 8pm

Present: Councillors Mrs Lynda Bell (Chairman), Mrs Sharon Holden, Mrs Gaye Jordan, Mr Robert Moss, Mrs Daphne Trussler and Mr Stephen Wordsworth

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton
There were five members of the public in attendance.

53/17 Apologies for absence: Apologies were received from Parish Councillor Jan Glover and District Councillor Nick Thomas. The Chairman announced that Simon Arnold had resigned as a Parish Councillor. This means tonight however that there is still only one vacancy which the Parish Council is able to fill by co-option. The usual necessary documentation would be put up on the notice boards for the new vacancy and if no by-election is called within 14 working days then a further person may be co-opted at the next meeting in November.

54/17 Declarations of Interest: There were no declarations of interest.

55/17 Minutes: The Minutes of the previous Parish Council Meeting held on Monday 3rd July 2017 were approved as a correct record and signed.

56/17 Co-option of Councillor

The Chairman announced there were five parishioners in attendance tonight who were interested in the vacancy. The five candidates had all sent in brief statements about themselves and saying why they would like to become a Councillor. Following a confidential vote, the Chairman announced that Laura Green was to be co-opted as Parish Councillor. Clerk to email her all the necessary documentation. The Chairman said the Parish Council had been delighted with the amount of interest and thanked the candidates for coming along to the meeting. She said she hoped they would return for November's meeting when it is hoped the additional vacancy could be filled.

57/17 Reports from the District and County Councillors

County Councillor Janet Duncton reported that both the North-East/West forum meeting and the All Parishes Meeting were this month and hoped Northchapel had representatives attending. She added that concerns with the A27 are still ongoing so watch this space! CDC/WSCC need to come up with ideas or the money will be lost. There is a lot of work going on with the Southern Gateway Masterplan which is to do with the proposed regeneration around the railway station and canal. Mrs Duncton added that there are very few high rise buildings in West Sussex however they have all been initially inspected and more thorough ones are on-going. All schools, hotels and public buildings are also being checked by Fire & Rescue as a further precaution following the Grenfell Tower incident. Nothing much further with County news relates to this area. With regard to the SSE works in the area and the gap in the hedge, she had asked officers to look into this. The Clerk said there had been a reshuffle at SSE and there is a new Customer and Community Advisor for the Petersfield depot who oversees this area, called Mark Taylor. She had spoken to him today asking for an update; the project for the new underground cabling from Plaistow to Fernhurst is still very much in the planning phase. As soon as the plans are firmed up then he will let the Parish Council know and come and show the plans and talk through the project. It is very much a long term project. If any works have started anywhere then he will be very interested to hear as the works will be carried out by third party contractors and they should not be carried out before landowner or land agent permission. Can any details be sent to me directly to the Clerk so she may forward to him. He will then chase any issues and problems.

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

Any queries of a District nature, please do not hesitate to contact Nick Thomas nthomas@chichester.gov.uk or 01730 810837.

58/17 Working Party Reports

- **Allotments:** Councillor Bell explained that Mr Poste still looks after the allotments and he recently requested that some hedge cutting at the allotments be carried out. This was agreed as it had not been done for 7 years along with a new gate post. Currently there are two spare allotment plots.
- **Village Green:** Further complaints had been received about dog fouling on the Village Green and dogs in the playground. Councillor Bell said it was a very challenging problem. Anyone can report offenders anonymously to the dog warden who will then issue fines of £75. Clerk to send a piece into the school so they may add it into the next Friday Flyer. She would submit an article into the Parish Magazine once again. Concerns were raised with regard to the grass cutting and the state of some of the areas on the green. Councillor Jordan kindly said she would contact the contractors, CCP Groundcare to discuss the issues.
- **Play Area:** Councillors Trussler and Holden had gone through the ROPSA report and have agreed which things need addressing. The timber multi-play has some broken bits and damage where a strimmer has been used. This would be fed back to the contractors. It was suggested that the grass be killed off round the bottom of the supports and the entire playground equipment needed deep clean. All the fencing issues raised in the report had been dealt with. Clerk reported that a replacement litter bin had been installed in the play area as the previous one was damaged. Councillor Trussler agreed to contact Playsafe Playgrounds to discuss the repairs and get some ideas. It was also thought both the small see-saw and the distorted tunnel need replacing, it was agreed a general revamp of the playground would be ideal with some new pieces of equipment. Councillor Trussler suggested that the school and pre-school should be consulted.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler said there were a couple of broken stiles in the parish which she had reported to WSCC. Concern was raised to the slippery state of the bridge on the footpath leading down to the Creek. Councillor Trussler said she would report this to the ranger along with the overgrown stile behind Oaklea. Concern was raised with regard to some removal of the hedgerow and building works behind the school and the impact it may have on the footpath. Clerk to investigate.
- **Planning:** Councillor Wordsworth said that planning had been fairly quiet over the summer with only four applications. With the resignation of Simon Arnold, Councillors Holden and Trussler agreed to join the planning committee. Since the last meeting, the following applications had been discussed by the Parish Council:

SDNP/17/02582/HOUS

Location: 2 Pipers Cottages Pipers Lane Northchapel GU28 9JZ

Proposal: Single storey extension to the rear of the property. Removal of an existing outbuilding and its replacement with a double garage.

SDNP/17/03512/TCA

Location: Oak Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel GU28 9HX

Proposal: Notification of intention to crown reduce by 2m 1 no Cornelian Cherry (T1) and reducing height by 2m and removing crossing limbs on 1 no Sycamore tree (T2)

SDNP/17/03181/LDP

Location: Woodstock Valentines Lea Northchapel Petworth West Sussex GU28 9HY

Proposal: Conversion of an existing covered area at the rear of the existing property to provide a kitchen

SDNP/17/03490/FUL

Location: Grove End Farm Hillgrove Lane Northchapel GU28 9EN

Proposal: Change of use of domestic building to holiday let accommodation.

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

SDNP/17/02458/HOUS

Location: 52 Valentines Lea Northchapel Petworth West Sussex GU28 9HY

Proposal: Construction of single storey rear extension and first floor balcony over existing Conservatory

Decision: Approved

SDNP/17/00464/LDE

Location: 2 Manor Cottages Diddlesfold Lane Northchapel West Sussex

Proposal: Existing lawful development. Breach of agricultural occupancy condition.

Decision: Approved

SDNP/17/03512/TCA

Location: Oak Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel GU28 9HX

Proposal: Notification of intention to crown reduce by 2m 1 no Cornelian Cherry (T1) and reducing height by 2m and removing crossing limbs on 1 no Sycamore tree (T2)

Decision: Raise no objection

SDNP/17/03181/LDP

Location: Woodstock Valentines Lea Northchapel Petworth West Sussex GU28 9HY

Proposal: Conversion of an existing covered area at the rear of the existing property to provide a kitchen

Decision: Refused

- **Village Hall:** Councillor Holden reported that the village hall had been redecorated over the summer and there continued to be lots of bookings going forward which was good.
- **Housing:** Councillor Holden said there had been lots of queries and complaints about a potential house swap in the village between houses in St Michaels Close and Pipers Lane. St Michael's Close is an exception (s106) site and was built for local people to live there. Any complaints about exchanges or ASB must be reported directly to Hyde and Home housing officers. Clerk had received clarification from CDC regarding the criteria for exception sites which Councillor Holden had found most useful and helpful to those concerned.
- **Winter Plan:** Councillor Moss had completed the grit bin audit and the Winter Plan 2017/18. He would send through the farm's insurance policy so the Clerk can include it when she sends the plan to WSCC Active Communities Team. The Parish Council had purchased a new grit bin for the Village Hall Car Park which had been added onto the Winter Plan together with a request for one further one tonne bag of grit to be stored at Hortons Farm for parish gritting when weather deteriorates.
- **Northchapel Youth:** Councillor Bell said there was nothing to report. She said she would contact the Purple Bus team to see whether they would consider returning to Northchapel in January.
- **Website:** Simon Arnold currently maintains this but given he is no longer a Councillor and his busy work commitments he may like to hand this over. Clerk to find out how to access the website and how feasible it is for someone to take it over.

59/17 Fingerpost at Lurgashall Junction A283

Tim Ralph of Ralph Restorations has finished the refurbishment and repair of the fingerpost on the A283 Lurgashall junction. The post is back in place and is looking splendid.

60/17 Church's 300 year celebrations

There is no further update on this. The Church is 300 years old next July.

61/17 Village Christmas tree

Councillor Bell said it would be rather nice if Northchapel had its own Christmas tree with lights situated at the top of the green. It was questioned how and where it would be illuminated. Solar lights were suggested. Clerk to investigate and make some initial enquires.

62/17 Financial Matters

- The Council's current financial position @ £39,391 was noted.
- The Bank reconciliation as at 29th August 2017 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved including H C Slingsby Plc (grit bin) @ £195, CCP Groundcare (Grass Cutting) @ £1244, St Michael's Church (Parish Magazine) @ £168, SSALC Ltd (GDPR training) @ £19, WSCC (Clerk's August Salary) @ £483 and Tim Ralph (fingerpost refurbishment/repair) @ £1,175
- Councillor Jordan has been confirmed as an additional signatory on the PC bank account.

63/17 Reports back from meetings attended by Councillors

There has been no external meetings over the summer. Clerk is to attend a GDPR (Date Protection) training course tomorrow.

64/17 Clerks Report

Clerk said there was some dates for Councillors' diaries:

- North East/West forum meeting on Wednesday 6th Sept 7pm start at Old Library in Midhurst on Knockhundred Row. Next one is Thursday 7th December at Lodsworth Village Hall
- All Parishes Meeting on Wednesday 20th September (East Pallant House - buffet from 6.30pm) - Councillors Jordan and Trussler to attend
- South Downs National Park workshop (Midhurst) - Wednesday 4th October at 6.30pm - Councillors Holden and Jordan to attend
- Next North Chichester CLC meeting is Tuesday 14th November at 7pm. Venue to be confirmed.
- West Sussex ALC AGM & Autumn Conference is being held at Lodge Hill Centre, Watersfield on Wednesday 4th October at 10am.

Clerk has emailed round the SSALC training courses available for 2017/18, if any Councillors would like to attend any courses then please let her know as there is money in the budget for Councillor training.

65/17 Items to be included on the next agenda

Playground re-vamp
SSE
Christmas tree
Co-option

Please inform the Clerk of any items to go on the agenda by Monday 30th October 2017

66/17 Date of next meeting

Monday 6th November 2017 at 8pm

The Chairman closed the meeting at 9.05pm

Signed

Date