



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of the ANNUAL GENERAL MEETING held at Northchapel Village Hall on Monday 21st May 2018 at 7.30pm

Present: Councillors Mrs Lynda Bell (Chairman), Mrs Janis Glover, Miss Laura Green, Mrs Gaye Jordan, Mr Robert Moss and Mrs Daphne Trussler

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton
There was one member of the public in attendance.

The Chairman welcomed everyone to the meeting.

Mr Ian Hare from APCAG (Association of Parish Councils Aviation Group) and Mr Atholl Forbes from PAGNE (People Against Gatwick Noise and Emissions) gave a brief explanation of the backgrounds of their respective organisations and the affects the Gatwick Night Flight trials planned for 2019 could potentially have on the parish and surrounding areas. The trials are likely to be within 1.30am and 5.30am with the objective of finding other approaches to Gatwick Airport to increase the dispersal. It was agreed that it wasn't only Gatwick air traffic which was a problem in the area but Farnborough and helicopters. Air traffic is on the increase and no-one is going to win but it is a case of managing the problem.

The Chairman thanked the speakers and said that the Parish Council would discuss the level of involvement at its meeting in July.

Mr Ian Hare, Mr Atholl Forbes and the member of public left the meeting at 8.05pm

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 2018/19.
- 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 – Miss Laura Green
 - 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 – Parish Clerk
 - Winter Plan – Mr Robert Moss
 - Allotments – Mr Willie Poste (non-Councillor)

Planning Committee: Mr Stephen Wordsworth (Chairman), Mrs Lynda Bell, Mrs Sharon Holden, Mrs Gaye Jordan and Mrs Daphne Trussler

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

4. To fix the dates of future meetings 2018/19

The following dates for the Parish Council meetings were agreed:

Monday 2nd July 2018
Monday 3rd September 2018
Monday 5th November 2018
Monday 3rd December 2018 (precept only meeting)
Monday 7th January 2019
Monday 4th March 2019
Monday 20th May 2019 (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 9.30am at the Church.

PARISH COUNCIL BUSINESS

32/18 Apologies for absence: Apologies were received from District Councillor Nick Thomas and Parish Councillors Stephen Wordsworth and Sharon Holden. Belated apologies from Councillor Alex Baker.

33/18 Declarations of Interest: Councillor Green declared an interest in agenda item 24/18 as secretary of the Sports Club.

34/18 Minutes: The Minutes of the Parish Council Precept Meeting held on Monday 5th March 2018 were approved as a correct record and signed.

35/18 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton reported that 12 new Fire & Rescue recruits had recently passed out at Moreton on Marsh. There had been no new recruits for 8 years so it is a very positive move. Sussex Fire & Rescue is one of only 15 services in the country that is dealt with in-house, all others are stand-alone.

WSSCC is currently waiting on the new Highways contract which will start on 1st July, they are currently smoothing out the last bits and an announcement will be made shortly. Councillor Trussler said that there was an issue with a recent pothole repair carried out in Luffs Meadow. County Councillor Duncton said that she would get the highways officer to inspect the work. There are currently 15 teams going round the roads in West Sussex mending potholes.

Any issues of a County nature then please do not hesitate to contact Janet Duncton on janet.dunton@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.

Mrs Duncton left the meeting at 8.30pm

36/18 Working Party Reports

- **Allotments:** The Chairman reported there had been a water leak at the allotments which the allotment manager had dealt with promptly. The grass cutting continues to be carried out.
- **Village Green:** Councillor Jordan reported the green was looking nice and she had received a request via the grounds contractor, CCP from a parishioner for the footpath which leads to the Creek to be trimmed back. Councillor Green said she would check whether the resident who normally kindly cuts the path would still be happy to do so. It was agreed that CCP would be asked to cut the foliage back at the layby opposite the shop.

- **Play Area:** Councillor Trussler said there was nothing to report. All the works had now been finished at the playground. The Clerk said the ROSPA annual inspection would be carried out in June.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler reported the hedges were overgrown and encroaching onto the pavement leading out of Luffs Meadow onto the main road. Clerk to report to Hyde Housing for their attention and to WSCC to enquire when the next cut to the verges would be carried out.
- **Planning:** There are no outstanding planning applications. Since the last meeting in March, the following applications had been discussed by the Parish Council:

SDNP/18/01203/TCA

Location: Southview A283 Luffs Meadow to Pipers Lane Northchapel GU28 9HW

Proposal: Notification of intention to crown lift by up to 6m (above ground level) and crown thin by 10% on 1 no. Ash tree (T1).

SDNP/18/01444/HOUS

Location: 4 Valentines Lea Northchapel GU28 9HY

Proposal: Single storey front extension for disabled wet room and ramped path.

SDNP/18/01880/TCA

Location: Brookside House Diddlesfold Lane Northchapel Petworth West Sussex GU28 9EN

Proposal: Notification of intention to crown reduce by 2-3m (all round) (to previous pruning points) on 2 no. Oak trees (1 & 2) and 3 no. Alder trees (3, 4 & 7) and fell 2 no. Ash trees (5 & 6).

CDC/18/01004/DOM

Location: Upper Frithfold Farm, Pipers Lane, Northchapel, GU28 9JZ

Proposal: Construction of a swimming pool and pool house, together with associated landscape works.

SDNP/18/01976/APNB

Location: Land West of Copygrove Cottage A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel West Sussex

Proposal: Forestry timber shed/work store.

SDNP/18/02222/TCA

Location: 2- The Square House A283 Luffs Meadow to Pipers Lane Northchapel GU28 9HS

Proposal: Notification of intention to crown reduce 0.75/1m all round on 1 no. Elder tree (T1)

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

SDNP/17/06443/FUL

Location: Hillgrove Spring Farm London Road Northchapel GU28 9EQ

Proposal: Extension of existing timber store to provide additional storage (B8) and office accommodation (B1a).

Decision: Approved

SDNP/17/06340/HOUS and SDNP/18/03559/LIS

Location: Elmtree Cottage Fisher Street Northchapel Petworth West Sussex GU28 9EL

Proposal: Demolish a section of boundary wall to make access to and from property onto road and rebuild existing boundary wall like for like.

Decision: Refused

SDNP/18/01203/TCA

Location: Southview A283 Luffs Meadow to Pipers Lane Northchapel GU28 9HW
Proposal: Notification of intention to crown lift by up to 6m (above ground level) and crown thin by 10% on 1 no. Ash tree
Decision: Raise no objection

SDNP/18/01880/TCA

Location: Brookside House Diddlesfold Lane Northchapel Petworth West Sussex GU28 9EN
Proposal: Notification of intention to crown reduce by 2-3m (all round) (to previous pruning points) on 2 no. Oak trees (1 & 2) and 3 no. Alder trees (3, 4 & 7) and fell 2 no. Ash trees (5 & 6)
Decision: Raise no objection

SDNP/18/01444/HOUS

Location: 4 Valentines Lea Northchapel GU28 9HY
Proposal: Single storey front extension for disabled wet room and ramped path.
Decision: Approved

SDNP/18/00309/LDP

Location: 2 Leaside Northchapel GU28 9HD
Proposal: Single storey side extension
Decision: Case withdrawn

SDNP/18/00768/DCOND

Location: 2 Pipers Cottages, Pipers Lane, Northchapel GU28 9JZ
Proposal: Discharge of condition 8 from planning permission SDNP/17/02582/HOUS
Decision: Refused

- **Village Hall:** There was nothing to report. The VHMC had recently held its AGM.
- **Housing:** Clerk reported that the housing working party members would be meeting on 6th June with representatives from Home group, Chichester District Council and hopefully Hyde Housing to discuss housing allocations, mutual exchanges, how to deal with ASB and the s106 St Michaels Close site.
- **Winter Plan:** Councillor Moss reported he had looked into equipment and prices for a gritter to either pull behind a tractor or be tractor mounted. Prices vary up to £2,000. Clerk to ask WSCC Active Communities team for their advice and guidance on purchasing equipment and help with possible funding. Councillor Moss to present final costings at the next meeting so a decision can be made. He would be completing the annual grit/salt bin audit and email to the Clerk to send to WSCC by 8th June.
- **Northchapel Youth:** Councillor Bell reported the Purple Bus continues to come to village on Monday evenings from 7-9pm until the end of the summer term. The number of attendees is increasing and a BBQ is being organised for 31st May 3-7pm during half-term to encourage more people to attend and to come and find out what the provision offers.

37/18 New Website

Clerk reported that the new website was up and running www.northchapel-pc.org.uk. She asked Councillors to take a look and to send her any amendments they feel would improve the site.

38/18 A283 Fisher Street Cross roads Traffic Speed

Councillor Bell reported that the Clerk had asked the Highways manager to come along to July's meeting to discuss the issues. He is unable to attend evening meetings but would meet with several Councillors during working hours although is unsure what a meeting would actually achieve given emails have already been sent between himself and Councillor Wordsworth on the subject. The Parish Council was disappointed by this as there continues to be accidents along this stretch of road.

39/18 Multi-Sports Court

Councillor Green reported that she had received much positive feedback for the proposal after the Annual Parish Meeting. The survey would be going out to all households in June. Clerk advised her to contact Simon Arnold to put the survey onto the village website. Councillor Green added that the first consultant would be pricing up the proposal on a no obligation basis on 18th June. Funding and plans would then follow this.

40/18 General Data Protection Regulation

Clerk reported that it had been confirmed by Chichester District Council at the All Parishes Meeting on 30th April that the Clerk is able to be appointed the GDPR officer. The Parish Council appointed the Clerk as its GDPR officer.

41/18 Financial Matters

- The Council's current financial position @ £39,833 was noted.
- The Bank reconciliation as at 15th May 2018 at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and approved – Mrs Jean Huggett (Internal Audit 2017/18 @ £100)
- The Income and Expenditure sheet y/e 31st March 2018, Bank reconciliation as at 31st March 2018, Sections 1, 2 and 3 of the Annual Return 2017/18 and Explanation of Variances 2017/18 were considered by the Councillors. It was noted that the Internal Audit had been successfully carried out. The Annual Return statements and figures were duly proposed and seconded. Section 1 was approved and then Section 2 approved, both by Full Council and signed by the Chairman.

42/18 Reports back from meetings attended by Councillors

There had been no external meetings.

43/18 Clerks Report

Clerk said there were two dates for Councillors' diaries:

- SDNP workshop – Wednesday 6th June (6.30-9.30pm) Memorial Hall Midhurst (Councillors only, please let the Clerk know if you would like to attend so she can RSVP)
- North CLC Meeting – Tuesday 19th June at Elsted Village Hall at 7pm (All are welcome to attend)

Clerk reported on the Velo South event (the 100-mile cycle ride through West Sussex planned for Sunday 23rd September involving 15,000 participants). She would put information up onto the website as there will be road closures on the outskirts of the parish and neighbouring villages.

44/18 Items to be included on the next agenda

Multi-use court

Fisher Street traffic speed

APCAG response

Please inform the Clerk of any items to go on the agenda by Monday 25th June 2018

45/18 Date of next meeting

Monday 2nd July 2018 at 8pm

The Chairman closed the meeting at 9.05pm

Signed

Date