



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at Northchapel Village Hall on Monday 7th January 2019 at 8pm

Present: Councillors Mr Alex Baker, Mrs Lynda Bell (Chairman), Mrs Janis Glover, Miss Laura Green, 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

The Chairman thanked everyone for coming to the meeting and wished all a Happy New Year.

There were no members of the public in attendance.

PARISH COUNCIL BUSINESS

1/19 Apologies for absence: Apologies were received from District Councillor Nick Thomas

2/19 Declarations of Interest: Councillor Green declared an interest in agenda item 6/19 as secretary of the Sports Club. Councillor Holden declared an interest in agenda item 5/19 Play Area as an employee of Straight Line Fencing.

3/19 Minutes: The Minutes of the Parish Council meeting held on Monday 3rd December 2018 were approved as a correct record and signed.

4/19 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton reported that CDC's local plan was out for consultation. County news is mostly related to budget which unfortunately is not looking good and there will sadly have to be some cuts. There will be changes, statutory services will continue but there will be cuts on "frills". She clarified that there were no plans for a third runway at Gatwick as there had been some confusion locally. Any issues of a County nature then please do not hesitate to contact Janet Duncton on janet.duncton@westsussex.gov.uk or 01798 342528

In District Councillor Thomas' absence, the Clerk read out a brief report. CDC are able to retain the full range of over 80 public services for this year again. I know the MUGA scheme for Northchapel is proceeding at pace and CDC is fully supportive of it with expertise on getting funding. Mr Thomas sent his very best wishes to the PC, which he says has done an excellent job in 2018. He added that he will not be standing again as a District Councillor at the elections in May. It has been a privilege to serve this past 6 years. Any queries of a District nature, please do not hesitate to contact Nick Thomas nthomas@chichester.gov.uk or 01730 810837.

5/19 Working Party Reports

- **Allotments:** Councillor Bell had spoken with the allotment manager and there was nothing to report. Currently there was one vacant plot with maybe more coming available due to a few disheartened plot holders due to last year's weather.
- **Village Green:** Councillor Bell reported the ditches had now been cleared and all leaves removed from the Green. Clerk to contact school regarding parking at the school and ask that a notice go into the weekly newsletter as vehicles have pushed the ditch opposite the school as they drive onto the Green. Councillor Moss kindly offered to take a look at the problem and reinstate the ditch.

- **Play Area:** Councillor Green said the playground equipment had all been pressure-washed and is looking much better. There had been an issue with dog fouling in the play area reported by the grounds contractors. She had yet to receive any comparison quotes for the play area maintenance repairs. Likewise the Clerk had yet to receive comparison quotes for the replacement fencing project. Both of these would be discussed at March's meeting.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler reported there was a tree down on the bridleway between Upper Diddlesfold Farm and Diddlesfold Manor Farm. Clerk said if she sent a photo to her, she would report to WSCC.
- **Planning:** Councillor Wordsworth reported there had been a planning meeting on Saturday to discuss two planning applications including the Lower Diddlesfold Farm application where the applicant and a number of neighbouring residents had been in attendance. The Parish Council had sent a full response to SDNP/CDC stating that if the access could be resolved then there would be no objection. Pre-planning advice had been sought for the proposed MUGA by the Sports Club. The following applications had been discussed since November's meeting:

SDNP/18/06056/FUL

Lower Diddlesfold Farm, Northchapel GU28 9EN

Demolition of the existing dwellings and the erection of two replacement dwellings including one with an agricultural tie.

SDNP/18/06535/HOUS

Northchapel Post Office and Stores, London Road, Northchapel GU28 9HL

Removal of existing brick pillar and door to widen garage entrance door to accommodate 2 no. parking spaces

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

SDNP/18/03174/HOUS

10 Luffs Meadow Northchapel Petworth West Sussex GU28 9HN

Single storey front, side and rear elevations.

Decision: Approved

SDNP/18/04759/HOUS

April Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel GU28 9HW

Erection of timber framed garden room to rear of the dwelling on footprint of existing garage.

Conversion of front lawn to driveway and extension of garden area.

Decision: Approved

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.

Decision: Refused

SDNP/18/05404/DCOND

Fisher Hill House Fisher Street Northchapel GU28 9EJ

Discharge of condition 10 from planning permission SDNP/16/05169/HOUS. - Replacement extension with basement space.

Decision: Approved

SDNP/18/05485/LIS

Peacocks Farm Pipers Lane Northchapel GU28 9JB

Proposed through-floor lift.

Decision: Refused

- **Village Hall:** Councillor Holden said there was nothing to report, bookings were picking up a bit.
- **Housing:** Councillor Holden reported she had emailed Liz Reed at CDC regarding two empty properties in the village. One in Luffs Meadow, which Hyde have said needs major work doing to it before it is re-let and another in Valentines Lea which has been passed onto the tenancy team to check for abandonment.
- **Winter Plan:** Councillor Moss reported the grit bins had been filled by WSCC and extra hippo bags of grit delivered to the farm in case of bad weather.
- **Northchapel Youth:** Councillor Bell said she still hadn't received any feedback from the Purple Bus team.
- **Village Road Safety Project:** Councillor Green reported that there had been no further meetings on this. The survey is due to go out at the school shortly. Councillor Green kindly offered to identify all the buses which drop off and pick up in the village to help move the project forward.

6/19 Multi-Use Games Area (MUGA)

Councillor Green reported that the Sports Club are currently awaiting pre-app advice from CDC regarding the proposed MUGA. Following on from this full planning permission will be required which will then give time for fundraising.

7/19 Fisher Street BT Kiosk

Councillor Bell reported that the previous owner of Elm Tree Cottage had taken on responsibility for this but it had not been maintained and sadly the BT kiosk is in a state of disrepair. Clerk to look into options for removal. Councillors to speak to residents at Fisher Street to gauge their views.

8/19 Litter problem

Councillor Jordan reported that there was a lot of rubbish accumulating along the roadside/verge of the A283 between Christmas Cottage and The Frith and it looks a mess. It was agreed to organise a village litter pick in the spring and a date would be set at the next meeting.

9/19 Approved Budget/Precept 2019/20

Following the precept meeting in December where the precept had been set at £30,000, Clerk had circulated the revised budget figures for 2019/20. All approved these. Clerk to send precept figure to CDC.

10/19 Financial Matters

- The Council's current financial position @ £36,061 was noted.
- The Bank reconciliation as at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and payments were approved for Function 28 Ltd (website hosting quarterly charges) @ £36, WSCC (Clerk's Dec Salary) @ £496, CCP Groundcare (Leaf removal) @ £398, Mrs Helen Cruikshank (Clerk's Expenses Q3 18/19 @ £80, Northchapel Village Hall (Annual Donation 2018/19 @ £500), Northchapel Primary School @ £900 (Annual Donation 2018/19 @£300, Little Oaks Pre-School grant @ £600 for IT equipment and Northchapel Sports Club (Annual Donation 2018/19 for upgrading the pavilion facilities) @ £1,000. Other annual donations and grants 2018/19 for Petworth Over 60's Club (£50), Petworth Cottage Nursing Home (£100), Citizens Advice Bureau Waverley (£200), West Sussex Rural Mobile Youth Trust- Purple Bus (£1,000), Haslemere Community First Responders (£400) and Kent, Surrey & Sussex Air Ambulance (£250).

11/19 Reports back from meetings attended by Councillors

Councillors Bell and Jordan had attended the SDNP workshop in November where the focus had been on the Local Management Plan and its environmental objectives to enhance the National Park. It asked that parishes put forward any local projects which were happening to help achieve this and the link to their 11 outcomes presented in their plan; such as developing ponds. More information can be found on the SDNP website for

anyone interested. <https://www.southdowns.gov.uk/national-park-authority/committees-meetings/npa-workshops/>

12/19 Clerks Report

Clerk reported on one forthcoming meeting:

- North Chichester CLC meeting – Tuesday 5th March at 7pm at Northchapel Village Hall. All are welcome to attend this.

The School P.T.A are looking to produce a 2020 calendar using photos of the parish and if anyone has any nice photos, please let them know.

It was agreed that the two Lest We Forget Silhouettes should be taken down and stored away. Councillor Baker kindly offered to dismantle these.

13/19 Items to be included on the next agenda

MUGA

Fisher Street BT kiosk

Litter pick/Spring Clean

Play area Fencing

Please inform the Clerk of any items to go on the agenda by Monday 25th February 2019

14/19 Date of next meeting

Monday 4th March 2019 at 8pm

The Chairman closed the meeting at 8.45pm

Signed

Date