



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of the ANNUAL MEETING held at Northchapel Village Hall on Monday 20th May 2019 at 8pm

Present: Councillors Mr Alex Baker, Mrs Lynda Bell (Chairman), Miss Laura Green, Mrs Sharon Holden, Mrs Gaye Jordan, Mr Robert Moss and Mr Stephen Wordsworth

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Natalie Hume
Councillor Janet Duncton arrived at 8.40pm
There were no members of the public in attendance.

The Chairman welcomed everyone to the meeting.

ANNUAL MEETING BUSINESS AGENDA

- 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 2019/20.
- 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 – Miss Laura Green
 - 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 2019/20

The following dates for the Parish Council meetings were agreed:

- Monday 1st July 2019
- Monday 2nd September 2019
- Monday 4th November 2019
- Monday 2nd December 2019 (precept only meeting)
- Monday 6th January 2020
- Monday 2nd March 2020
- Monday 18th May 2020 (Annual meeting)

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 AGENDA

32/19 Apologies for absence

Apologies were received from District Councillor Gareth Evans and Parish Councillor Daphne Trussler due to a family bereavement.

33/19 Declarations of Interest

Councillor Green declared an interest in agenda item 38/19 as secretary of the Sports Club. Councillor Holden declared an interest in agenda item 37/19 as an employee of Straight Line Fencing.

34/19 Co-option of Councillor

There was no co-option. The Chairman announced there was one vacancy and anyone interested should contact herself or the Clerk.

35/19 Minutes

The Minutes of the Parish Council Meeting held on Monday 4th March 2019 were approved as a correct record and signed.

36/19 Reports from the Chichester District and West Sussex County Councillors

District Councillor Natalie Hume reported on the recent District election results (18 Conservatives, 11 Liberal Democrats, 2 Labour, 2 Green, 2 Local Alliance and 1 Independent). She said that she and District Councillor Gareth Evans were both excited to be doing the role, it is new to both of them and they would appreciate advice and want to do their best. There are six parishes in the ward so it will be split 50/50 with Natalie looking after Northchapel, Ebernoe and Kirdford and Gareth, Plaistow & Ifold, Loxwood and Wisborough Green. They are proposing to hold surgeries on the first and third Saturday of every month (11am-1pm) in a variety of locations throughout the ward.

1st June – Stag Inn, Ebernoe

15th June – Old Mill Café, Wisborough Green

6th July – Half Moon, Northchapel

20th July – Plaistow Stores

3rd August – Kirdford Village Stores

17th August – Onslow Arms, Loxwood

Any queries of a District nature, please do not hesitate to contact Mrs Natalie Hume nhume@chichester.gov.uk or Mr Gareth Evans gbevans@chichester.gov.uk

In County Councillor Janet Duncton's absence, the Clerk read out the following:

Unfortunately County have had a bad OFSTED on our looked after children service and the best I can say about that is that all actions are being taken to make sure that this Service improves. Among other things we are still looking for people that would like to become Foster Parents but there are many more things to work on in the department and we are doing our best efforts to put things right. There are some things that we believe the Inspector did not take into consideration and on these items we are challenging them.

As Chairman of the County Council, I and my Vice Chairman Ashvin Patel are beginning to get very full diaries and I am very grateful to have such a hard-working and co-operative Vice Chairman which at County the Chairman chooses for themselves. I think I made a wise choice. We work well together.

Once a fortnight we have citizenship ceremony's either in Crawley or Chichester and these are lovely events with a lot of happy people who have worked hard and also paid financially to become Citizens of the UK.

Either the Lord Lieutenant or a deputy joins us and after the presentations of certificates tells the audience about the duties of the Lord Lieutenants office. Very interesting.

I have attended several things at the Cathedral, and have 2 items soon talking with Armed forces associations like 'Building Hero's' who are based at Brinsbury and next week an Armed Forces reception at Fontwell. We take looking after those who have served in the Armed Forces very seriously and try to help in any way we can when they leave the Service. We are in fact aiming to get a Gold acknowledgement for ourselves in the work we are doing. One more mention is the attending of the unveiling of a plaque to Sir Patrick Moore. This took place in Selsey at his old home and was performed by Dr Brian May who most of us may remember played the National Anthem on the roof of Buckingham Palace. A very nice man.

Please let me know if there is an issue that you want taken up at County level.

Just to assure you as I believe a leaflet during the election was mentioning Velo South. There are NO plans either this year or next year to have a Velo South cycle event. So please do assure residents.

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

37/19 Working Party Reports

- **Allotments:** The Chairman reported there were currently three vacancies at the allotments.
- **Village Green:** The Chairman reported that the cutting had started again and all was looking good. An issue with the track leading to Vine Cottages had been raised by the residents. A drain cover had sunken and needs attention. Councillor Green to investigate. Councillor Baker kindly offered to do the work if needed.
- **Play Area:** Councillor Green had now received two quotes for the repairs to the play area, Playsafe was a much more thorough quote @ £3,500 and R J Playground Services in Liphook @ £3,175. Nothing is unsafe or urgent. It was agreed to leave the work for now and Councillor Green would look into play area grants to help fund the work as the fencing was a higher priority. The Clerk said the ROSPA annual inspection would be carried out in June. Clerk had received no further quotes for the replacement fencing to the two already received so it was agreed to go with Straight Line Fencing (SLF) as their price was a lot less than the other company. Clerk to contact SLF and accept their quote for fencing and gates in PPC green (RAL 6005).
- **Footpaths, Hedges and Rights of Ways:** The ROW inspection had been carried out in January and the surface vegetation clearance is due to take place in the summer months. Safety concerns had been raised with regard some unstable fencing on FP824 which leads down to the Creek. Councillor Bell kindly said she would speak to those responsible.
- **Planning:** Councillor Wordsworth reported that all had been very quiet on the planning front and there were no outstanding planning applications. Since the last meeting, the following applications had been discussed by the Parish Council:

SDNP/19/00293/HOUS

Location: Fressingfield, A283 Luffs Meadow to Pipers Lane, Northchapel, GU28 9HP

Proposal: Single storey rear extension with alterations to fenestration and erection of porch

SDNP/19/01120/HOUS and SDNP/19/001121/LIS

Location: Hillside, A283 Valentines Lea to Valentines Hill, Northchapel GU28 9HX

Proposal: Retention of works for installation of replacement windows (like for like)

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

SDNP/19/00293/HOUS

Location: Fressingfield, A283 Luffs Meadow to Pipers Lane, Northchapel, GU28 9HP

Proposal: Single storey rear extension with alterations to fenestration and erection of porch
Decision: Approved

SDNP/19/00160/DCOND and SDNP/19/00163/DCOND

Location: School House Farm London Road Northchapel GU28 9EG

Proposal: Discharge of Conditions 9, 17, 23 on planning permission SDNP/17/04004/FUL

Decision: Refused

SDNP/19/05676/DCOND

Location: School House Farm London Road Northchapel GU28 9EG

Proposal: Discharge of Conditions 6, 11, 20.21 and 16 on planning permission

SDNP/17/04004/FUL

Decision: Spilt decision

SDNP/19/01620/NMA

Location: School House Farm London Road Northchapel GU28 9EG

Proposal: Non Material Amendment to SDNP/17/04004/FUL - Amend elevations.

Decision: Approved

SDNP/19/01084/PRE

Location: Mitchell Park Farm Pipers Lane Northchapel Petworth West Sussex GU28 9LB

Proposal: Diversification project at Mitchell Park Farm in the form of eco-friendly Shepherds huts as rented accommodation.

Advice provided

- **Village Hall:** Councillor Holden reported that the AGM had been held a week or so ago. A little bit of money had been made in the last financial year. She requested on behalf of the VHMC whether the trees adjacent to the back of the hall could be uplifted to allow more light into the hall. The Parish Council agreed the VHMC may proceed with this.
- **Housing:** Councillor Holden said there was nothing to report. The Clerk confirmed that all the correct permissions had been obtained from Hyde and WSCC Highways for the dropped kerb on 15 Pipers Lane.
- **Winter Plan:** Councillor Moss had nothing to report.
- **Northchapel Youth:** Councillor Bell reported that as most were aware the Purple Bus had new custodians, Sussex Clubs for Young People (SCYP). At the recent Annual Parish Meeting, SCYP had indicated they would be happy to bring the service to Northchapel again. It was agreed to try and get the Purple Bus to return and see what the turnout and feedback was so that longer term the youth need and requirements could be assessed.
- **Village Road Safety Project:** Councillor Green stated she had not yet heard back from Seaford College with regard to changing their village pick up point. She will update via email when she has news. She suggested that the village may like to get involved in the Community Speedwatch scheme as Lodsworth has recently started this. Clerk to put an article into the Parish News to gauge interest. At least 10 volunteers are required to make it viable. Clerk confirmed Northchapel had been put on SDNPA's list as expressing an interest in the project when their second stage of entry signage and road safety is looked at.

38/19 Multi-Use Games Arena (MUGA)

Councillor Green reported that all the surveys had been carried out at a cost of £5,000. The Sports Club had £1,000 to put towards this with crowd funding raising an additional £1,400 and the shortfall had been loaned in order to get the planning application submitted. Once approval has been received then fundraising and grant applications can be started. Councillor Green is meeting with Philip Lloyd-Jones to finalise paperwork and then the planning application will be submitted next week.

39/19 Fisher Street BT Kiosk

Clerk reported that one of the residents of Fisher Street had shown an interest in taking on the responsibility of the kiosk as they felt it was an important landmark for the Fisher Street Community. However since the information and details of costings for any refurbishment had been sent to them, they have decided against the idea. Following the article in the Parish News, the Clerk has had three people interested in buying the BT kiosk for their personal use. Clerk to email the interested parties and find out more information.

40/19 Financial Matters

- The Council's current financial position @ £46,067 was noted. This includes the first instalment of the precept for 2019/20, all allotment rents for the season and a £500 swimming pool loan repayment.
- The Bank reconciliation as at 14th May 2019 at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and approved – Mrs Jean Huggett (Internal Audit 2018/19 @ £100), CCP Groundcare (April Grass Cutting @ £1337), WSCC (Clerk's April Salary @ £496), PAWS Ltd (Dog litter bin emptying @ £72), Function 28 Ltd (Annual SSL certificate for website @ £59) and Zurich Municipal (Annual Insurance renewal @ £712)
- The Income and Expenditure sheet y/e 31st March 2019, Bank reconciliation as at 31st March 2019, Sections 1, 2 and 3 of the Annual Return 2018/19 and Explanation of Variances 2018/19 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.

41/19 Reports back from meetings attended by Councillors

There had been no external meetings.

42/19 Clerks Report

Clerk said there was one date for Councillors' diaries:

- North CLC Meeting – Tuesday 11th June at Compton Parish Rooms PO18 9HD at 7pm (All are welcome to attend)

43/19 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Monday 24th June 2019

44/19 Date of next meeting

Monday 1st July 2019 at 8pm

The Chairman closed the meeting at 8.55pm

Signed

Date