



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of the ANNUAL MEETING held virtually

On Monday 18th May 2020 at 8pm

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

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Gareth Evans
County Councillor Janet Duncton
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 Sharon Holden was proposed and duly seconded. There being no other nominations, it was **RESOLVED** that **Councillor Holden** be elected Chairman of Northchapel Parish Council for 2020/21
- 2. Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Lynda Bell was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Bell** 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 Mr Alex Baker

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 2020/21

It was agreed to change the meeting date to the first Thursday in alternate months due to Councillors' other commitments. The following dates for the Parish Council meetings were agreed:

Thursday 2nd July 2020

Thursday 3rd September 2020

Thursday 5th November 2020

Thursday 3rd December 2020 (precept only meeting)

Thursday 7th January 2021

Thursday 4th March 2021

Date of the Annual Meeting in May – to be confirmed

All meetings are held at 8pm at Northchapel Village Hall. Planning meetings are held as and when required on Saturday mornings at 9.30am at the Church.

PARISH COUNCIL AGENDA

30/20 Apologies for absence

Apologies were received from Parish Councillor Robert Moss

31/20 Declarations of Interest

Councillor Green declared an interest in agenda item 36/20 as secretary of the Sports Club.

32/20 Minutes

The Minutes of the Parish Council Meeting held on Monday 2nd March 2020 were approved as a correct record and signed.

33/20 Reports from the Chichester District and West Sussex County Councillors

District Councillor Gareth Evans reported on the following:

Local Updates

- 1) I have been in touch with all Parishes in the Ward I represent to support the setting up of Covid-19 Community Hubs in order that those that are most vulnerable in the Ward can be supported. I have also signed up as a volunteer to some of these Hubs and organised a mail drop in the Plaistow and Ifold Parish. Contact details of all Hubs have been previously sent to all Parish Council Clerks and I kept sharing them on social media to help spread the word.
- 2) CDC are working hard to solve issues as they arise during this unprecedented time. As District Councillors we have a special 'hotline' that we can use for any issues that arise. This is only available to Councillors and not being shared with the public in order to control the flow of traffic. If residents contact the Parish Council with any issues that you don't know the answer to then please do let me know and I will pick this up on your behalf. Some issues I have been supporting residents in are:
 - Getting CDC to offer clear guidance on the bonfires
 - Clarifying questions / doubts on refuse and recycling collections
 - Action from the Environmental Protection team after a resident was reported to me to be burning Tyres
 - Support for residents surrounding Council Tax
 - Getting advice for local businesses (i.e. farmers, estate agents etc.)
- 3) I have been contacted by a resident in the ward who is working tirelessly to make scrubs to support carers within the District. I have been helping to link her up with a team of volunteers and also help her to get these scrubs to the places that need those most. I received an update on Friday 1st May stating "we have had a donation from Billingshurst Scrubbers of 80m of material, they did some fundraising and are buying in bulk. We have made quite a good number now, and are working on Petworth Hospital at the moment, with Loxwood surgery next. Then we will start on Royal Surrey." The project has a Facebook page called "For the love of scrubs"- if the parish council would like to know more I can send on further details.
- 4) Co-op application. You might remember that the Co-op application in Loxwood has been an almost permanent feature on my District Councillor Address. This was finally heard at the Virtual Planning Meeting on 13th May. The decision was to permit with a contribution for social affordable housing.

CDC Updates

- 1) Councillors from the group I represent wrote to the Secretary of State for Housing, Communities and Local Government urging to extend the validity of the current local plan beyond the July deadline. This is an essential delay to enable communities to direct all immediate efforts and attention to the effects of the Coronavirus, prioritising looking after people at this time of need. On this letter we also urged the government to suspend time scales for new planning applications so they can be given due consideration in these challenging times. We fear that not to take these measures may result in unplanned, piecemeal development without infrastructure and in unsustainable locations.
- 2) From this month CDC has resumed formal meetings such as Full Council, Cabinet and Committee using zoom. Members of the public who would like to speak at a planning committee meeting need to register online at www.chichester.gov.uk/speakerform by 5pm the **day before** the meeting is due to take place. Participants will be asked if they would like to provide a statement to be read out or whether they would prefer to address the committee virtually. Anyone wishing to speak at any other public meeting is asked to contact democraticservices@chichester.gov.uk with their name, address and contact telephone number at least **two working days before** the meeting.

The next meetings are:

Environmental Panel 18th May

Full Council 19th May

I am happy to say that meetings will now be live streamed with the first such meeting to be livestreamed being the Full Council Meeting tomorrow <http://chichester.nucast.live/>

At the full council meeting on Tuesday my group will be putting forward a Recovery Plan motion which aims to be a proactive response to the Covid-19 Crisis. This motion urges for an all-party task force to work on a Recovery Plan, to maximise cooperation in order to pull together for the good of the community and local businesses. I will update you at the next Parish Council Meeting.

- 2) As mentioned from casework I am picking up CDC is continuing to receive reports of bonfires being lit across the district. They will continue sending out further reminders asking residents not to burn any waste under any circumstances during the Covid-19 pandemic. If you are affected by a bonfire, you can report this on the CDC website at: socsi.in/reportbonfire_6SaLy
More info: <https://www.chichester.gov.uk/article/33909/Council-warns-against-bonfires-during-coronavirus-outbreak>
- 3) Parking – suspension of parking charges has been extended to June 8
We applaud this decision from CDC as it is a vital move to support essential services during this time.
- 4) Council tax- If you pay Council Tax over 10 Months CDC are considering a change in instalments so that payments will start in June not April. Those that are having issues with payment due to loss of employment or earnings as a result of this pandemic should make contact with CDC as soon as possible. Chichester District is going to be very sympathetic with residents struggling with paying taxes during this crisis. The email is taxation@chichester.gov.uk
- 5) Climate Officer Update: the new CDC Climate Change Officer has now been appointed, Dr Andrea Smith who started on Monday. Andrea's first tasks will be to finalise the criteria for the Zero Chichester Fund and to develop our interim climate change action plan. This was first proposed by my group colleague Cllr Jonathan Brown last year and I am delighted for him to see his hard work on this become a reality.
- 6) CDC staff and members of the Senior Leadership team were supporting Stonepillow preparing food./ Some Council officers and some councillors are also took part in the [Stonepillow](#) Little Big Sleep Out on Saturday night (16th May) to raise funds to support the homeless during the Covid-19 crisis. I was also delighted to join this initiative – the link was published on my FB Page and at the time of writing I am delighted to announce I have raised £420

- 7) You may have heard the excellent news that CDC is one of the top 3 local authorities in the country for getting business grants out to local firms. I kept using my social media to share posts from CDC with the info and contact details for this scheme and to make sure all businesses were aware of how to apply and I am very grateful to all residents who helped share the news as it contributed to the success of this – big round of applause to CDC officers dealing with this programme. The government has allocated £37million to support businesses in the district. Over 3,000 businesses in our district have benefited from this scheme. A very small number of our local businesses have decided for various reasons that they do not wish to access them. This money will be returned to central government

Digital District Cllr Surgeries

In this era of social distancing my face to face surgeries cannot continue for obvious reasons until such a time as these measures are relaxed. To replace my surgeries, I am available to meet residents remotely through video calls upon request either through Zoom meetings or Video Calls through Skype or Hangout (ID gareth.evans1979@gmail.com). Get in touch if you'd like to arrange a time to meet up! Residents can contact me any time on my telephone 07958918056 or email gbevans@chichester.gov.uk. I can also be contacted via my social media handles. Facebook is @GarethEvansLoxwood Twitter is @GarethEvans79

County Councillor Janet Duncton stated that during this crisis, WSCC were responsible for the shielded vulnerable and CDC are responsible for vulnerable. West Sussex has sadly seen 1,230 people die due to Co-vid 19. A mobile testing centre run by the military has been set up in Chichester. WSCC are doing everything they can.

All County employees are working from home until it is safe to return to County Hall. Fire & Rescue and Children's Services are continuing as normal. May meetings have all been cancelled (including all CLC meetings until further notice and the Citizenship ceremonies) but it is hoped the full council meeting on 17th July will go ahead. Waste & Recycling sites have re-opened (as of Monday 11th May) for limited materials (green waste and recycling only) and for all other waste (apart from rubble) from Monday 1st June.

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

34/20 Working Party Reports

- **Allotments:** The Clerk reported that all allotments plots were now taken and a waiting list is now being operated. All invoices for the forthcoming season had been paid. She gave thanks to Mr Poste for the great job he does as Allotment Manager.
- **Village Green:** Councillor Bell reported that the contractors had started this season's grass cutting on the green and throughout the village. There had been problems with dog fouling mentioned at the last meeting but nothing had been reported lately. Members to keep an eye on this. There had been an issue with metal detecting on the green. The Clerk is investigating the law regarding this with the Police.
- **Play Area:** Councillor Green stated that all grants had been put on hold due to Co-vid 19 so the proposed new equipment project will struggle to get going at the moment. The ROSPA play area inspection is due to take place in June.
- **Footpaths, Hedges and Rights of Ways:** The fingerpost at Blackburn (Diddlesfold) had snapped off. Clerk to report to the WSCC ranger. A tree has fallen on FP566 leading from Firth Wood to the field. Councillor Green to take a photo and send to Clerk so she can report it.
- **Planning:** Councillor Wordsworth said there was nothing new to report. Since the last meeting, the following applications had been discussed by the Parish Council:

SDNP/19/06079/FUL

Location: Dales Farm, Pipers Lane, Northchapel, GU28 9LA

Proposal: Change of use of agricultural land to camping site including 4 no shepherd's huts for holiday accommodation

SDNP/20/00828/TCA

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

Proposal: Notification of intention to fell 1 no Cedar tree

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

SDNP/20/00713/PRE

Diddlesfold Paddock Valentines Hill Northchapel West Sussex

Build a single storey passivhaus (ideally off-grid) resembling the local farm house/barn wrapped with natural timber cladding, including open-plan living/kitchen area, a wing with two bedrooms and another wing with en-suite guest studio.

Advice provided

SDNP/20/00042/PRE

Westview London Road Northchapel Petworth West Sussex GU28 9HL

Conversion of existing 4 bed house with small two storey extension to provide 3 separate residential units consisting of 1 no. studio flat, 1no. two bed and 1 no. three bed dwelling.

Advice provided

SDNP/19/05723/PRE

Fisher Hill Flat Fisher Street Northchapel Petworth West Sussex GU28 9EJ

Proposed replacement dwelling at Fisher Hill Flat and rear single storey extension to Fisher Hill Cottage.

Advice provided

SDNP/20/00828/TCA

Pathfields, A283 Luffs Meadow to Pipers Lane, Northchapel GU28 9HW

Notification of intention to fell 1 no Cedar tree

Decision: Raise no objection

SDNP/20/00634/DCOND

4 Cylinders Cottages Fisher Street Northchapel Petworth West Sussex GU28 9EL

Discharge of conditions 3, 4 and 5 from planning permission SDNP/19/04244/FUL.

Decision: Approved

SDNP/20/00471/FUL

St Michaels Church A283 Luffs Meadow to Pipers Lane Northchapel GU28 9HP

Relocation of the existing south door to the south porch and installation of glazed internal door.

Decision: Approved

SDNP/19/05872/HOUS

Whatelea Luffs Meadow Northchapel GU28 9HN

Proposed demolition of existing detached garage and erection of new single storey side addition

Decision: Approved

SDNP/20/01146/PRE

Frith Hill Court Pipers Lane Northchapel Petworth West Sussex GU28 9JE

Porch extension, two storey extension to the south west elevation with internal alterations. Demolition and replacement of existing Pool building, installation of entrance doors, glazed screens and double doors. Addition of Garden room and garage extension.

Advice provided

SDNP/20/00369/TCA

Rowans A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28 9HW

Notification of intention to remove 1 no Laura hedge, fell 2 no. Cotoneaster trees, 2 no. Hazel trees, 1 no. Yew tree, 1 no. Hawthorn tree and 1 no. Field Maple tree (growing within hedge), all along rear boundary. Remove 1 no. Amelanchier hedge/shrub on left hand side of front garden.

Decision: Raise no objection

- **Village Hall:** Councillor Holden reported that the village hall is being thoroughly cleaned given it is not currently able to be used.
- **Housing:** Councillor Holden said there were two properties empty in St Michael's Close, both of which HOME are aware. Work needs to be done on these properties before they go out to bid but this cannot be done at the moment due to Co-vid 19.
- **Winter Plan:** The Clerk reported that Councillor Moss had checked over the salt spreader which is still in working order and there is still plenty of salt as none was used during the winter.
- **Northchapel Youth:** Councillor Bell reported that the Purple Bus is on hold until further notice.
- **Village Road Safety Project:** Councillor Green stated the project was currently on hold. However before lockdown, she had met with Kate O' Kelly who had encouraged her to reach out to the wider community with this project.

35/20 Northchapel Co-vid 19 Community Action Plan

Councillor Bell reported that there are currently 22 registered volunteers with 4 formal requests to date for help with shopping and picking up prescriptions. It is good to have a system in place to help those in the parish who may need it. The crisis is certainly bringing everyone together.

36/20 MUGA update

Councillor Green said there was not much to update members with. The Sports Club had been lucky to qualify for a small business grant of £10,000. Due to the lack of fundraising opportunities this year, the Sports Club is very grateful for this help and thanks were given to Chichester District Council.

37/20 Financial Matters

- The Council's current financial position @ £35,812 was noted. This includes the first instalment of the precept for 2020/21 (£15,000), a VAT refund (£3,836) and all the allotment rents for the season (£270).
- The Bank reconciliation as at 11th May 2020 at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and approved – Mrs Jean Huggett (Internal Audit 2019/20 @ £100 and WSCC (Clerk's April Salary @ £496).
- The Income and Expenditure sheet y/e 31st March 2020, Bank reconciliation as at 31st March 2020, Sections 1, 2 and 3 of the Annual Return 2019/20 and Explanation of Variances 2019/20 were considered by the Councillors. It was noted that the Internal Audit had been successfully carried out by Mrs Jean Huggett. 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. Councillor Bell thanked the Clerk for her hard work in preparing these in difficult times.

38/20 Clerks Report including Correspondence

The Clerk had received a request for financial support from Marie Curie South East. The Parish Council appreciated that charities had been hard hit and agreed to donate £100.

Councillor Green asked for an update on the Village Green track. Due to the Co-vid 19 crisis, this had been put on hold but it was agreed members would discuss a way forward via email.

Councillor Holden gave thanks to Councillor Bell for her 4 year tenure as Chairman. She was grateful that she was staying on as a Councillor and as Vice-Chair to support her through the transition period.

39/20 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 25th June 2020

40/20 Date of next meeting

Thursday 2nd July 2020 at 8pm

The Chairman closed the meeting at 9pm

Signed

Date