



NORTHCHAPEL PARISH COUNCIL

APPROVED Minutes of a meeting held virtually

On Thursday 4th March 2021 at 8pm

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

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Gareth Evans
PCSOs Neil Billingham and Mac Larby

There were no members of the public present.

PARISH COUNCIL BUSINESS

16/21 Apologies for absence: Apologies were received from Parish Councillors Chris Bryant and Robert Moss. Also from County Councillor Janet Duncton.

17/21 Declarations of Interest: Councillor Green declared an interest in agenda item 21/21: Play Area and MUGA as secretary of the Sports Club.

18/21 Minutes: The Minutes of the Parish Council meeting held on Thursday 7th January 2021 were approved as a correct record and signed.

19/21 Report from PCSOs Mac Larby and Neil Billingham

Introduction.

Although we are being told “We are nearly there”, please can I remind everyone that we are still in Tier 5 (Lockdown) for the time being? Changes are coming, but we need to maintain Tier 5 restrictions, at least for the first few weeks of March.

As we do come out of lockdown and the weather improves, we have seen an increase in the use of Motorbikes at the weekends. This has inevitably led to an increase of bikes being ridden at excess speed. Can I ask, if anyone sees a bike being ridden at excess speed, dangerously or anti-socially, please report it to Sussex Police through Operation Crackdown? One will need to have the time, location and VRM (number plate) of the offending vehicle (bike or car) and go onto our Web Site. Follow the links to Operation Crackdown and complete the form. This will prompt a letter to the registered owner/keeper and repeat offenders will get a visit from our Roads Policing Colleagues.

Incidents of Note.

We continue to receive reports of Covid breaches and are dealing appropriately.

Two reports have been received regarding rural crime. A field with crops in was driven over, causing damage to the crop itself and the soil underneath. Secondly, a farm out building was broken into with several items stolen. Please can I remind everyone to report all rural related crime? Our Rural Crime Team (RCT), is now fully staffed and fully functional, working out of Midhurst Police Station. They will be dealing with all rural related issues, so please keep reporting. Use 101 or 999 as usual to contact the RCT.

PCSO Activity over the next month.

We will be continuing to follow the Covid restrictions guidelines as the (hopefully) change. Our aim, as ever, is to follow the four E's I highlighted last month and we will try to keep people updated as much as we can.

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT!

Both ends of the village are suffering from horrendous noise and speed issues of motorbikes and cars. PCSO Larby said to please report any issues of Anti-Social Driving to Operation Crackdown
<http://www.operationcrackdown.org/>

20/21 Reports from the Chichester District and West Sussex County Councillors

District Councillor Gareth Evans reported on the following:

Covid 19 Update: Good progress in the Covid-19 vaccination continues to be made. Since concerns raised by residents at the start of the year an effective weekly dialogue continues between CDC and NHS Sussex with improved communication channels. It appears that those within the 40 years bracket will start to get their vaccinations by the end of March. If there are any concerns or questions with the vaccination rollout please do raise these with me.

Holding Southern Water to account update: You will remember that last year my group brought forward a successful motion for the CEO of CDC to write to Southern Water and OFWAT regarding water capacity issues. A holding letter was received prior to the Christmas and a fuller response was received on Friday 26th February. At the time of writing this address I was in the process of disseminating the information contained and will send a follow up regarding their responses after this meeting.

The Local Plan: This will be discussed at Cabinet and Full Council on 2nd March and I hope that I will then be permitted to share more information with the parishes I represent then. Local Plan Review
CDC have also informed me that they have developed a detailed communications strategy and plan for the Local Plan Review. As part of our communication activities members will be receiving a regular email newsletter.

The Conduct of Council Business: The Council agreed at the last full Council meeting, once COVID-19 is over / under control, to consider the organisation of the Council including looking at introducing a 'hybrid' Cabinet and Committee system. This would retain the formal structure and advantages of a Cabinet model of government while strengthening the role of non-Cabinet members (backbenchers and opposition) to provide greater oversight, accountability and consensus working.

CDC Climate Action Plan Approved: At the Council's January meeting, the Climate Action Plan was approved. This is an incredibly important milestone for the Council and personally for the opposition to get CDC first to employ a Climate Emergency Officer (who must be given a huge amount of credit for putting together such a comprehensive document) and then to develop policy accordingly.

The role of the Citizens' Assembly was discussed, and it was reinforced that their aims are to improve awareness and build consensus in support of actions that will need to be taken by the Council and by us all as individuals. It is not something that harms democratic accountability (quite the opposite) and there have been scores of successful such assemblies around the country by now.

Update on Covid Grants: The Covid Recovery Grants scheme was launched on the 20 August 2020 and they have now closed the grant as CDC have fulfilled the full grant amount. CDC have received a total of 92 applications for the large business grant. A total of 67 applications have been successful which totals a grant amount of £279,946.18 and an equivalent amount of investment by the business community. Of these 67 applications, 22 of the businesses have completed their projects and have been paid. There are four applications that have successfully passed through the first two stages of checking and will be going to panel. The grant amount for this if all successful will be £16,018.67. CDC have received a total of 155 applications for the small business grant. A total of 116 businesses have already received their small grant which totals to £100,435.74. CDC have three applications ready to be signed off totalling a grant amount of £2,733.27.

Lagoon 3: You might have heard that the owners of Crouchland farm have agreed to release the charge they hold over Lagoon 3 so that it can be sold to a third party and cleared up. I am delighted with this news (if it happens) as it paves the way for the lagoon to be cleared up and the potential environmental disaster avoided. This is good news for the community and good news for the environment.

I will however continue to monitor closely the situation and following this up with the relevant authorities to make sure that they will seek assurances from any new owner that they will clean up the lagoon before the deadline expires for the existing planning enforcement notice. In other words, until I am sure that there is nothing left posing a danger to our environment or the communities that I represent. A meeting that I organised took place on the 16th February at 4.00pm which included officers, the cabinet member for Planning and Parish Councillors from Kirdford and Plaistow and Ifold. This was a positive meeting as it was confirmed a multi-

agency visit (including fire services who have not attended the last two meetings) would take place on the 23rd February with a report due in two to four weeks' time which will highlight subsequent changes to the plan. I also was pleased that having asked many times for this there was a commitment to sample the lagoon to inspect the contents. We also were informed that the charge lies on the land and so regardless of who owns the land the May 2021 deadline remains. I also have commitment from CDC that they will meet regularly with the members at the most recent meeting and I have requested that these be minuted going forward. In addition I also wrote to Gillian Keagan MP as she wrote on her social media blog regarding a positive meeting with the EA regarding Lagoon 3 and since this had not been fed back I hoped she could elaborate on this. To date I have not received a reply.

Loxwood Claypit: I continue to attend meetings with the local campaign group in order to be kept informed of developments with this planning application as and when it goes in.

Full Council Meeting: The next full Council Meeting is Tuesday 2nd March at 2pm. The budget will be the main agenda item at this meeting. The roll over meeting (if required) is Friday 9th March at 9.00am

Surgery: As always please contact me with any issue, feedback, problem or question and I will do my best to help: gbevans@chichester.gov.uk / 07958 918056. Although I have not been able to resume normal Saturday surgeries yet, I am available to meet and visit residents (whilst observing social distance measures) or for online meetings or surgeries upon request. I look forward to hearing from you!

Councillor Harman stated the whole Southern Water site in Northchapel needs upgrading with an increase to its capacity. Southern Water need to engage!

District Councillor Gareth Evans left the meeting at 8.10pm

In her absence, County Councillor Janet Duncton sent through the following report:

Last month I was awaiting County Council on the 12th February so that Council Tax precept for County would be confirmed. By now you will all know that it has been confirmed and there is a 1.99% increase in Council Tax and the 3% that we are allowed to add for Adult Services making the final total 4.99% increase. The all-round increase comes to an extra 20p per day. We did have several items where our income was down like street parking and some of the fees we get for other County services. Before we set the budget we had a £44million funding gap that we had to close so you can appreciate what a job it's been with our income and outgoings as we deal with close on £1 billion per annum. Like you our books have to balance, legally. Fortunately we are still not closing any of our libraries and we are still going forward with what other services we can use the library buildings for. As I have said before Worthing is our first and probably our biggest hub and that is going along nicely so we wait and see which of the libraries will become hubs for many County services in the future.

As you already know Covid19 has been a very costly affair for all of us but the Government has been good at reimbursing us but as ever it has cost more than we have received.

Children's Services is still heading in the right direction. Our Commissioner John Coughlin who is also Chief Executive of Hampshire County Council has recommended to the Ofsted department that we should not be put into a Children's Trust as we are making such forward strides to get the very best for the children of West Sussex. This is good news not only for us and the Children of West Sussex but setting up a Children's Trust is a very costly business. We still have to pay.

West Sussex Fire and Rescue is also now out of any criticism that they had from Her Majesty's Inspectorate. Everything they said needed attention and they also set up a special committee made up of an MP and the Chairman of Kent County Fire and Rescue with others have said that everything of concern is now very satisfactory and they as a committee have disbanded. Whilst talking about WSFR we have just given an approval for a new Fire Station and other facilities included a training hub at a site County own at Broadbridge Heath. Apart from being a state of the art Fire and Rescue centre it will also get income from its training facility from other County F&RS's. At the moment nearly all go to Moreton in Marsh where the Fire Service College is.

Both with District and County I am concerned at the amount of litter we seem to have strewn along all the verge on roads. How on earth you stop people throwing rubbish out of vehicles. I do not know but it really is a filthy habit which is just not on.

The District Council has its Council meeting tomorrow and this meeting will finalise the District Council Budget.

Talks have been taking place with regard Waste Water Treatment with Southern Water. At the moment it's pretty hard going with no decisions to report. Because these discussions are so often regarding the south of the District

Talking of rubbish. Three of our Waste & Recycling sites are going to require residents booking a time slot but not Billingshurst. Two along the Coast and one in Horsham will have to be time booked and this is because at certain times the queues are so long they block the roads and the Police have asked us to do something about it. Amazing isn't it that so many dispose of their rubbish legally and safely and yet others still think let's tip it anywhere.

Before our next meeting on the 19th March is our final County Council for this session and because there was so much business at the February meeting all the motions and any extra motions that come in will have to be dealt with at this March meeting. It is of course the last for this session of County Council as election for County are on the 6th May as you all know. It will be quite a day because the Police & Crime Commissioner elections didn't take place in 2020 so they are on the same day along with some District and Borough elections and indeed some Parish Council election.

Please let me know if there is anything you need me to look into for you either at County or District Council.

Contact County: janet.dunton@westsussex.gov.uk

District Council: jdunton@chichester.gov.uk

Mobile 07979152898

21/21 Working Party Reports

- **Allotments:** The Clerk is to meet with the allotment manager to discuss the forthcoming season and 2021/22 invoices.
- **Village Green:** Councillor Green reported that a drain outside Foxglove Cottage is blocked and causing problems to both the householder and the track. WSCC Highways have confirmed that their drains on the road are not blocked so the responsibility must lie with the drain on the track which is the responsibility of the Parish Council. A resident of Vine Cottages has kindly organised for one company to quote for the works and Councillor Green is waiting on another quote. The drain blockage is solid and needs digging out. Once the drainage issue is sorted then works on the track itself can agreed. Thanks were given to the resident for all his help.
- The Clerk reported that the contract for the village grass cutting was up for tender. She had contacted five companies for quotes. Two companies responded saying they do not have the capacity to take on the work. CCP Ltd are the current contractors, AEM Contractors Ltd (AEM) and Sussex Land Services (SLS) have all shown interest and sent in quotes along with Public Liability insurance certificates and references which are being sought. As CCP's prices were no longer competitive, it was agreed to make the final decision once references had been received between SLS and AEM.
- **Play Area:** Councillor Green reported the Sports Club had set up a crowdfunding page through Spacehive to get a wheelchair inclusive piece of equipment (roundabout) for the play area. It is hoped that WSCC small grants programme will help fund this roundabout with a £3,000 grant if it sees that the project has community backing. The deadline is 14th May so please get residents and local businesses to donate if they are able, in order to show support. The Parish Council members fully support the idea. Councillor Trussler kindly offered to put up some new Covid safety signs to remind users of the regulations especially important with the schools returning shortly.
- **Footpaths, Hedges and Rights of Ways:** There was nothing to report.
- **Planning:** Councillor Wordsworth reported there were two outstanding planning applications to be considered:

SDNP/21/00212/HOUS

Location: Parkgate, Shillinglee Road, Shillinglee, Northchapel GU8 4SX.

Proposal: Alteration to existing single storey extension with provision for bedroom with en-suite facilities, installation of external flue and replacement yard gates.

SDNP/21/00587/HOUS

Location: 7 Luffs Meadow, Northchapel, Petworth, West Sussex GU28 9HN.

Proposal: Retention of home office (retrospective)

The following planning applications had been discussed since January's meeting:

SDNP/20/03343/FUL

Location: Buxus Copse Copygrove Copse

Proposal: Proposed woodland management storage building/workshop with educational studio and associated works including soft landscaping, vegetable patch, charcoal kiln, water collection dew pond and installation of photovoltaic panels.

SDNP/20/05827/HOUS

Location: Fressingfield, A283 Luffs Meadow to Pipers Lane, Northchapel, Petworth, West Sussex GU28 9HP.

Proposal: Proposed two storey front extension, single storey rear extension and internal alterations

SDNP/20/05811/FUL

Location: Westview, London Road, Northchapel, GU28 9HL.

Proposal: Proposed 2 storey extension to enable existing 1 no. dwelling house to be split into 2 no. dwellings.

SDNP/21/00357/TCA

Location: Brook Cottage Fisher Street Northchapel GU28 9EJ

Proposal: Notification of intention to fell 1 no. Copper Beech tree

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

SDNP/20/04940/TCA

Location: Walnut Cottage A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel GU28

Proposal: Notification of intention to crown reduce by 20% on 5 no. Beech trees (1, 11- 15), reduce height by 2m and trim sides by 0.4m on 9 no. Leyland Cypress trees (2-10), fell 1 no. Beech tree (13) and reduce height by 0.8m and trim sides by 0.25m on 2 no. Leyland Cypress trees (16 and 17).

Decision: Raise no objection

SDNP/20/05527/TCA

Location: Brookside House Diddlesfold Lane Northchapel GU28 9EN

Proposal: Notification of intention to fell 1 no. Ash tree.

Decision: Raise no objection

SDNP/20/05529/TCA

Location: The Rowans Northchapel Petworth West Sussex GU28 9HW

Proposal: Notification of intention to fell 1 no. Damson tree.

Decision: Raise no objection

SDNP/20/04888/HOUS

Location: Mole End Hillgrove Lane Northchapel GU28 9EN

Proposal: Single storey boot room to the side of the property.

Decision: Approved

SDNP/21/00357/TCA

Brook Cottage Fisher Street Northchapel GU28 9EJ

Notification of intention to fell 1 no. Copper Beech tree
Decision: Raise no objection

Councillor Wordsworth reported he will be stepping down in May so a new Chair would need to be elected for the planning committee. There will then be two vacancies on the planning committee. Thanks were given to him for all his excellent work as the planning chairman and for his support over the past 10 years.

Unfortunately, the development at School House Farm is not liable for the Community Infrastructure Levy (CIL) but there are two smaller payments due to the Parish Council in 2021/22 for £2,500.

- **Village Hall:** Councillor Holden said there was nothing to report.
- **Housing:** Councillor Holden reported there is an empty 3 bedroom house and 1 bedroom flat in St Michael's Close which are on the bidding system.
- **Winter Plan:** The Clerk reported that Councillor Moss did manage to get an outing with the salt spreader to go round the village when it was icy so when the time comes he will order some more salt and get some of the bins topped up. He also wanted pointing out that several people had made good use of the salt provided.
- **Northchapel Youth:** Councillor Bell reported the Sussex Clubs for Young People were still continuing with its online activities, details at <https://www.northchapel-pc.org.uk/northchapel-youth/>
- **Village Road Safety Project:** Councillor Green had no update. Councillor Bell reported there was a Road Safety Briefing on 16th March and to let her know of any questions which anyone would like raising.
- **Covid Community Action Plan:** The Clerk had nothing to report.
- **Multi-use Games Arena (MUGA) project:** Councillor Green reported the Sports Club had submitted an application to the SDNPA's annual "Call for Projects" for Community Infrastructure Levy Funding.

22/21 Annual Parish Meeting 2021

The Annual Parish Meeting 2021 (normally held in April) is cancelled due to Covid.

23/21 Financial Matters

- The Council's current financial position @ £19,247 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 WSCC (Clerk's February Salary) £519 and Business Stream (Allotment water standing charge) @ £8. £500 had been paid to the Parish News as an annual contribution to its PC pages (£400) and a donation (£100). £1,000 had been received from the Northchapel Community Swimming Pool as part repayment of its loan back in 2012.
- The Clerk had completed a VAT refund claim for the past year - £3,176
- The precept payments for 2021/22 had been confirmed as 16th April and 17th September 2021.
- It was agreed that the Parish Council should register for internet banking.
- It was agreed to add the Clerk as a signatory so she was able to access the internet banking facility. Two internal authorisations for every payment will still be required. It was also agreed to add Mrs Daphne Trussler and Miss Laura Green as signatories following the forthcoming resignation of Mrs Lynda Bell. Mr Willie Poste and Mrs Gaye Jordan to be removed as signatories.

24/21 Reports back from meetings attended by Councillors

Councillor Harman was unable to attend the All Parishes Meeting. Clerk to send round the presentation.

25/21 Clerks Report including correspondence

Clerk had nothing to report.

26/21 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 25th February 2021

27/21 Date of next meeting

Thursday 20th May 2021 at 8pm (Annual Meeting of the Parish Council). Councillor Bell is stepping down as Vice-Chair so please give a thought to who might be willing to take her place. May's meeting would be Councillor Wordsworth's last meeting on the Parish Council so this will leave a vacancy.

The Chairman closed the meeting at 9.10pm

Signed

Date