



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of the Annual Meeting held at Northchapel Village Hall On Thursday 20th May 2021 at 8pm

Present: Councillors Mr Alex Baker, Miss Laura Green, Mrs Sharon Holden (Chairman), Mr Robert Moss, Mrs Daphne Trussler and Mr Stephen Wordsworth

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Janet Duncton

There were two members of the public present.

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 2021/22
- 2. Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Laura Green was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Green** 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 Alex Baker
Footpaths and Rights of Way – Mrs Daphne Trussler
Housing – Mrs Sharon Holden
Village Hall – Mrs Sharon Holden
Northchapel Youth – tbd
Website – Parish Clerk
Winter Plan – Mr Robert Moss
Allotments – Mr Willie Poste (non-Councillor)

Planning Committee: Mr Alex Baker (Chairman), Mrs Sharon Holden and Mrs Daphne Trussler (two additional members to be added in due course)

Finance Committee: Mrs Sharon Holden (two additional members to be added in due course)

Housing Working Party: Mrs Sharon Holden, Miss Laura Green and Mrs Daphne Trussler

4. To fix the dates of future meetings 2021/22

Thursday 1st July 2021
Thursday 2nd September 2021
Thursday 4th November 2021
Thursday 2nd December 2021 (precept only meeting)
Thursday 6th January 2022
Thursday 3rd March 2022
Thursday 5th May 2022 (Annual meeting)

All meetings are held at 8pm at Northchapel Village Hall. Planning meetings are held as and when necessary, on Saturdays at 9.30am at the Church or discussed by email.

PARISH COUNCIL BUSINESS

28/21 Apologies for absence: Apologies were received from Parish Councillors Lynda Bell, Amanda Harman and District Councillor Gareth Evans. Apologies also received from Cat Squires, a parishioner.

29/21 Declarations of Interest: Councillor Green declared an interest in agenda item 33/21: Play Area and MUGA as secretary of the Sports Club.

30/21 Minutes: It was agreed to amend minute 23/21 to add “Mrs Daphne Trussler and Miss Laura Green to be added as bank signatories following the forthcoming resignation of Mrs Lynda Bell. Mr Willie Poste and Mrs Gaye Jordan to be removed as signatories.” The Minutes of the Parish Council meeting held on Thursday 4th March 2021 were then approved as a correct record and signed.

31/21 Report from PCSO Neil Billingham in his absence

Introduction.

It appears that the “Gloom” of lockdown continues to lift as we continue down the Road Map. Please keep checking the Government advice on what is and is not acceptable at the moment. AS I understand it, we are still under the Rule of 6 or 2 households meeting outside. Please do enjoy a visit to the pub, but keep to the guidelines. We have our Operation Apollo Teams out and about targeting breaches.

Incidents of Note.

We have had a number of reports across the area relating to trees being cut down at this time of the year. The worry is if there are nesting birds in the tree. Any nesting bird is protected under law, so it is advised to avoid any tree work at this time. However, Tree Surgeons are able to complete surveys that can confirm if there are birds, allowing them to complete the work.

PCSO Activity over the next month.

We are looking to set up a number of Speed Management Days over the next month. I will be giving an update on them next month!!!

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

32/21 Reports from the Chichester District and West Sussex County Councillors

In his absence, District Councillor Gareth Evans sent through the following written report:

Covid update

We are moving well towards lifting of further restrictions on May 17th. As part of this step, the Government will look to continue easing limits on seeing friends and family wherever possible, allowing people to decide on the appropriate level of risk for their circumstances. This means that most legal restrictions on meeting people outdoors will be lifted. Indoors the rule of 6 or two households will apply. Most businesses in all but the highest risk sectors will be able to open. Indoor hospitality will also reopen, but customers will still have to order, eat and drink while seated. Other indoor locations will also open include indoor entertainment venues such as cinemas and children's play areas; the rest of the accommodation sector, including hotel, hostels and B&Bs; and indoor adult group sports and exercise classes. The Government also announced plans for residents to have access to Lateral Flow Test. In my teaching capacity I have been doing Lateral Flow tests twice weekly since January and can vouch for how quick and easy the process is. There are multiple ways to get a lateral flow test, including:

- a home ordering service, which allows people to order lateral flow tests online to be delivered to their home.
- collection at participating pharmacies.
- collection at a local PCR test site during specific test collection time windows.
- assisted lateral flow test sites. For a full list of options, including how to order the tests, please visit:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Local Elections

As you are aware, the elections are taking place on Thursday 6 May. This year's elections have been especially complex due to the range of safety measures that had to be introduced and considered. However, CDC staff have gone above and beyond to make sure that everything is in place.

Southern Water

Following the very useful meeting with Southern Water and OFWAT at last month's Overview and Scrutiny meeting (chaired by the Leader of the Opposition Adrian Moss) things are starting to move in the right direction with the many concerns that have been raised in the Loxwood Ward and across the district. Approximately 90 different questions were raised at this meeting. Since that meeting I can report that the CEO, the Leader, the Cabinet Holder for Planning and the Director of Planning met with the Chief Executive of Southern Water for a follow up meeting to discuss various issues that we have raised regarding water quality. The CEO will provide you with an update on this shortly which will be circulated when it arrives. One of the outcomes of this is that Southern Water are organising a water summit, which will take place at the end of May. The event will bring together a range of organisations, including Southern Water, the Environment Agency, Natural England, the World Wildlife Fund, the Harbour Conservancy and other environmental groups, to identify long term solutions for the water quality in both Chichester and Pagham Harbours. It is hoped that this will result in a set of agreed actions that all organisations can work towards. The CEO is organising further meeting with the Chief Executive of Southern Water to help shape the Summit.

Enabling Grant 2021

The enabling grant has now been launched. We have already been receiving a good number of applications from a diverse range of businesses. You can access the guidance notes and application form at <https://www.chichester.gov.uk/enablinggrantscheme>

New Homes Bonus (Parish Allocations) Scheme 2021

The Grants and Concessions Panel have recently approved the 'Indicative Allocation' for the above scheme, which has now been confirmed to all Parishes. The total fund for this year's scheme is £251,500, and 25 Parishes are eligible to apply (up from 23 last year). As with previous years, applications will need to be submitted by the end of July 2021 for consideration at a special meeting of the Grants and Concessions Panel in September 2021. Between now and then, officers will be in contact with eligible parishes to discuss potential projects, and offer advice and guidance before they apply.

Advice from Natural England – Update from Tony Whitty

In recent months there has been a difficulty in officers successfully engaging with Natural England (NE) and an inconsistency in advice provided by NE in response to planning applications. Following a meeting between the Planning Portfolio Holder and the CEO of Natural England, Development Management officers were contacted by Rebecca Pearson from NE and have since had a productive meeting about moving forward with their advice and the working relationship between our two organisations. Rebecca has been tasked with leading on the nitrate issues and her contact and meeting was very welcome. In summary:

- NE accepted that there are clearly issues with regard to consultation and that they were looking to form a better working relationship with CDC.
- The 'no comment' letter received for some applications is what NE call a 'No capacity' letter. NE explained that they send them as last resort, where resourcing issues mean that they are not able to respond to all consultations. CDC officers have suggested that in such cases it would be preferable to ask for an extension of time to the original consultation, if necessary (much as the Environment Agency do). It was also requested that should such letters be sent in future, that they make it clearer as to whether the issue lies with NE resourcing or a lack of information submitted with the application itself.
- Officers agreed to work together to investigate interim solutions to manage nitrates, until CDC has a strategic mitigation scheme/new local plan in place.
- NE receive multiple queries on the same issues from CDC officers and would like to provide a Frequently Asked Questions document to help officers and our customers.
- CDC Officers suggested a checklist be included in the local validation list to make it clearer exactly what information needs to be included within a Nitrates Statement (details of preferred mitigation, management etc).

Local Matters

Northchapel - On Saturday I volunteered at the Northchapel Village fundraiser Breakfast helping to serve tea, coffees and breakfast food. This event was in aid of raising money for a wheelchair inclusive roundabout for the playpark. They were blessed with good weather and raised in the region of £700.

Loxwood – I maintain my regular meetings with the Stoptheclaypit group. The application has not get gone into WSCC so there are no further updates regarding this.

Wisborough Green – You will be aware of an application having gone in for 25 houses. This has received a high number of objections and has now been red carded so will likely go to committee if officers are minded to approve. I requested that the assigned officer do a site visit which Jane Thatcher has agree to. If you would like to view this application you can here <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QPASOZERML00>

Wisborough Green Market - I would like to invite you to visit the Wisborough Green Market making its post-lockdown return on Saturday May 8th (this time around the Pond). I will be volunteering on that day as well so would be lovely to see you

Kirdford – An application for a 75-house development has gone in. At last check there were in excess of 160 objections and as this has also been red carded it will go to planning committee if the assigned officer is likely to approve. Details for this application can be found here <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=QOMPYKERM5S00&activeTab=summary>

Get in touch! gbevans@chichester.gov.uk / 07958 918 056

County Councillor Janet Duncton said there was not a lot to report due to the recent County Council elections. She said it was good news that the Sports Club had achieved their crowdfunding target for the piece of playground equipment, the WSCC Community Initiative Fund had pledged £2,000. County had a new machine it uses for pothole repairs so hopefully this is better as there are lots of potholes in the area following the bad winter weather. She said tomorrow is the first meeting of the new Council where a new Chairman, Leader and Committees are decided. Members congratulated her on her re-election. The Clerk thanked her for responding to a resident's concern about the volume, size and speed of vehicles using the A283. The concerned resident has lived on the main road going southbound out of the village for 19 years and would like to see the speed limit lowered to prevent further road damage and vibration issues and potentially a lorry ban. Mrs Duncton stated that lorries are entitled to use the A road and many of these are transporting fresh food to and from the farms in the south which is feeding the demand of customers.

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

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

District Council: jduncton@chichester.gov.uk

Mobile 07979152898

Janet Duncton left the meeting at 8.15pm

33/21 Working Party Reports

- **Allotments:** The Clerk reported all rents had been paid. The one vacant plot had now been taken so the allotments are full once again.
- **Village Green including Village Green track and Village picnic:** The Clerk had been contacted by a resident asking if the Green could be used on Saturday 26th June for a parish-wide, end of Covid restriction picnic. Members agreed it was a lovely idea but as it is Lurgashall Fete that day it was decided that Sunday 27th June would be preferred. Councillor Green said the pavilion toilet facilities could be used for the day and Councillor Trussler suggested that the Working Men's Club could have an open day. Clerk to report back the decision to the resident in her absence.
Dog fouling continues to be a problem in Valentines Lea although the Green seems to be faring better.

Councillor Green reported that a decision on the Village Green track works is getting there with some revised quotes being sought with more realistic budgets for all responsible for the maintenance. Clerk to contact WSCC Highways for them to check the lower drain and the pipes on the main road once again before works begin.

Councillor Holden stated that concerns had been raised about drivers exiting the track across the Green at the bottom of the Green and not using the track back up to the main road. This must stop. There is no vehicular access allowed across the bottom of the Green.

The Clerk confirmed that Sussex Land Services had been given a one-year trial contract for the grass cutting in the village. Positive feedback had been received.

- **Play Area:** Councillor Green was pleased to report that the funding for the new all-inclusive roundabout through the Sports Club had been successful via Crowdfunding. She thanked all those who donated and for the grants received from various organisations and local businesses. Total raised £11,690. There was an eight-week lead-time on the equipment but it is hoped that Playsafe Playgrounds will be installing it before the summer holidays. The annual ROSPA inspection is due in June. Councillor Green thinks the playhouse may have to be removed and replaced at a later date.
- **Footpaths, Hedges and Rights of Ways:** There was nothing to report.
- **Planning:** Councillor Wordsworth reported there was an outstanding planning application to be considered after his resignation:

SDNP/21/02268/FUL

Location: Part of Lower Diddlesfold Farm Known as Diddlesfold Manor Farm Lot 1 Diddlesfold Lane Northchapel West Sussex GU28 9EN

Proposal: Additional equestrian facilities including horse walker, relocated muck heap and all-weather turnout area to be used in association with permission SDNP/18/00474/FUL

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

SDNP/21/01512/TCA

Location: Half Moon Inn A283 Pipers Lane to Valentines Lea Valentines Hill Northchapel Petworth West Sussex

Proposal: Notification of intention to reduce overhanging branches on the southern sector back to boundary by approx. 3-4m in length, leaving crown width approx. 6-7m on 8 no. Sycamore trees (T1-T8). Reduce height by approx. 3-4 m on 1 no. Sycamore tree (T10) and reduce height by approx. 4-5m on 1 no. Willow tree (T9).

SDNP/21/00213/LIS

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/21/00752/HOUS

Location: Brook Cottage Fisher Street Northchapel GU28 9EJ

Proposal: Removal and replacement garage door.

SDNP/21/00402/HOUS

Location: Whatelea Luffs Meadow Northchapel GU28 9HN

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

Alterations to roof line previously approved on application number SDNP/19/05872/HOUS. Alterations to omit rear flat roof section and fenestration

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

SDNP/21/00357/TCA

Location: Brook Cottage Fisher Street Northchapel GU28 9EJ
Proposal: Notification of intention to fell 1 no. Copper Beech tree
Decision: Raise no objection

SDNP/20/04204/LIS

Location: Hillside A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel GU28 9HX
Proposal: Single storey side extension
Decision: Approved

SDNP/21/01964/PRE

Location: Plot 1 Chidfield Barns London Road Northchapel West Sussex GU28 9EG
Proposal: Erection of a freestanding timber garden shed
Advice provided

SDNP/21/00212/HOUS and SDNP/21/00213/LIS

Location: Parkgate Shillinglee Road Shillinglee Northchapel GU8 4SX
Alteration to existing single story extension with provision for bedroom with en-suite facilities, installation of external flue and replacement yard gates.
Decision: Approved

SDNP/21/00160/PRE

Location: Forge Cottage Northchapel Petworth West Sussex GU28 9HX
Proposal: Renovation of existing workshop building with changes to the elevational materials, new fenestration, removal of one chimney stack, and the addition of a new timber clad porch.
Advice provided

SDNP/21/00587/HOUS

Location: 7 Luffs Meadow, Northchapel, Petworth, West Sussex GU28 9HN.
Proposal: Retention of home office (retrospective)
Decision: Refused

- **Village Hall:** Councillor Holden said the Village Hall re-opened on Monday 17th May, there were two weekly Pilates classes booked in, Service dogs and various events.
- **Housing:** Councillor Holden reported all is very quiet.
- **Winter Plan:** Councillor Moss reported he had a couple of outings over the cold spells in 20/21 and will top up the grit bins where necessary before next winter.
- **Northchapel Youth:** The Clerk has been contacted by John Lewry, the Youth Services Development Officer for Sussex Clubs for Young People who have offered the Purple Bus provision to the village in the past., His role is to help support relationships with Parish Councils and to help develop the offer of youth work to young people in communities around Sussex whether by supporting communities to deliver this themselves or partnering with them to help deliver it with them. John is keen to catch up and see how things have been for the Parish in Northchapel specifically in relation to young people, to see how he might be able to support in initiating some youth work delivery in the parish again. A new Councillor needed to be found to take on this responsibility. Councillor Holden kindly offered to contact John in the meantime.
- **Village Road Safety Project:** Councillor Green reported due to lockdown, not much had progressed. The Road Safety Task Force group had asked for a location in the village where speed needs addressing the most. It had been discussed by the Northchapel CANS WhatsApp Group that opposite the shop would be an ideal spot, so the Police were checking the viability of this. It really is essential that someone in the parish takes on organising Speedwatch to make a difference. Please contact Councillor Green or the Clerk if you are able to help.
- **Covid Community Action Plan:** The Clerk had nothing to report. Volunteers are still there if anyone needs.

- **Multi-use Games Arena (MUGA) project:** Councillor Green reported the Sports Club had submitted another grant application to Hall & Woodhouse Brewery and they are hoping to do a further one to Co-op later on in the year. Hopefully that there will also be more fundraising opportunities this year.

34/21 Old Bus Shelter

Willie Poste is no longer able to maintain this area (weeding) twice yearly. Clerk asked whether there is anyone locally who will take this on or should we ask the grass contractors to add this to their duties? Councillor Holden to speak to a resident local to the bus shelter enquiring whether she would take on this responsibility before asking Sussex Land Services.

35/21 Financial Matters

- The Council's current financial position @ £34,620 was noted.
- The Bank reconciliation as at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted. The Parish Council donated £3,250 to the new piece of equipment at the playground with £2,000 coming from CIL money.
- The SDNPA has collected income from a new development within Northchapel parish via the Community Infrastructure Levy. Northchapel Parish Council has received £2,076.54 from the South Downs National Park Authority's CIL funds. £2,000 of this has been pledged to the new piece of play equipment.
- The Parish Council's 2020/21 financial year started with an opening balance of £18,577. During the year, the Parish Council received an income of £38,500. This consisted of the precept at £30,000, allotment rents, swimming pool loan repayment and the VAT return. The Parish Council spent £35,642 during the past financial year. This consisted of costs to maintain the Village Green and Churchyard plus tree works (£8,339), the Allotments and the Play Area, Clerk's Salary, General Admin plus grants and donations of £4,900 for the year. This leaves a closing balance as at 31st March 2021 of £21,435 which shows the Parish Council accounts are in a healthy but not excessive state at year end which should keep both the internal and external auditors happy. The internal audit has been carried out by Mrs Jean Huggett and she agreed that all internal control objectives have been carried out throughout the year raising no concerns.
- Along with the signed and completed Internal Audit report form, Appendix 5 also consisted of 5 further pages:

Page 2: Section 1: Annual Governance Statement 2020/21

Page 3: Section 2: Accounting Statements 2020/21

Page 4: Explanation of Variances

Page 5: Bank Reconciliation as at 31st March 2021

Page 6: Income and Expenditure sheet 2020/21

All these documents will be uploaded onto the website with the notice of the period for the exercise of public rights. All legal information will also be displayed on the notice board.

- The Income and Expenditure sheet y/e 31st March 2021, Bank reconciliation as at 31st March 2021, Sections 1 and 2 of the Annual Return 2020/21 and Explanation of Variances 2020/21 were considered by the Councillors. 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.

36/21 Reports back from meetings attended by Councillors

There had been no recent external meetings.

37/21 Clerks Report including correspondence

Clerk had nothing to report.

38/21 Items to be included on the next agenda

Plant a tree for Jubilee

Co-option

Please inform the Clerk of any items to go on the agenda by Thursday 24th June 2021

39/21 Date of next meeting

Thursday 1st July 2021 at 8pm

The Chairman closed the meeting at 8.50pm

Signed

Date