



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at the Village Hall on Thursday 6th January 2022 at 8pm

Present: Councillors Mr Alex Baker, Miss Laura Green, Mrs Amanda Harman, Mrs Sharon Holden (Chairman), Mr John Sochovsky, Mrs Daphne Trussler and Mr Ed Warren

In attendance: Mrs Helen Cruikshank, Parish Clerk

There was one member of the public in attendance

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

PARISH COUNCIL BUSINESS

1/22 Apologies for absence: Apologies were received from Parish Councillor Robert Moss. Also from County Councillor Janet Duncton, District Councillor Gareth Evans and PCSO Neil Billingham.

2/22 Declarations of Interest: Councillor Green declared an interest in agenda item 7/22 Working Party Reports: MUGA as secretary of the Sports Club.

3/22 Co-option of Councillor: The Chairman announced there was a candidate for the one vacancy on the Parish Council. It was agreed that Melvin Greet be co-opted as Parish Councillor. Clerk to send him all the necessary documentation. The Chairman welcomed Melvin on board.

4/22 Minutes: The Minutes of the Parish Council meeting held on Thursday 2nd December 2021 were approved as a correct record and signed.

5/22 Report from PCSO Neil Billingham

PCSO Neil Billingham had sent through a written report in his absence:

Introduction.

I would like to start by wishing everyone a Happy New Year. I hope you all had a good and safe Christmas! With the festivities over, we move into the less frenetic time of year before spring returns. It is a time many find hard to cope with, so please do keep an eye out for each other and don't be afraid to ask if they are OK!

Incidents of Note.

There is relatively little to report this month, aside from two minor car crashes on the A282. Neither resulted in any injury, with only minor damage reported.

PCSO Activity over the next month.

Patrols of the area are back on track and I will be out and about as much as possible. If there are any community events that are planned in the next few months, please do let me know and I will attend any that I can. I will look to bring our bicycle security marking kit along.

You can report crime and incidents online at <https://www.sussex.police.uk/report-online>

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT - 101!

6/22 Reports from the Chichester District and West Sussex County Councillors

In his absence, District Councillor Gareth Evans had nothing further to add since November's report.

In her absence, County Councillor Janet Duncton sent through the following report: Hello and a happy and healthy New Year to you all. Some of the bits in this will not be relevant to every Parish but I hope you all find

the general comments useful. Of course, for us Councillors a lot of our work slows down over the Christmas period but the work has to continue from both headquarters so be assured that all the Statutory duties Council has continues.

- For all of us in the Southern Water area that have an interest in any development you will know the problems from Southern Water at Hardham. At the time of writing this has not been resolved and everyone including the South Downs National Park Authority are doing all they can to get clarification on this issue. You will find that the Chichester District Council website is probably the best place to get information if this item is of interest to you and your Parish. Like most things it changes daily.
- At Chichester DC they now have a 5-year land supply and are busy working to-wards getting the draft revised Local Plan. Councillors have a briefing session coming up later this month but things are moving forward. We do of course have a Local Plan but we must get the revised Plan done at our earliest. It is important that these plans are up to date because it means that developers cannot go straight to the Planning Inspectorate for decisions claiming there isn't an up-to-date plan in place. It is so much better for Chichester to make the decision on planning and putting their own conditions on the application.
- As of the 7th January more than 8 out of 10 people in West Sussex have had their booster. Vaccination numbers soared after more hours and days were opened for those wanting vaccination and 150,000 completed vaccinations a week were given. A crystal ball would be needed to find a time for us to go back to what we knew as normal but let's hope we are heading in the right direction.
- The West Sussex Fire and Rescue Service has launched a public consultation around our proposals for our Community Risk Management Plan 2022 – 2026. You will find this on the West Sussex County Council website if you would like to contribute. The closing date is 21st January so it needs comments now.

As County & District Councillor I do my best to attend as many Parish Council meetings as possible. With 11 parishes it's sometimes not possible to attend them all but I do find them a good source of information on the parish and what's happening. Of course, it isn't the only way, I hope I know many who live in those parishes and they are free to contact me but I do enjoy other means of meeting people especially the village lunches so very happy to try and attend when I know there is one on. In the meantime, to contact me it's jdunton@chichester.gov.uk janet.ducton@westsussex.gov.uk or my mobile which is 07979152898 Keep safe and I hope to meet many of you over the coming months.

7/22 Working Party Reports

- **Allotments:** It was agreed to increase the rents at the allotments for the forthcoming season to £15 (half plot) and £25 (full plot). This was due to increasing costs with hedge cutting. Clerk to discuss this with the allotment manager when the rents are up for renewal at the end of March.
- **Village Green:** Councillor Green reported the Green was very wet and all the leaves have now been cleared by the contractors. After discussion, it was agreed to extend the 1-year trial contract with Sussex Land Services for the grass maintenance work for a further 3 years. Councillor Baker said he would remove the Christmas tree. The tree had been a great success, receiving many positive compliments. Thanks to all those involved in putting it up.
- **Highways including Road Safety Project and Speedwatch:** Councillor Green said that Speedwatch needs volunteers and Northchapel needs to sign up as a community group. She and Councillor Harman would meet to progress this. A lollipop person is still required in the village.
- **Play Area:** Councillor Green said there was still £750 left over from the roundabout funding so some new picnic tables and benches would be purchased.
- **Footpaths, Hedges and Rights of Ways:** Parishioners had complained about the footpath leading from behind Oaklea on Hillgrove Lane. The WSCC inspection was carried out in Nov/Dec time so all works identified will be carried out in the New Year – Jan/Feb time including the aforementioned footpath.
- **Planning:** The Clerk stated an Article 4 direction has been placed on the land north of Blind Lane, Northchapel GU28 9EG. The direction remains in force for 6 months until confirmed by SDNP/CDC. Comments need to be submitted by 1st February.

Councillor Baker reported there were four outstanding planning applications which would be discussed after the main meeting:

SDNP/21/06044/HOUS

42 Luffs Meadow, Northchapel
Single storey side and rear extension

SDNP/21/05833/FUL

Part of Lower Diddlesfold Farm formerly known as Diddlesfold Manor Farm (lot 1), Northchapel
Change of use of land for an all-weather turn out area for private use only

SDNP/21/06117/TCA

Yew Tree Cottage, Northchapel
Crown reduce by 1.5m on Oak tree

SDNP/21/06036/HOUS

Whatelea, Luffs Meadow, Northchapel
Proposed roof change to provide standing height for storage space in roof

The following applications had been discussed since November's meeting:

SDNP/21/06040/TCA

3 Sandrock Cottages, Northchapel
Prune Hornbeam tree

SDNP/21/05906/TCA

Brookside House, Diddlesfold Lane, Northchapel
Notification of intention to crown reduce 2 Oak trees, 1 Ash tree and 1 Alder Tree

SDNP/21/05499/HOUS

Tanya House, Northchapel
Erection of detached outbuilding

SDNP/21/05607/LDP

3 The Courtyard, Northchapel
Single rear extension to replace existing conservatory

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

SDNP/21/04513/TCA

Pathfields, A283 Luffs Meadow to Pipers Lane, Northchapel
Notification of intention to reduce crown Silver Birch Tree and various other tree work
Decision: Raise no objection

SDNP/21/02119/PRE

Manor Cottages Diddlesfold Lane Northchapel West Sussex
Installation of 2 no. eco-friendly camping pods, 1 no. bathroom facilities, 2 no. underground water tanks and vermi-composting toilet. Possible change of use to camping site in future.
Case withdrawn

SDNP/21/05435/LDP

23 Valentines Lea, Northchapel
Installation of dropped kerb
Decision: Approved

SDNP/21/02268/FUL

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

Additional equestrian facilities - provision of horse walker and use of existing area of hardstanding to station trailer for the storage of stable waste. All to be used in association with planning permission reference SDNP/18/00474/FUL (as amended by SDNP/21/03596/CND)

Decision: Approved

SDNP/21/03920/HOUS

Potlands Cottage A283 Valentines Lea to Valentines Hill Valentines Hill Northchapel Petworth West Sussex GU28 9HX Construction of a garden room.

Decision: Approved

SDNP/21/06040/TCA

3 Sandrock Cottages, Northchapel

Prune Hornbeam tree

Decision: Raise no objection

SDNP/21/06117/TCA

Yew Tree Cottage, Northchapel

Crown reduce by 1.5m on Oak tree

Decision: Raise no objection

SDNP/21/05906/TCA

Brookside House, Diddlesfold Lane, Northchapel

Notification of intention to crown reduce 2 Oak trees, 1 Ash tree and 1 Alder Tree

Decision: Raise no objection

SDNP/21/05607/LDP

3 The Courtyard, Northchapel

Single rear extension to replace existing conservatory

Decision: Approved

The Clerk to chase CDC planning for an update on Buxus Copse.

- **Village Hall:** Councillor Holden had nothing to report. The hall has now re-opened after Christmas.
- **Housing:** Councillor Holden reported there is one vacant 2-bedroom house in St Michaels Close.
- **Winter Plan:** The parish grit bins are full and Councillor Moss is ready if gritting is required.
- **Northchapel Youth Club:** Councillor Warren reported he and interested parties have a meeting with John Lewry of Sussex Clubs for Young People on 19th January to discuss what training is available for the leaders and volunteers. Good news we have two people who have come forward and are keen to help lead and also several parent helpers. It is hoped the Youth Club will be up and running after February's half-term.
- **Covid Community Action Plan:** This is still up and running if anyone needs help.
- **Multi Use Games Arena (MUGA):** Councillor Green reported that she is re-applying for the SDNP CIL funding and is speaking to people about possible sponsorship. It is hoped that the original 3-year time limit for its planning permission will be extended due to Covid.

8/22 Manorial Waste outside Deepwell Cottage

Following concerns raised about the state of the area outside the front of Deepwell Cottage which is Parish Council land, Councillor Holden kindly offered to go and speak directly with the resident.

9/22 Positioning of new trees on the Village Green

Councillor Sochovsky reported that the trees (and guards and bamboo sticks) will be delivered on 12th January and ideally will need to be planted as soon as possible. There will be an element of maintenance required. He had distributed a map and once the trees are received, he will email round what types of trees there are so locations can be discussed and finalised. Most will be planted on the Village Green with some potentially in Valentines Lea and Luffs Meadow if the relevant land owners agree. It was suggested that some may be planted as memorial trees.

10/22 Village Shop and Post Office

Councillor Green said she had heard nothing more from the owner of the shop but it appears the Post Office is back up and running although there have been complaints from parishioners about lack of stock. Safety concerns were raised with regard to the cages outside. Councillor Green said she would go into the shop and chat to the staff for an update.

11/22 Queen's Platinum Jubilee Celebrations

Clerk to enquire about the conditions on the Jubilee grant available from Chichester District Council.

12/22 Approved Budget/Precept 2022/23

Following the precept meeting in December where the precept had been set at £30,000, Clerk had circulated the approved figures for 2022/23 as at Appendix 2. Clerk to send figure to CDC confirming precept 2022/23.

13/22 Financial Matters

- The Council's current financial position @ £28,813 was noted.
- The Bank reconciliation as at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and payments were approved for Northchapel Primary School @ £2,650 (Annual Donation 2021/22 @£300 plus additional request for help with costs for planters @ £1,750 and Little Oaks Pre-School grant to help with resources to promote health and well-being @ £600), Northchapel Village Hall @ £2,000 (Annual Donation 2021/22 @ £500 plus additional request for help with funding new ovens @ £1,500). Other annual donations and grants 2021/22 for Petworth Over 60's Club (£50), Petworth Cottage Nursing Home (£100), Citizens Advice Bureau Waverley (£200), Royal British Legion Poppy Appeal (£50), Kent, Surrey & Sussex Air Ambulance (£250) and Home-Start Chichester (£1,000). Additional payments for WSCC (Clerk's Dec Salary) @ £519 and Function 28 Ltd (Website hosting fee) @ £36.

14/22 Reports back from meetings attended by Councillors

There had been no external meetings since the last meeting.

15/22 Clerks Report including correspondence

Clerk had emailed round the SSALC training sessions for 2022. Members agreed a group session would be beneficial. Clerk to contact SSALC.

16/22 Items to be included on the next agenda

Please inform the Clerk of any items to go on the agenda by Thursday 24th February 2022

17/22 Date of next meeting

Thursday 3rd March 2022 at 8pm

The Chairman closed the meeting at 8.55pm

Signed

Date