



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of the Annual Parish Council Meeting

held at Northchapel Village Hall

On Thursday 5th May 2022 at 8pm

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

In attendance: Mrs Helen Cruikshank, Parish Clerk

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 2022/23
- 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
Highways – Mr John Sochovsky
Footpaths and Rights of Way – Mrs Daphne Trussler
Housing – Mrs Sharon Holden
Village Hall – Mrs Sharon Holden
Northchapel Youth Club – Mr Ed Warren
Website – Parish Clerk
Winter Plan – Mr Robert Moss
Allotments – Mr Willie Poste (non-Councillor)

Planning Committee: Mr Alex Baker (Chairman), Mrs Sharon Holden, Mr John Sochovsky, Mrs Daphne Trussler and Mr Ed Warren

Finance Committee: Miss Laura Green, Mrs Sharon Holden, Mrs Amanda Harman

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

4. To fix the dates of future meetings 2022/23

Thursday 7th July 2022
Thursday 1st September 2022
Thursday 3rd November 2022
Thursday 1st December 2022 (precept only meeting)
Thursday 5th January 2023
Thursday 2nd March 2023
Thursday 4th May 2023 (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

One member of the public enquired after the amount remaining on the Parish Council's Public Works Loan Board (PWLB) for the Village Hall refurbishment. The outstanding balance on the PWLB loan is £24,917.61 as at 31st March 2022. The original loan was £40,000 in 2008 for 25 years (ends 2033).

Another member of the public said the old bus shelter on the main road had been driven into and a bag of rubbish had been dumped in there. Councillor Holden reported she had taken photos of the damage and would get someone to build up the corner again and remove the rubbish.

One member of the public left the meeting at 8.10pm

35/22 Apologies for absence: Apologies were received from District Councillor Gareth Evans, County Councillor Janet Duncton and Parish Councillors Robert Moss and Ed Warren.

36/22 Declarations of Interest: Councillor Green declared an interest in agenda item 40/22: Working Party Reports: MUGA as secretary of the Sports Club.

37/22 Minutes: The Minutes of the Parish Council meeting held on Thursday 3rd March 2022 were approved as a correct record and signed. It was agreed to put the Chairman's report from the Annual Parish Meeting held on Thursday 28th April into the next issue of the Parish News.

38/22 Report from PCSO Neil Billingham in his absence:

Introduction.

As we head into Spring, we have had an increase of reports of anti-social bike riding. We will shortly be relaunching Operation Downsway to target this. I would ask people to keep reporting anything they view as poor riding so we know where this is occurring, giving us the data to target the right times and places. We are continuing to receive reports of vehicles parked in rural beauty spots being broken into. Items being stolen include handbags, wallets and electronic items (phones and laptops). Our advice continues to be, DO NOT under any circumstances, leave any valuables in your car when you go for a walk. Either keep it with you or don't bring it at all! If the item is not there, it cannot be stolen.

Incidents of Note.

The issue regarding the letting off of fireworks appears to have been resolved for the moment, with no recent reports. We have had reports of a number of garages being broken into. I would advise people to look at the quality of the locks they use and getting alarms on doors where possible.

PCSO Activity over the next month.

As I would imagine most people know, we will shortly be celebrating the Queen's Platinum Jubilee. Could I ask that if anyone is planning a street party or similar that they make sure they have contacted both Highways at County Council and Sussex Police so we can create a log to record it.

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

39/22 Reports from the Chichester District and West Sussex County Councillors

Both County and District Councillors had been at the Annual Parish Meeting with their reports last week.

District Councillor Gareth Evans

gbevans@chichester.gov.uk

07958 918056

County and District Councillor Janet Duncton

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

District Council: jduncton@chichester.gov.uk

Mobile 07979 152898

40/22 Working Party Reports

- **Allotments:** The Clerk reported all rents had been paid. There were two vacant plots. Please contact the allotment manager, Willie Poste if you are interested in having an allotment.
- **Village Green including new trees:** Councillor Green reported the Green is looking nice, it has been scarified and Jonathan Wright is coming to give advice on how to best maintain it to keep it in a good condition throughout the year. Councillor Sochovsky reported that all the trees are in and established. Thank you to Florence for her help and advice with the planting. The Jubilee bench is due to be delivered next week and it was agreed it will need to be secured down to prevent it being stolen. Councillor Holden to action.
- **Highways including the Village Road Safety Project and Speedwatch:** Councillor Green reported there had been no progress with the road safety project and we need people to sign up to Speedwatch in order for it to be viable. It is essential that any road safety project includes the roads outside of the village too.
- **Play Area:** Councillor Green reported the annual ROSPA inspection is due in June.
- **Footpaths, Hedges and Rights of Ways:** There is a tree down on the footpath 551. Councillor Harman said she would kindly report to the landowner.
- **Planning:** Councillor Baker said there were four outstanding planning applications to
- discussed tonight:

SDNP/22/01851/FUL

Location: Diddlesfold Dressage, Manor Farm Lot 1, Diddlesfold Lane Northchapel West Sussex GU28 9EN
Proposal: Temporary siting of 1 no. mobile home, for equestrian manager, (retrospective)

SDNP/22/01481/FUL

Location: 1A Valentines Lea Northchapel West Sussex GU28 9HY
Proposal: Replacement of windows and communal entrance door to ground and first floor

SDNP/22/01697/TCA

Location: Oaklands A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28 9HW
Proposal: Notification of intention to fell 1 no. Norway Spruce tree.

SDNP/22/01479/FUL

Location: 6 & 6A Valentines Lea Northchapel Petworth West Sussex GU28 9HY
Proposal: Replacement of windows and communal entrance door to ground and first floor flats

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

SDNP/22/00692/LIS

Location: Farrier's Northchapel Petworth West Sussex GU28 9HP
Proposal: Construction of first floor partition between bedroom and landing. Including high level internal window and provision of door and frame. Removal of one section of modern balustrading

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

SDNP/22/01865/DCOND

Hillside Valentines Hill Northchapel Petworth West Sussex GU28 9HX
Discharge of conditions 3 (window and door details), 6 (bird box) and 7 (water butt) of Planning Permission SDNP/20/04203/HOUS
Decision: Refused

SDNP/22/01697/TCA

Location: Oaklands A283 Luffs Meadow to Pipers Lane Northchapel Petworth West Sussex GU28 9HW

Proposal: Notification of intention to fell 1 no. Norway Spruce tree.

Decision: Raise no objection

SDNP/22/00692/LIS

Location: Farrier's Northchapel Petworth West Sussex GU28 9HP

Proposal: Construction of first floor partition between bedroom and landing. Including high level internal window and provision of door and frame. Removal of one section of modern balustrading

Decision: Approved

- **Village Hall:** Councillor Holden said there was nothing to report. All going nicely.
- **Housing:** Councillor Holden reported the 2-bed property in St Michaels Close had been filled. Concern had been raised over the local connection and the desperate need for these houses to have families in them so the school can increase its pupil numbers.
- **Winter Plan:** There was nothing to report.
- **Northchapel Youth Club:** Councillor Warren had sent through a few words saying that the Youth Club has been amazing. Averaging 25 people per week. Huge thank you to the volunteers and the Village Hall for the venue. He has some cash – what do people think – should the Youth Club set up its own bank account or should the PC hold the money? It was agreed the PC should hold any significant amount of money but any small amounts of cash should be securely kept in a safe.
- **Community Action Plan:** The Clerk had nothing to report. Volunteers are still there if anyone needs help.
- **Multi-use Games Arena (MUGA) project:** Councillor Green reported there would be another breakfast morning fundraiser. The Sports Club had submitted another grant application to the Sussex Community Foundation and they are going to open up a Just Giving page.

41/22 Update on the Manorial Waste land

A letter had been sent to the owner of the Deepwell Cottage requesting that the boats be removed by the end of April. As of the meeting, there had been no reply. Clerk to contact the WSALC lawyers for advice.

42/22 Queen's Platinum Jubilee Celebrations

Councillor Green stated there is a "Picnic on the Green" planned for Sunday 5th June from 3pm to celebrate the Jubilee and the community. Parishioners are encouraged to bring their own picnics, tea and cake will be on sale at the pavilion.

43/22 Financial Matters

- The Council's current financial position @ £35,875 was noted.
- The Bank reconciliation as at Appendix 3 was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted.
- It was agreed to go ahead with the Insurance Policy renewal with the 5-year Long Term Agreement.
- The Parish Council's 2021/22 financial year started with an opening balance of £21,435. During the year, the Parish Council received an income of £51,013. This consisted of the precept at £30,000, allotment rents, contribution for the village track repairs, the VAT return and the funding money for the roundabout which comes through the PC accounts to take advantage of the fact we are able to claim back VAT. The Parish Council spent £50,470 during the past financial year. This consisted of costs to maintain the Village Green plus repairs and improvements to the Village Green track. Grass cutting and tree clearance at the Churchyard, the Allotments and the new roundabout at the Play Area, Clerk's Salary, General Admin plus grants and donations of £6,950 for the year. This leaves a closing balance as at 31st March 2022 of £21,977 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 today by Mrs Jean Huggett and she agreed that all internal control objectives

have been carried out throughout the year raising no concerns.

- As well as the Income and Expenditure sheet, the AGAR attachment contains:
 1. Bank Reconciliation as at 31st March 2022 which shows the year-end figures
 2. The Internal Audit report sheet
 3. Section 1: Annual Governance Statement 2021/22 - 9 statements which Councillors must agree to ensure there is a sound system of internal control. This then must be signed by the Chairman.
 4. Section 2: Accounting Statements 2021/22. Figures on this sheet can be reconciled to the income and expenditure sheet and must be agreed after Section 1 and again signed by the Chairman.
 5. Explanation of Variances: Details the differences on Section 2 and is required by the External Auditor.

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 be displayed on the notice board.

- The Income and Expenditure sheet y/e 31st March 2022, Bank reconciliation as at 31st March 2022, Sections 1 and 2 of the Annual Return 2020/21 and Explanation of Variances 2021/22 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.

44/22 Reports back from meetings attended by Councillors

There had been no recent external meetings.

45/22 Clerks Report including correspondence

Clerk had nothing to report.

46/22 Items to be included on the next agenda

Update on Manorial Waste land

Litter tidy up sessions – Clerk to investigate if there is any help available from Chichester District Council

Please inform the Clerk of any items to go on the agenda by Thursday 30th June 2022

47/22 Date of next meeting

Thursday 7th July 2022 at 8pm

The Chairman closed the meeting at 9pm

Signed

Date