



NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a meeting held at the Village Hall on Thursday 5th January 2023 at 8pm

Present: Councillors Mr Alex Baker, Miss Laura Green (Chair), Mr Melvin Greet, Mrs Amanda Harman, and Mr Robert Moss

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

There were no members of the public in attendance

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

PARISH COUNCIL BUSINESS

1/23 Apologies for absence: Apologies were received and accepted from Parish Councillors Sharon Holden, John Sochovsky, Daphne Trussler and Ed Warren.

2/23 Declarations of Interest: Councillor Green declared an interest in agenda item 5/23 Working Party Reports: MUGA as secretary of the Sports Club. Councillor Baker declared an interest in agenda item 6/23 Affordable Housing as a landowner of potential development site in the parish.

3/23 Minutes: The Minutes of the Parish Council meeting held on Thursday 1st December 2022 were approved as a correct record and signed.

4/23 Reports from the Chichester District and West Sussex County Councillors

County Councillor Janet Duncton stated there is quite a lot going on at County with of course budgets at this time of the year but gave a brief note on some of the things that have been happening and continuing to happen.

- First of all, you will have heard of the landslide on the A29 Pulborough at Church Hill. This could take some time to resolve as most of the land is in Private ownership and this always makes things a little more difficult. However, I know everyone is working on it and depending on which way you are going there are diversion signs in place. Probably best to check before you travel.
- A reminder that those looking for Primary School places for next year have until the 15th January.
- There is a case of Bird Flue at Horley and you will know there was one at Arundel. I hope it doesn't get to us here but sadly our chickens still have to be kept inside.
- Some will have noticed that the decisions on our roads and especially our rural roads have now been published. In the right circumstances it should make it easier for us rural areas to get TROs etc. This could be especially useful on our small country roads that are used for walking, cycling and riding where you can apply for lower speeds. In the normal way you need your County Councillor support but my policy is to support my parishes and then we have to wait to see if it meets criteria etc from officers. It should also be a lot easier to get 20mph outside of our Schools if that is something you would like.
- Ten wholetime Fireman have completed their 13 weeks intensive training and will now be taking up their positions. You will also notice if you have travelled in a Horsham direction that the new Fire Station at Broadbridge Heath is taking shape and as I've said before this will provide training for Fire & Rescue training for any Force that would like to hire it.

- Not exactly in our division but you may be interested to know that we are building a new School at Burgess Hill for about 900 pupils. The cost is some £57million but when complete it will be zero Carbon rated. This is hopefully the way forward.

Please contact Janet either on janet.dunton@westsussex.gov.uk jdunton@chichester.gov.uk or 07979152898

County Councillor Janet Dunton left the meeting at 8.10pm

District Councillor Gareth Evans reported on the following:

Discretionary Energy Rebate Scheme Update: The discretionary energy rebate scheme was open until 30 November 2022. CDC received £274,650 to support residents and have as of 21 November 2022 awarded a total of £261,217 (95 %). CDC were on track to fully spend the remainder by 30 November 2022. This scheme has been very positively received by residents and on average we have awarded individual residents eligible a one-off payment averaging £1,238. [£150 energy bills rebate 2022: Chichester District Council](#)

Avian Influenza: Housing measures to protect poultry and captive birds from avian flu came back into force from Monday 7 November 2022. This means that it is a mandatory requirement for all bird keepers across England to keep their birds housed and to follow strict biosecurity measures, in order to limit the spread and to eradicate the disease. Any complaint relating to this will be dealt with by West Sussex Trading Standards who can be contacted at tradingstandards@westsussex.gov.uk.

Trial of waste collection App: The app, developed by Cloud 9 Technologies and already in use by a number of local authorities, enables residents to set reminders about their kerbside collections, search for materials to see how best to dispose of them, report incidents such as missed bins and fly tipping. The app also has other information taken from the council's website, such as local facilities (e.g., car parks or public toilets), food hygiene ratings, news, and Member profiles. More details can be found at <https://www.chichester.gov.uk/Chichester>

Elections: The Elections Act 2022 is planned to be implemented from next year, and a number of changes are due to take place. This is to give you a brief update of those changes.

Voter ID – the Government has plans to introduce electors having to show identification at the polling station from the polls on 4 May 2023. Most electors will have an acceptable form of identification but if they don't, they are able to apply for a "Voter Authority Certificate" (VAC) through the gov.uk web portal or in person at the council offices. Staff in polling stations will not be able to issue a ballot paper unless identification or a VAC is shown. A large-scale PR campaign will start in the new year by the Electoral Commission and the Communications team at CDC. Poll cards will also be A4 size to allow for information on what must be shown in the polling stations to be put on them. More information can be found at

<https://www.gov.uk/government/publications/voter-identification-at-polling-stations-and-the-new-voter-card>

First Past the Post – the voting system for any Mayoral or Police & Crime Commissioner elections in England and Wales will be changed to First Past the Post.

EU citizens' Voting & Candidacy Rights (EUVCr) – the automatic right of EU citizens to register to vote, to vote and to stand in UK elections will be removed. However, two groups of EU citizens will retain their voting and candidacy rights and therefore remain on the relevant register: these are 'qualifying EU citizens' and 'EU citizens with retained rights'. Qualifying EU citizens are those citizens of a country with which the UK has bilateral voting and candidacy rights treaties. EU citizens with retained rights are those persons who have been resident in the UK or Islands since the end of the EU Exit Implementation Period (31 Dec 2020). As long as they have maintained unbroken immigration status, they will retain their voting and candidacy rights. Those that are ineligible will be removed in December 2023.

Postal & Proxy Voting Rule Changes (from July 2023) – there will be a new requirement for postal voters to reapply for a postal vote every three years instead of 5 years. There will also be new identity verification requirements for absent vote applications to try and make the system more robust and secure.

Overseas Electors Changes (from July 2023) – Overseas electors will be able to register at the last UK address they were registered at, or the last UK address at which they were resident if they were never previously registered. Currently electors living overseas are only entitled to register to vote for up to 15 years from leaving the UK and the new legislation removes the 15-year rule.

Postal Vote Handling Rules Changes (from Autumn 2023) – there will be a ban on postal votes being handled by candidates and campaigners. Postal votes being handed in to a polling station will also be limited to 5 and they must complete a form to establish who has delivered the postal votes and for whom. These changes will deter fraud and will also deter candidates and campaigners from undertaking activity which is perceived to be linked to fraud.

At this stage there is very little detailed guidance on any of the changes involved but if you have any questions regarding any of the above, please get in touch and I will pass these onto CDC.

District Councillor Surgeries

Sat 14 Jan: Halfmoon Pub, Northchapel (it was suggested that Gareth may like to coincide his next surgery in Northchapel with a coffee morning at the Working Men's Club)

Sat 28 Jan: The Stag Inn, Balls Cross

Sat 4 Feb: Onslow Arms, Loxwood

Sat 18 Feb: The Forresters, Kirdford

Sat 4 Mar: Old Mill Café, Wisborough Green

I am also available for home visits or one to one meetings at alternative dates/venues upon request.

Get in touch! gbevans@chichester.gov.uk / 07958 918056

The Clerk thanked District Councillor Gareth Evans for his help regarding a flooding issue in one of the flats in Luffs Meadow.

5/23 Working Party Reports

- **Allotments:** There was nothing to report.
- **Village Green:** Clerk to remind the grass contractor to clear the leaves from the green and the ditches when he returns from his holiday. In addition, to request clearance of the ditches at Pound Piece.
- **Highways including Road Safety Project and Speedwatch:** Councillors Green and Harman will look at the new speed limit policy which Janet mentioned in her report with regard to getting the speed limit reduced outside of the school on Pipers Lane, from the junction with the A283 past the Village Hall. Clerk to email full policy document.

There is a new way of reporting potholes and problems with roads and pavements:

<https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>

- **Play Area:** Councillor Green said there was nothing to report.
- **Footpaths, Hedges and Rights of Ways:** There were no footpath issues.
- **Planning:** Councillor Baker reported there were a couple of outstanding planning applications for Frith Hill Court which had just come through and would be discussed at a later date. The following applications had been discussed since November's meeting:

SDNP/22/04839/HOUS

Parkgate, Shillinglee Road, Northchapel GU8 4SX

Conversion of part of an existing outbuilding to provide habitable accommodation and the construction of a light link access between outbuilding and main building

SDNP/22/05036/LIS

Frith Hill Court, Pipers Lane, Northchapel GU28 9JE

New glass roof and replacement doors to existing pool building. Provision of new fireplace and chimney within gym building and new window on SE elevation

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

SDNP/22/05817/APNB

Goffs Farm London Road Northchapel West Sussex GU28 9EQ
Agricultural building.
Decision: Raise no objection

SDNP/22/05755/DCOND

Lower Diddlesfold Farm Diddlesfold Lane Northchapel West Sussex
Discharge of Conditions 5 and 8 of Planning Permission SDNP/19/04441/FUL
Decision: Approved

SDNP/22/04337/HOUS

Fairwinds Hillgrove Lane Northchapel Petworth West Sussex GU28 9EN
Single storey extension and internal alterations.
Decision: Approved

SDNP/22/04923/TCA

Southview A283 Luffs Meadow to Pipers Lane Northchapel West Sussex GU28 9HW
Notification of intention to fell 1 no. Oak tree
Decision: Raise no objection

SDNP/22/05013/DCOND

Lower Diddlesfold Farm Diddlesfold Lane Northchapel West Sussex
Discharge of Condition 8 (site levels) of planning permission SDNP/19/04441/FUL
Decision: Approved

SDNP/22/04405/DCOND

Lower Diddlesfold Farm Diddlesfold Lane Northchapel West Sussex
Discharge of Condition 5 (CEMP) of planning permission SDNP/19/04441/FUL
Decision: Approved

- **Village Hall:** There was nothing to report.
- **Housing:** CDC is currently looking at the number of potentially empty properties in Luffs Meadow. The Parish Council needs to keep an eye on this with regard possible downsizing opportunities, freeing up larger family sized homes to help with future school pupil numbers.
- **Winter Plan:** Councillor Moss had inspected the state of the grit bin at Hillgrove following concerns raised by a resident.
- **Northchapel Youth Club:** Youth Club starts again on Tuesday 10th January 2023 for the Spring term. Volunteers are still needed. Please contact Ed Warren or Laura Green.
- **Covid Community Action Plan:** This is still up and running if anyone needs help.
- **Multi Use Games Arena (MUGA):** Councillor Green reported that the surveys are being re-done in order to re-apply for the planning permission for the MUGA. She is hoping to submit a National Lottery grant application this year. There had been an extension to the CIL grant submission date.

6/23 Affordable Housing

The Parish Council had been contacted for an update on its position on the proposed affordable housing development on the land west of Valentines Lea by Rupert Stevens from Hobden Asset Management. Councillors agree that more housing is required in the village but it does not feel that the field adjacent to Valentines Lea is suitable for development due to significant issues on access, drainage and flooding of the site. It thanked Hobden Asset Management for its approach. Councillors agreed that any potential new development would be better sited elsewhere in the parish. Councillor Baker is progressing his proposal for affordable housing, south of the village.

7/23 Approved Budget/Precept 2023/24

Following the precept meeting in December where the precept had been set at £30,000, Clerk had circulated the approved figures for 2023/24 as at Appendix 2. Clerk to send figure to CDC confirming precept 2023/24.

8/23 Financial Matters

- The Council's current financial position @ £38,039 was noted.
- The Bank reconciliation as at 29th December (Appendix 3) was noted.
- The schedule of accounts submitted for payment at Appendix 4 was noted and payments were approved for St Michaels Church @ £2,400 (Parish Magazine advertising @ £400 plus grant for tree works @ £2,000), Northchapel Primary School @ £2,345 (Annual Donation 2022/23 @£300 plus additional request for WSCC library subscription and beanbags @ £1,245 and Little Oaks Pre-School grant to help with enhancement to reading corner @ £800), Northchapel Village Hall @ £500 (Annual Donation 2022/23) and Northchapel Sports Club @ £1,500 (Grant towards MUGA resubmission of planning application). Other annual donations and grants 2022/23 for Petworth Over 60's Club (£50), Petworth Cottage Nursing Home (£100), Citizens Advice Bureau Waverley (£200), Kent, Surrey & Sussex Air Ambulance (£250). Additional payments for WSCC (Clerk's Dec Salary) @ £528, Function 28 Ltd (Website quarterly hosting fee) @ £36 and Mrs Helen Cruikshank (Backdated pay increase as per NALC guidance) @ £312.
- The Budget Monitoring sheet as at 29th December (Appendix 5) was noted.

9/23 Reports back from meetings attended by Councillors

There had been no external meetings since the last meeting.

10/23 Clerks Report including correspondence

Thank you to Councillor Baker for moving the boats on the Manorial Waste land outside the Deepwell Cottage and providing storage for the resident.

Congratulations to Councillor Moss on his engagement.

11/23 Items to be included on the next agenda

Coronation celebrations

Please inform the Clerk of any items to go on the agenda by Thursday 23rd February 2023.

12/23 Date of next meeting

Thursday 2nd March 2023 at 8pm – Councillors Greet and Moss sent their apologies for this meeting.

The Chairman closed the meeting at 8.35pm

Signed

Date