

# NORTHCHAPEL PARISH COUNCIL

## DRAFT Minutes of a Parish Council Meeting held at Northchapel Village Hall on Monday 4<sup>th</sup> July at 8pm

**Present:** Councillors Mrs Lynda Bell (Chairman), Mr Simon Arnold, Mrs Jan Glover, Mrs Sharon Holden, Mrs Gaye Jordan, Mr Willie Poste and Mrs Daphne Trussler

**In attendance:** Mrs Helen Cruikshank, Parish Clerk

There were no members of the public in attendance.

**39. Apologies for absence:** Parish Councillor Stephen Wordsworth  
Parish Councillor Paul Markides  
District Councillor Nick Thomas  
County Councillor Janet Duncton

**40. Declarations of Interest:** There were no declarations of interest.

**41. Minutes:** The Minutes of the previous Parish Council Meeting held on Wednesday 11<sup>th</sup> May 2016 were approved as a correct record and signed.

### 42. Police Report

Councillor Bell said the roles of the PCSO's has changed and is being specifically developed in line with changing demands in policing and reshaping the service. They will be centrally based and will be given additional skills and training, becoming more efficient to meet the needs of the local community 7am-midnight. The system is in its early days and in six months Chief Inspector Burkenshaw will return to update the parishes on its progress and hopefully success. Still use 101 to report non-emergency issues or email [101@sussex.pnn.police.uk](mailto:101@sussex.pnn.police.uk)  
There is no Police Station at Petworth now although they do have a room in the library and there is a 24/7 phone.

### 43. Reports from the District and County Councillors

There were no reports.

### 44. Working Party Reports

- **Allotments, Village Green and Play Area:** Councillor Poste said there were now 6 vacant plots at the allotments which all needed regular strimming to keep them under control. The Village Green is not so bad and the two balloon landings recently on the Green had paid out £50. The Play area is all good with two new replacement fencing posts recently erected. The ROSPA annual inspection report is imminent. Complaints had been received from a parishioner regarding the increase in dog fouling on the Green asking what the Parish Council could do about it. This is an on-going problem on the Village Green and it was agreed that the Clerk should contact the dog warden, Mr John Rosser for advice.
- **Footpaths, Hedges and Rights of Ways:** Concern was raised with regard to the overgrown nature of the footway from the Church entrance down to Luffs Meadow. Clerk to report the problem to WSCC Highways who are responsible for keeping the pavements clear and useable. Councillor Holden offered to take on the responsibility of emptying the bin at the bottom of the footpath leading from Valentines Lea to the main road from Councillor Poste who had kindly carried out the duty for the past 8 or 9 years. Clerk to find out the date of the WSCC ROW parish inspection.
- **Planning:** Councillor Bell reported that there had not been many planning applications in the parish lately. Lots of issues had been raised by CDC to the proposed planning site at Valentines Lea. The Parish Council would keep a very close eye on this.
- **Village Hall:** Councillor Holden reported the Village Hall was doing quite well with lots of regular bookings plus bookings from outside of the village. Councillor Poste spoke of the new bollards which have been erected at the entrance to the Village Hall which he felt were not only too close to the road but there were also too many of them. He understood that they were put up to prevent the school coach from turning around there but he said the bollards are on Parish Council land. Councillor Bell said there had to date been mixed comments about the bollards. It was agreed that the Parish Council would send a letter to the VHMC saying that the Parish Council was disappointed it had not been consulted nor advice sought from WSCC Highways and it reserves the right to ask in the future for some of the bollards to be removed if required. It also would like to see reflectors put on the posts for safety at night.
- **Housing:** The Parish Council agreed that the draft housing survey report (Appendix 2) be approved and uploaded onto the website for all to view. Thanks were given to all those who took the time to complete and

submit the survey. Councillor Bell suggested that a working party should be set up with Councillors and non-Councillors. Clerk to put an article into September's issue of the Parish News. There were no other housing issues.

- **Winter Plan:** The Clerk spoke of the Community Winter Plan 2016/17 which needs to be submitted by September to WSCC. Councillor Poste said the grit bins in the parish were all below 75% so needed to be refilled before the winter, he also added that one bin was missing from the list. Clerk to complete the grit bin audit, add in the grit bin opposite the Village Shop and submit to WSCC.
- **Northchapel Youth:** Councillor Bell said unfortunately there was nothing much to report. She has emailed the Purple Bus Project Manager listing reasons why Northchapel would benefit from the return of the Bus and is waiting for a response.
- **Website:** Councillor Arnold said there was nothing to report.

#### 45. Review of Standing Orders and Financial Regulations

Clerk said that the Parish Council will need to review its standing orders and financial regulations. She would email around the revised versions for discussion and approval at the next meeting.

#### 46. Financial Matters

- The Council's current financial position @ £44,070 was noted.
- The Bank reconciliation as at 27<sup>th</sup> June 2016 at Appendix 4 was noted.
- The schedule of accounts submitted for payment at Appendix 5 was noted and approved including Straight Line Fencing (Southern) Ltd @ £144 (Play Area fence), Southern Water @ £13 (Allotment Water), Mrs Helen Cruikshank @ £94 (Q1 Exps), CCP Ground care @ £840 (Grass Cutting) and Adam H Russell @ £ (Allotment Mtce)

#### 47. Reports back from meetings attended by Councillors

Councillor Bell said she had attended the recent PCSO update meeting and would be attending a SSALC Chairman's course. She thanked Councillors Holden and Trussler for their hard work and help in organising and supporting the Queen's 90<sup>th</sup> Birthday celebrations. It was a lovely village event and wonderful to see the village talking and so many children joining in the tea party. Councillor Trussler said the afternoon event had been a great success although a lot of hard work. Unfortunately the evening event was a little disappointing with lack of numbers attending.

#### 48. Clerks Report

Clerk reported on one forthcoming meeting:

- SSALC Briefing and Awareness course - Tuesday 26<sup>th</sup> July - Lodsworth Village Hall 6.30-9pm. Councillors Bell and Glover to attend.

#### 49. Items to be included on the next agenda

Standing Orders and Financial Regulations

Please inform the Clerk of any items to go on the agenda by Monday 29<sup>th</sup> August 2016

#### 50. Date of next meeting

Monday 5<sup>th</sup> September at 8pm

The Chairman closed the meeting at 8.50pm

Signed .....

Date .....