

# NORTHCHAPEL PARISH COUNCIL

## DRAFT Minutes of a Meeting held at Northchapel Village Hall, On Monday 7<sup>th</sup> March 2016

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

**In attendance:** Mrs Helen Cruikshank, Parish Clerk  
District Councillor Nick Thomas  
County Councillor Janet Duncton

There was one member of the public in attendance.

A member of the public said he was considering a self-build in the area for his family who currently live in Shillinglee but whose children attend the local school. He said that it would be a single house development only and asked the Parish Council its views on such a proposal. The Parish Council said that this was the first request it had had from an individual but any development would be very restrained by the SDNPA and the settlement policy area as defined in their local plan, which left very little suitable space in the village for any development. Clerk said there was an AiRS workshop happening in the next couple of weeks which may be of interest to him so she would forward the information.

**17. Apologies for absence:** PCSO Heidi Hay as she was not on duty tonight.

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

**19. Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 4<sup>th</sup> January 2016 were approved as a correct record and signed.

**20. Police report:** In PCSO Heidi Hay's absence, the Clerk reported that over the past 6 weeks, there had been a break in to a shed in Northchapel where offenders had taken a chain saw and a strimmer. Also a vehicle parked in Valentines Lea had been scratched. The Police continue to remind people to keep their gardens, shed/outbuildings as secure as possible. It is a good idea to security mark expensive garden furniture and take photos of valuable items. Please report all suspicious activity to Police at the time: 999 (Emergency/Crime in progress) or 101 (Non-emergency). Councillor Bell added that the village shop had also been broken into recently.

### **21. Reports from representatives of WSCC and CDC**

County Councillor Janet Duncton reported that budgets had now been set with a 3.9% increase to the County element equating to £45 per year. The Operation Watershed scheme is to return with £500,000 funding available for help to prepare against flooding. She spoke of the big problem regarding scamming in the County especially with the targeting of the over 74's, she encouraged parishioners to keep a look out for the elderly and vulnerable. Councillor Wordsworth asked what calming measures were proposed at the Fisher Street (A283) stretch to prevent accidents occurring like the bad smash 3 months ago. County Councillor Duncton said that there were no plans to change the 60mph to 50 mph and that it isn't the road that is dangerous, just bad drivers using the road. She added that a new sign to Shillinglee is to be erected at the Fisher Street crossroads. Councillor Poste mentioned the problem with the sunken trench in the road on Pipers Lane. County Councillor Duncton said she would chase but suggested the Parish Council use Operation Watershed to apply for funding to help with this problem. Councillor Poste said the tarmac was breaking up outside Yew Tree Cottage, Councillor County Duncton said she would report. Any queries of a County issue then please don't hesitate to contact Janet Duncton on [janet.duncton@westsussex.gov.uk](mailto:janet.duncton@westsussex.gov.uk)

District Councillor Nick Thomas said that the District cabinet had agreed a 5% increase in Council tax which would enable them to fulfil the full range of services to the public and to those needing help i.e. social services. He spoke of the District ward boundary review with the consultation currently in progress to reduce the Councillors by 10 by 2019. He stated that there were the European and Police Commissioner elections in May. Any queries of a District nature, please do contact Nick Thomas [ntthomas@chichester.gov.uk](mailto:ntthomas@chichester.gov.uk) or Denise Knightley [dknightley@hichester.gov.uk](mailto:dknightley@hichester.gov.uk)

### **22. Working Party Reports**

- **Allotments, Village Green and Play Area:** Councillor Poste said he was very concerned as there were 7 vacant allotment plots. He would need to get someone in to do some strimming and weed kill. 4 or 5 years ago there was a waiting list for the allotments but now 7 out of 24 plots are vacant. It was suggested that the school might be interested in taking on a plot or two. Councillor Poste said he had received a quote for £375 plus VAT from CCP Groundcare for repairs to the potholes on the Village Hall track, all agreed to go ahead with this. Clerk to inform CCP Groundcare. All was okay at the play area but it was inevitably still a bit wet.

- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler reported that the Creek footpath had been closed for 3 weeks and now was re-opened; a temporary repair has been done to the bridge by WSCC until a permanent repair can be done, budgets allowing. A handrail was also repaired. Councillor Trussler had reported the broken handrail on FP 568 (Pipers Lane - Mitchell Park Farm) and Nick Scott had been out to investigate and has put it on the list to be repaired when the team is next in the area. Concern was raised with regard to an overgrown hedge encroaching on the pavement on the main road. Councillor Poste said he would take a look. Councillor Trussler had reported the broken manhole cover outside of Selworthy House and Southern Water had marked it out for attention. Some newly erected boundary fencing had pushed out the footpath which leads from Valentines Lea to Black Barn, the fencing looks good and it does in fact keep to the boundary as defined in the OS map. There is a large amount of rubbish in the wood and attention is required to the brook by Valentines Lea.
- **Planning:** Councillor Markides said there were two outstanding planning applications which needed to be discussed after this meeting; one for Lanherne and the other for Fisher Hill House.
- **Village Hall:** Councillor Holden reported the Village Hall currently had bookings every day which was good and potentially Brownies wanting the hall in May half term and from July.
- **Housing:** Councillor Holden reported she had got hold of the new Hyde housing officer, Mark Armitage who was due to be coming to Northchapel tomorrow to do an inspection. He will be in the village between 12-2pm and introducing himself to tenants.
- **Winter Plan:** Councillor Poste said as there had been no snow there had been no need for it.
- **Northchapel Youth:** Councillor Bell said there was currently no news on when the Purple Bus was returning to the village. The Purple Bus team were devising a new form to request its service so the Parish Council would keep an eye out for this.
- **Website:** Councillor Arnold said there was nothing to report.

### 23. Housing Need Survey

Clerk had previously circulated the draft analysis of the housing needs survey from December. It was agreed that she should arrange a further meeting with Holly Nichols, the CDC officer to discuss how to go forward with this.

### 24. Queen's 90<sup>th</sup> Birthday celebrations - Saturday 11<sup>th</sup> June 3pm onwards

Councillor Trussler reported that at its first committee meeting, it had been agreed to hold a children's tea party, street style on the Village Green with games and races. All children who live in the parish will be invited. Tea and cake will also be available from the pavilion for adults provided by the village lunch club ladies. There will be an open day at the working men's club ensuring it is open to all, a hog roast on the village green in the early evening with live music at the working men's club in the evening. The event is open to everyone in the parish and written invitations will go out to all households, with advertising in the parish magazine and posters on the notice boards. It is also hoped all the parish children will be given a celebration keepsake. Clerk to apply for the £250 grant available from CDC for parish celebration events and it was agreed that the Parish Council would also be happy to make a donation to the event. Councillor Trussler said the next meeting was due to be on 29<sup>th</sup> March.

### 25. Annual Parish Meeting 2016

It was agreed that this year's Annual Parish Meeting would be on the same day as the Parish Council AGM and would follow this meeting. The date was changed to Wednesday 11<sup>th</sup> May due to a clash with other village events. Refreshments will be served after both the meetings.

### 26. Financial Matters

- The Council's current financial position @ £38,124 was noted.
- The Bank reconciliation as at 29<sup>th</sup> February 2016 at Appendix 2 was noted.
- The VAT return refund had been received £2265 and thank you letters had been received for all the donations 2015/16
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved including WSCC @ £427 (Clerk's February 2016 Salary) and Mrs Helen Cruikshank @ £82 (Clerk's Exps Q4 2015/16)

### 27. Clerks Report

Clerk reported on several forthcoming meetings:

- North Chichester CLC meeting - Monday 21<sup>st</sup> March at 7.30pm at Fernhurst Primary School
- Community Led Development Event - Wednesday 23<sup>rd</sup> March, 7-9pm at Pulborough Village Hall
- Community Forum Meeting - Tuesday 5<sup>th</sup> April, 6.30 for 7pm at Lodsworth Village Hall (Police Commissioner in attendance to discuss major reappraisal of the policing in the area)

Please let the Clerk know if any Councillors would like to attend either of these.

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

Please inform the Clerk of any items to go on the agenda by Wednesday 4<sup>th</sup> May 2016

**29. Date of next meeting**

Wednesday 11<sup>th</sup> May 2016 at 7.30pm (AGM followed by the Annual Parish Meeting)

The Chairman closed the meeting at 8.55pm

Signed .....

Date .....