

NORTHCHAPEL PARISH COUNCIL

APPROVED Minutes of the Annual Meeting held at Northchapel Village Hall, On Wednesday 8th May 2013

Present: Councillors Mr Willie Poste (Chairman), Mrs Jane Walter, Mrs Lynda Bell, Mrs Sharon Holden, Mr Paul Markides, Mr Stephen Wordsworth and Mr Simon Arnold

In attendance: Mrs Helen Cruikshank, Parish Clerk

Councillor Willie Poste welcomed all to the meeting and introduced and congratulated the new County Councillor, Mrs Janet Duncton on her recent election success.

- 1. Election of Chairman:** Nominations for Chairman were invited for the ensuing year. There being no other nominations, Councillor Willie Poste was proposed and duly seconded. It was **RESOLVED** that **Councillor Poste** be elected Chairman of Northchapel Parish Council.
- 2. Election of Vice-Chairman:** The Chairman invited nominations for Vice Chairman and Councillor Jane Walter was proposed and duly seconded. There being no other nominations it was **RESOLVED** that **Councillor Walter** be elected Vice Chairman for the ensuing year.
- 3. Election of Lead Members of Working Parties and Committees:**
 - Allotments, Village Green and Play Area - Mr Willie Poste
 - Planning - Mr Paul Markides
 - Footpaths and Rights of Way - Mrs Jane Walter
 - Housing - Mrs Georgina Murphy
 - Village Hall - Mrs Sharon Holden
 - Northchapel Youth - Mrs Lynda Bell
 - Website - Mr Simon Arnold
 - Winter Plan - Mr Willie Poste

Planning Committee: Mr Paul Markides, Mrs Lynda Bell, Mr Willie Poste, Mrs Sharon Holden and Mr Stephen Wordsworth

Finance Committee: Mrs Lynda Bell, Mrs Sharon Holden and Mr Stephen Wordsworth

Housing Working Party: Mrs Georgina Murphy, Mrs Sharon Holden and Mr Paul Markides

4. To fix the dates of future meetings 2013/14

It was agreed the following dates for the Parish Council meetings:

- ❖ Monday 1st July 2013
- ❖ Monday 2nd September 2013
- ❖ Monday 4th November 2013
- ❖ Monday 2nd December 2013 (precept only meeting)
- ❖ Monday 6th January 2014
- ❖ Monday 3rd March 2014
- ❖ Monday 5th May 2013 (AGM)

All meetings are held at 8pm at Northchapel Village Hall, Pipers Lane

Comments and Questions from the members of the public: There was one member of the Public but no questions were asked.

- 5. Apologies for absence:** Parish Councillor Georgina Murphy
District Councillor Philippa Hardwick
- 6. Co-option of Councillor:** Mrs Gaye Jordan was co-opted as a Parish Councillor. The Chairman welcomed her to the Parish Council. The Clerk would liaise with her and send her all the necessary forms and information. Councillor Jordan agreed to join the Planning Committee.
- 7. Declarations of Interest:** There were no declarations of interest.

8. **Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 4th March 2013 were approved as a correct record and signed.
9. **PCSO Ian Luxford:** There was no Police report
10. **Reports from representatives from Chichester District Council, West Sussex County Council and South Downs National Park Association if available**

County Councillor Janet Duncton introduced herself as the new County Councillor for Northchapel, having attended her induction day at WSCC today. She hoped to attend the majority of the Parish Council's meetings and asked to be kept informed of anything going on in the parish which she could assist with.

In the District Councillor's absence, the Clerk read out her report, highlights at follows:

Planning - In April the Cabinet agreed a restructure of the Development Management (DM) service. The current area team arrangement has worked well but it was in need of a change in order that the service can be equipped to address the priorities of the National Planning Policy Framework and Localism agenda, the evolving Local Plan and the agency arrangement with the South Downs National Park Authority to deliver planning services. Cabinet on 7 May 2013 is being asked to consider a review of the current DM committee structure and officer delegation arrangements to complement this new officer structure.

Deficit Reduction - Savings in the region of £2.4m are required to balance the budget over the next 5 years. A deficit reduction plan that focuses on achieving efficiencies by modernising services, reducing management levels, sharing with other agencies, and where appropriate working with partners, the third sector and private sector to provide services, will be considered by Cabinet on 7 May 2013. The proposal is to achieve a balanced budget for period 2014-2019 with core services to be maintained wherever possible.

All Parishes Meeting - Thursday 23rd May 2013 from 6pm at East Pallant House

Statistics on economics, health and deprivation, housing, population projections and the environment are available on CDC's website. Along with Census data, our district profile, ward profiles and the Census 2011 report. Please use link below for further information: www.chichester.gov.uk/stats

Sport in the Community- Youth Sport Achievement Awards

Any nominations for the 2013 Youth Sport Achievement Awards must be received by mid-May. Nominations are sought in the following categories: Team of the Year Award, Volunteer of the Year Award, Coach of the Year Award, the Young Persons Commitment to Sport Award, the Outstanding Contribution to Sport Award, the Outstanding Sports Performance Award, and the Youth Sport Achievement Award.

<http://www.chichester.gov.uk/index.cfm?articleid=7439>

Nature's Way Foods Chichester Triathlon: Registration for the 2013 Chichester Junior Aquathon and Triathlon events is open; these fun filled days are suitable for all ages and levels of experience, from the beginner to the more experienced triathlete. Volunteers are also being sought to assist with the event.

<http://www.chichester.gov.uk/index.cfm?articleid=19931>

Children on the Edge Chichester Half Marathon: Registration for the 2013 Children on the Edge Chichester Half Marathon opened in April. Volunteers are also being sought to assist with the event.

www.chichester.gov.uk/index.cfm?articleid=19931

Community Sport and Play Bag: Community Sport and Play Bags are being launched in Children and Family Centres across the District. The scheme will operate like a book library and provide opportunities for families to hire, at no cost, sports and play equipment. The first launch event took place in Petworth on Wednesday 10th April. Launch events are also planned for East Wittering, Selsey, Midhurst and Southbourne in May.

David Burden from SDNPA said he felt very privileged to have been part of one of the two Parish Council representatives on the SDNPA for the past three years. He assured the meeting that the SDNPA was well aware of Northchapel.

11. Working Party Reports

- **Allotments, Village Green and Play Area:** Councillor Poste reported there was still a vacant plot at the Allotments. Clerk to submit notice of this to the Parish News. The Village Green grass cutting would be done again tomorrow. The new trees had been planted on the Village Green to replace the two diseased ones which had to be removed. Clerk added that the annual ROSPA play area inspection would take place mid June.
- **Footpaths, Hedges and ROW's:** Councillor Walter reported that the rangers had been in the parish to carry out their inspection and repaired and cleared vegetation as necessary. She also spoke of the displaced kerbstones outside of the school, Clerk to report to WSCC. Councillor Poste spoke of some vandalism to the fencing on the footpath leading from the main road to Valentines Lea. Straight Line fencing had quoted £680 to repair and supply new fencing including concrete spurs to hold in the fencing.

It was agreed to go ahead with this repair. The on-going Highway issues in St Michaels Close and Hillgrove Lane were raised. Clerk to chase when these would be looked at.

- **Planning:** Councillor Markides said there had only been one retrospective planning application since the last meeting.
- **Village Hall:** Councillor Holden said bookings were okay. There was concern with regard to dustcarts and school buses turning in the entrance which was churning up the verge. This issue would need to be addressed maybe with the installation of some bollards.
- **Housing:** Councillor Holden reported on the on-going problem in Valentines Lea with some tenants whom the Hyde Housing Officer was aware. The persistently loud noise level of dogs barking in Pipers Lane was once again highlighted but parishioners do need to report the noise formally for this to be progressed. County Councillor Janet Dunton suggested contacting Environmental Health. Clerk to contact the sound monitoring department for further information. The state of the wall leading from Luffs Meadow to the Village Stores was raised. The Housing Officer is currently looking into this and who is responsible.
- **Website:** Councillor Arnold said if anyone wants anything put on the website to let him know and he would update as required.
- **Winter Plan:** Councillor Poste reported that all salt bins are full with reserve salt held at Horton's Farm. The Parish Council agreed to purchase a salt bin for Cylinders Lane at Fisher Street.
- **Northchapel Youth:** Councillor Bell reported that the Purple Bus was back in Northchapel on Thursday evenings from 7-9pm for 13-19 year olds. There are currently 7 or 8 parish children attending with the Police keeping a close eye on it.

12. Aims and Objectives 2013/14 including Neighbourhood Plan

It was discussed and agreed that the village and parish council together needed to think about and make a decision on whether the parish would benefit from having a neighbourhood plan. It was highlighted that this did not need to be a parish council led project. Should Northchapel join together with other small parishes in the area? County Councillor Dunton said it would be an advantage to have a neighbourhood plan especially with regard to any future housing but appreciated it would need a lot of local people and commitment to do so. There is funding available and Councillor Burden from the SDNP said there would be support for the smaller parishes with this and Northchapel will not be left behind. Clerk to submit an article into the Parish News to gauge interest.

13. Dog Litter Bin

Following on from the last meeting, the Clerk had found out that to purchase and install a dog litter bin on the Village Green would cost £419.07 plus VAT plus a weekly collection of £5.53 + VAT per week. It was agreed that with an increase in dog fouling on the green that the Parish Council should now go ahead and purchase one. The bin would be sited close to the Village Hall. Clerk to liaise with CDC and progress this.

14. BT Kiosk

Some concern had been raised to the state of the BT Kiosk at Fisher Street. The Fisher Street Community Group was now responsible for this. Clerk to invite the group along to the next meeting to discuss potential options of repainting the kiosk and replacing the broken glass. Clerk to look into possible funding for this.

15. Financial Matters

- The Council's current financial position @ £33,730 was noted.
- The Bank reconciliation as at 29th April 2013 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved including WSCC Clerk's March 13 and April 13 salary @ £816.
- The Public Works Loan outstanding as at 31 March 2013 was £35,777.
- The Clerk stated that the Internal Audit 2012/13 had been carried out. Full Council approved the year-end accounts 2012/13 and Annual Return, as at Appendix 4. The Exercise of Elector's Rights to be put up on the notice board.

16. Clerks Report

The Clerks report was duly received and noted.

17. Items to be included on the next agenda

BT Kiosk
Neighbourhood Plan
Register of Community Assets

18. Date of next meeting

MONDAY 1st JULY 2013 at 8PM at the Village Hall.

Signed

Date