

# NORTHCHAPEL PARISH COUNCIL

## APPROVED Minutes of the Annual Meeting held at Northchapel Village Hall, On Monday 5<sup>th</sup> May 2014

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

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

- 1. Election of Chairman:** Councillor Jane Walter thanked Councillor Willie Poste for a great job as Chairman in 2013/14. She invited nominations for Chairman 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/Mrs Sharon Holden
  - 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, Mrs Gaye Jordan

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 2014/15

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

- ❖ Monday 7th July 2014
  - ❖ Monday 1st September 2014
  - ❖ Monday 3rd November 2014
  - ❖ Monday 1st December 2014 (precept only meeting)
  - ❖ Monday 5th January 2015
  - ❖ Monday 2nd March 2015
  - ❖ Wednesday 6<sup>th</sup> May 2015 (AGM). It is an Election Year!
- All meetings are held at 8pm at Northchapel Village Hall, Pipers Lane

**Comments and Questions from the members of the public:** There were no members of the Public present.

- 5. Apologies for absence:** Parish Councillor Stephen Wordsworth  
Parish Councillor Georgina Murphy  
County Councillor Janet Dunton  
District Councillor Philippa Hardwick
- 6. Declarations of Interest:** There were no declarations of interest.
- 7. Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 4<sup>th</sup> March 2014 were approved as a correct record and signed.
- 8. PCSO Ian Luxford:** There was no Police report

## 9. Reports from representatives from Chichester District Council, West Sussex County Council and South Downs National Park Association if available

There were no reports from the CDC or WSCC.

## 10. Working Party Reports

- **Allotments, Village Green and Play Area:** Councillor Poste reported there were currently three plots available at the Allotments. All is in good order on the Village Green and the mowing is being done fortnightly. He was sad to report that the litter bin outside of Copperfields had disappeared. All were in favour that this location was essential for a bin and should therefore be replaced. Clerk to report to CDC and enquire about a replacement. Councillor Poste said the play area is all okay and the Clerk reminded all that the annual inspection would be taking place in early June. The circus would be visiting Northchapel again next week after its success last year. Councillor Poste asked the Clerk to produce him a calendar for the Village Green 2014 events as usual.
- **Footpaths, Hedges and ROW's:** Councillor Walter reported that there were new markers up in the parish. She thanked all those who helped with the Spring Clean Day. She enquired after the unsafe wall on the footpath leading from Luffs Meadow to the main road as she was concerned that with the summer months looming more people would use this. Clerk would contact Hyde Martlet and investigate as a matter of urgency. Councillor Walter raised concern with regard to the chestnut fencing and a tree which had fallen down in the Creek. Councillor Poste said he would go and take a look and get Straight Line Fencing to sort the fencing and take away the tree at the same time.
- **Planning:** Councillor Markides said there was nothing new to report.
- **Village Hall:** Councillor Holden said bookings were still okay.
- **Housing:** Councillor Holden said the issues were the same as ever with empty properties not being filled. It was thought that CDC's contract with Hyde Martlet was coming to an end shortly so there is hope that things might then improve.
- **Website:** Councillor Arnold said there was nothing to report. The website had received 4000 hits now.
- **Winter Plan:** Councillor Poste reported that due to the mild weather, the Winter Maintenance Plan was not used.
- **Northchapel Youth:** Councillor Bell reported that the Purple Bus was very keen to return to Northchapel and had reappeared on Tuesday evenings from 7-9pm for 13-19 year olds. Clerk to put a notice on the website and the Parish News to encourage attendance.

## 11. Defibrillator in Northchapel

Councillor Bell said she had met with the South East Coast Ambulance Service (SECAMB) and they had explored the village and looked at call-out rates and response times to the parish. SECAMB had agreed to fund and maintain a defibrillator. The casing to hold a defibrillator would cost in the region of £250. Ideally the defibrillator should be located in the centre of the village somewhere between Luffs Meadow and Valentines Lea although they struggled to find a site during the visit. It was suggested that a wall might be built on the village green to house the defibrillator and case. Its size is 400x400x200. Councillor Poste said he would have a look around to assess the best location on the Village Green near to the main road and suggested near to the notice board. Once a position has been chosen then SECAMB would return to the village and organise a meeting /lesson on how to use the equipment.

## 12. Church Lane - resurfacing

The Parish Council had received a request from St Michael's Church to consider a financial contribution towards the repair and re-surfacing of the lane serving the Church and Churchyard. Part of the lane provides the route for the footpath leading through to the churchyard hence the need to inform the Parish Council. Quotes are currently being sought from four local companies and will be costly so the PCC are seeking contributions from all stakeholders. The Parish Council agreed to assist financially with a donation of £1000 towards the project.

## 13. Memorial benches

Following on from the last meeting, Councillor Poste spoke of the proposal for the Parish Council to fund two memorial benches for Ivan Talbot and Albie Robinson. Both had done a lot for the village in the past. He suggested purchasing two poly-board benches, one for the Churchyard and one to be located by the Village Hall. They look nice and require no maintenance plus they can easily be concreted in with plaques put on them. All were in favour.

## 14. Financial Matters

- The Council's current financial position @ £39,872 was noted.

- The Bank reconciliation as at 28<sup>th</sup> April 2014 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved including CCP Groundcare @ £372 (Grass Cutting) and AJ Stemp @ £355 (Tree work at Pound Piece and Hillgrove).
- The Clerk stated that the Internal Audit 2013/14 had been carried out. Full Council approved the year-end accounts 2013/14 and Annual Return, as at Appendix 4. The Exercise of Elector's Rights to be put up on the notice board.

**15. Clerks Report**

The Clerks reported that the New Homes Bonus grant was now open for 2014. The Parish Council are encouraged to draw ideas from the local residents and provide opportunities for suggestions to be put forward. The deadline is 25<sup>th</sup> July so she will put this as an agenda item at the next meeting for discussion. There are two meeting dates - North Chichester CLC meeting on Thursday 26<sup>th</sup> June at 7pm at Lurgashall Village Hall and the North-East Parishes Community Forum on Thursday 12<sup>th</sup> June at Hampers Green Community Centre.

**16. Items to be included on the next agenda**

New Homes Bonus 2014  
Defibrillator

**17. Date of next meeting**

MONDAY 7th JULY 2014 at 8PM at the Village Hall.

Signed .....

Date .....