

NORTHCHAPEL PARISH COUNCIL

APPROVED Minutes of a Meeting held at Northchapel Village Hall, On Monday 4th November 2013

Present: Councillors Mr Willie Poste (Chairman), Mrs Jane Walter, Mrs Georgina Murphy, Mrs Sharon Holden, Mr Simon Arnold, Mr Stephen Wordsworth and Mrs Gaye Jordan

In attendance: Mrs Helen Cruikshank, Parish Clerk

SPEAKER: Jim Stobart the road safety advisor from the Road Policing Unit gave an informative meeting on Operation Crackdown. Operation Crackdown is the system which enables anyone to report anti-social driving and abandoned vehicles online or by phone. There is a new and simpler version of the reporting tool. You will need to know details of the vehicle, where the incident happened and what happened. Anti-social driving includes driving which is careless, deliberately aggressive or dangerous i.e. speeding, underage driving, drink or drug driving, mobile phone use, uninsured driving, driving without a seatbelt and untaxed or unsafe vehicles. Don't tolerate anti-social driving – report it!
www.operationcrackdown.org or by phone: 01243 642222

Comments and Questions from the members of the public: There were two members of the Public present.

A member of the public spoke of his forthcoming planning application for Hillgrove Stud Farm for the retention of a caravan/mobile home for 3 years. He asked that the Parish Council carefully read the application. He explained the application was necessary in line with his expanding business including as an educational use. He would like to come along to the planning meeting when this is discussed. Clerk to ensure he is informed when the date has been decided upon. The Chairman thanked him for coming along to explain his intentions.

- 1. Apologies for absence:** Parish Councillors Lynda Bell and Paul Markides. Delayed arrival of County Councillor Duncton and District Councillor Philippa Hardwick
- 2. Declarations of Interest:** There were no declarations of interest.
- 3. Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 2nd September 2013 were approved as a correct record and signed.
- 4. PCSO Ian Luxford:** There was no Police in attendance. Councillors Poste and Holden had recently attended the Neighbourhood Panel Meeting at Petworth Police Station where the Police had spoken of their recent success in seizing an illegally ridden bike in Northchapel. It was noted that the Police Presence in the village had become much more noticeable over the recent few weeks.
- 5. Reports from representatives from Chichester District Council, West Sussex County Council and South Downs National Park Association if available**

District Councillor Philippa Hardwick spoke of the 2011 census and the resulting data and report held by the Corporate Information Team at CDC. She urged the parish to use the team if they required information on the parish profile and varying statistics. She continued to speak about the "red card" system in operation by CDC used in conjunction with planning applications. If the Parish Council objects to a planning application and District overturns this then the Parish Council can ask its District Councillor to "red card" it and the application then goes to committee. It is then essential that there is attendance to support these objections.

County Councillor Janet Duncton said she had been appointed to the Corporate Parenting Panel which meant she has the job of visiting all the private and state children's homes in the County and reporting back on them all. She assured everyone that she was keeping a close eye on the various Oil Explorations in the County and impressed these are all potential explorations at this time, not fracking sites. The County Councillor said she was glad the Parish Winter Plan was sorted and hoped that the parish had not suffered too much damage during the storm. Fiona Baker had passed on the information regarding the finials and Councillor Poste is to contact the recommended contractors to make the required repairs. County Councillor Duncton finished by adding she had recently visited Northchapel Primary School and commented on what a super village school it was.

6. Working Party Reports

- **Allotments, Village Green and Play Area:** Councillor Poste reported that all was good at the Allotments and the Village Green and Play area were both in fairly good order too.
- **Footpaths, Hedges and ROW's:** Councillor Walter reported that the ditches had finally been cleared on the bridleway through Didlesford.
- **Planning:** It was agreed that when the next planning application for Hillgrove Stud Farm comes through the system, it should be discussed by the Full Council. Hopefully this could be incorporated into the precept meeting on Monday 2nd December 2013.
- **Village Hall:** Councillor Holden said that the flooring in the village hall was due to be repaired tomorrow.
- **Housing:** Councillor Holden reported that there had recently been some concern that the local connection was not being adhered to when allocating housing in St Michaels Close. This had now been sorted out but there was concern over the short timescales given to successful bidders for signing up to properties and the state of the houses internally too. Councillor Murphy stated that there was originally a budget per household for the houses in St Michael's Close. Clerk to contact CDC to report concerns. An issue regarding a potential mutual exchange process was also highlighted. There are new local housing officers at both HOME group (Penelope Rollinson) and Hyde Martlet (Josh Wood). Councillors Holden and Murphy are hoping to meet with them both on their next visits to the parish.
- **Website:** Councillor Arnold said there was nothing to report.
- **Winter Plan:** Councillor Poste reported that everything was now in place for the Winter Plan for the parish. WSCC had delivered the salt to be stored at Horton's Farm and a new grit bin (which when able to be, will be moved to opposite the shop). The grit bins had also all been filled and the hazard signs are due to delivered shortly. Councillor Poste stated that Northchapel were extremely lucky to have such helpful farmers and said he would like to propose that they be given a thank you for all their hard work. This was agreed and it was decided that two hampers would be appropriate. Clerk to organise.
- **Purple Bus** - Councillor Walter said with the local press reporting the closing of Youth Services, it was imperative that the Parish Council factor in an extra sum for Youth Services as part of its budget for next year.
- **Welcome Pack** - Councillor Jordan said the welcome paper had been completed and was now on the website. Jane Squire is still happy to continue to be the main contact for the parish welcome pack.

7. Defibrillator in Northchapel

The Clerk had been in contact with the South East Coast Ambulance Service and they are happy to advise the Parish Council on the best site for a defibrillator in the village. Councillor Bell has kindly taken on responsibility for this initiative and is trying to get people outside of the PC involved in this too if all are in favour. The Clerk is attempting to get funding for this from the British Heart Foundation.

8. Neighbourhood Plan

The Clerk had still had no feedback from the article in the parish magazine. Councillor Walter had kindly attended a CDC meeting headed up by Tom Bell on Neighbourhood Planning. She reported that the parish will need to work closely with his SDNP equivalent, Andrew Triggs. She had received some interest from parishioners in potential future involvement with the project. Clerk to organise for Andrew Triggs to attend either the PC meeting in January or March 2014.

9. Local Community Assets

It was agreed that the village shop and pub should be registered as local community assets.

10. Feedback from meetings attended by Councillors

There had been many meetings over the past couple of months which had been well attended by Councillors.

11. Donations 2013/14 and Precept 2014/15

There is a healthy but not excessive surplus so the Parish Council will be able to distribute funds to the budgeted donations and grants. This will be discussed in detail at the precept meeting on Monday 2nd December at 8pm. Please do encourage all groups and clubs however small within the parish to apply for funding/grants. The precept 2014/15 will also be discussed. Clerk had received a request for assistance with the churchyard maintenance costs from the Church Warden. This was agreed for authorisation as it had previously been approved by the Parish Council as part of the budgeted figures 2013/14.

12. Financial Matters

- The Council's current financial position @ £38,210 was noted.
- The Bank reconciliation as at Appendix 2 was noted.

- The schedule of accounts submitted for payment at Appendix 3 was noted and cheques approved for WSCC @ £42 (Payroll admin charges), CCP Groundcare @ £744 (Grass cutting) and St Michael's Church @ £546 (Churchyard Mtce)
- The budget monitoring sheet as at Appendix 4 was noted.
- VAT return for £1117 had now been received.
- The External Auditors had approved the Annual Return 2012/13. The notice of conclusion was up on the notice board.

13. Clerks Report

The Clerks report was duly received and noted.

14. Items to be included on the next agenda (January)

Neighbourhood Plan

Defibrillator in Northchapel

15. Date of next meeting

MONDAY 2nd December at 8PM at the Village Hall - PRECEPT ONLY MEETING

MONDAY 6th January 2013 at 8pm

Signed

Date