

NORTHCHAPEL PARISH COUNCIL

DRAFT Minutes of a Parish Council Meeting held at Northchapel Village Hall on Monday 7th November 2016 at 8pm

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

In attendance: Mrs Helen Cruikshank, Parish Clerk
There were no members of the public in attendance.

65. Apologies for absence: Parish Councillor Paul Markides

66. Declarations of Interest: There were no declarations of interest.

67. Minutes: The Minutes of the previous Parish Council Meeting held on Monday 5th September 2016 were approved as a correct record and signed.

68. Reports from the District and County Councillors

County Councillor Janet Duncton reported that the County was ready to play its part housing unaccompanied children refugees. WSCC had recently successfully prosecuted a shopkeeper for selling counterfeit cigarettes. They were fined and given a suspended sentence. Four rural businesses in the County had been given money over the year from the LEADER funding. She spoke of Sussex Fire & Rescue's campaign to make people aware of the danger of candles in the home and the most worthwhile schools initiative involving the County's children in Fire Stations. Mrs Duncton reminded those families with children reaching school age that the deadlines for applications for a primary school place is 15th January 2017. She also mentioned this week-end's 70th anniversary of the Records Office opening 10am-4pm.

Mrs Duncton added that County would not be mending the fingerpost by the Lurgashall turning as this is no longer under their remit due to budget cuts and now lies with Parish Councils. Councillor Poste said he had spoken with Gary Sharp about this and is aware and kindly he should be mending it. Clerk said she would try and have a word with him too to remind him.

Any issues of a County nature then please do not hesitate to contact Janet Duncton on janet.duncton@westsussex.gov.uk or 01798 342528

District Councillor Nick Thomas reported that most District news related to south of the downs with the A27 consultation still on-going. There was an update on the development of the old Grange site at Midhurst; out of 5 applications, one has been chosen to include both housing and a mini supermarket. Any queries of a District nature, please do not hesitate to contact Nick Thomas nthomas@chichester.gov.uk or 01730 810837.

69. Working Party Reports

- **Allotments, Village Green and Play Area:** Councillor Poste reported there were now four vacant plots at the allotments which require twice yearly cutting in order to be kept maintained. The Village Green is due one last cut for the winter and the contractors would be submitting a quote for the annual leaf clearance and ditch clearing. All agreed this was essential. Having read the annual ROSPA report, Councillor Poste said nothing too significant had been identified.
- **Footpaths, Hedges and Rights of Ways:** Councillor Trussler raised concern with regard to safety and access for emergency vehicles with inconsiderate parking in Luffs Meadow. Any problem with this should be first taken to the driver of the vehicle and if no action is forthcoming then it was suggested that a photo be taken of the blocked highway and reported direct to the Police.
- **Planning:** Councillor Bell reported that there were several outstanding planning applications to be discussed over the next few weeks.
- **Village Hall:** Councillor Holden reported the Village Hall was doing really well with double the amount of general hire compared to this time last year.
- **Housing:** Councillor Bell reported that she, Councillors Jordan, Trussler and Holden and the Clerk had met with Chichester District Council's Rural Housing Enabler, Holly Nichols. CDC had had an approach from the Rural Housing Trust for a development in a triangular piece of land to the West of Valentines Lea. They had received pre-application advice for an infill for a rural exception site for 8 x 3 bed houses. CDC were not happy with the proposal as for one, it does not meet the needs identified through the housing needs survey carried out last year. This is being fed back to the applicants. It was agreed that an open meeting led by CDC

alongside SDNPA and the Parish Council should be organised for February time to look at the different housing options available and to ascertain interest from within the parish.

Clerk had to date received interest from one interested parishioner to join the working party. It was hoped following the meeting in February more people would come forward. Clerk to submit another article into the next issue of the Parish Magazine.

- **Winter Plan:** Councillor Poste said the salt/grit bins in Northchapel had not yet been filled up. Clerk to contact WSCC to find out when these would be done.
- **Website:** Councillor Arnold said there was nothing to report. Councillor Bell congratulated Councillor Arnold on the website and its contents.
- **Northchapel Youth:** Councillor Bell said that the Purple Bus continues to come to the Village Hall car park on Thursdays 7-9pm until the end of term. She reported that all seems to be working well and successful although a small group. New students are always welcome to join (13-19 years old). An exit report will be supplied at the end of the term. Councillor Bell said she would try and visit one Thursday to get further feedback.

70. Dog Fouling problem - Village Green

Councillor Bell said the problem with dog fouling continues on the Village Green. She added that it is not acceptable that the school, junior teams and the sports club have to clear up the green before they use it. Clerk reported that CDC were not installing any more dog litter bins in the district as their emptying service was at full capacity. However they had given a price (£76) to re-site the current dog litter bin from the Village Hall to the top of the Village Green. All agreed this should be done so the bin was in a more prominent position and parishioners as well as visitors to the village may be encouraged to use it. The Clerk had asked the dog warden for suggestions and he said larger signs may help. Clerk to put an article into the parish magazine.

71. Review of Standing Orders and Financial Regulations

The Clerk reported that there were no significant changes to the previous ones, just it is seen as good business practice to review and update the documents where needed in line with government regulations. Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council.

The draft Standing Orders and Financial Regulations as at Appendix 2 and 3 respectively were considered. The Parish Council approved and adopted both documents. Councillor Bell thanked the Clerk for all her work with these.

72. Donations 2016/17 and Budget 2017/18 (December's Precept meeting)

Clerk reported the Parish Council finances are healthy and there is money available for the budgeted donations and grants. There is a surplus so any local clubs /societies wishing funds however small please contact the Clerk for an application form or it will also be available to download from the website. It was agreed to move the precept meeting to Monday 12th December at 8pm at the Village Hall.

73. Financial Matters

- The Council's current financial position @ £49,042 was noted.
- The Bank reconciliation as at 1st November 2016 at Appendix 4 was noted.
- The schedule of accounts submitted for payment at Appendix 5 was noted and approved including WSCC (Clerk's Sept & Oct 2016 Salary) @ £966, Southern Water (Allotment Water) @ £50, CCP Groundcare (Oct 16 Grass Cutting) @ £820 and Mrs Helen Cruikshank (Clerk's Q3 Exps) @ £122.
- The annual VAT return to be submitted shortly

74. Reports back from meetings attended by Councillors

Daphne Trussler had attended the All Parishes meeting in Chichester in September

Councillor Bell reported she had attended a Chair's Networking course which she had found most useful and informative especially with regard to updates on planning and legal issues.

75. Clerks Report

Clerk reported on future meetings:

- North East Parishes Forum on Thursday 10th at 6.30/7pm at Leconfield Hall - Councillors Holden and Trussler to attend
- SDNP workshop on Wednesday 23rd November to discuss allocations and settlement boundaries - Councillors Bell and Holden to attend. Feedback to be discussed at precept meeting.
- North Chichester CLC meeting - Thursday 8th December - Venue to be confirmed - Councillor Poste to attend

Thanks had been received from many participants of the Defibrillator and CPR training plus a thank you from Haslemere Community First Responders for the £200 donation. They are happy to come and do another session if and when required.

76. Items to be included on the next agenda

Councillor Bell stated that the manager of the Village Shop was keen to come along to the meeting in January to talk to the Parish about the viability of the shop. She also added that the bus shelter by Central House needs to be put on the agenda and formally discussed.

Please inform the Clerk of any other items to go on the agenda by Monday 2nd January 2017

77. Date of next meeting

Monday 12th December at 8pm - PRECEPT ONLY MEETING

Monday 9th January 2017 at 8pm

The Chairman closed the meeting at 8.40pm

Signed

Date