

# NORTHCHAPEL PARISH COUNCIL

## APPROVED Minutes of a Meeting held at Northchapel Village Hall, On Monday 2<sup>nd</sup> September 2013

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

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

### **Comments and Questions from the members of the public: There was one member of the Public.**

A member of the Public spoke of her interest in getting the village assets (i.e. pub, shop, school, swimming pool etc) registered as Community assets. The benefit being that if they are ever put on the market, the community has the option for the right to bid on them within 6 months. It essentially buys time to prepare a bid. This is a free service which was introduced in the Localism Bill. She believes that registering village assets could prevent communities falling apart. She has emailed some guidance notes and the application form to the Parish Clerk who will in turn circulate these to all the Councillors. The Chairman thanked her for coming along and said the matter would be discussed under agenda item 12.

1. **Apologies for absence:** Parish Councillors Georgina Murphy and Simon Arnold
2. **Declarations of Interest:** There were no declarations of interest.
3. **Minutes:** The Minutes of the previous Parish Council Meeting held on Monday 1<sup>st</sup> July 2013 were approved as a correct record and signed.
4. **PCSO Ian Luxford:** There was no Police in attendance or report. Councillors Poste and Holden continue to attend the Neighbourhood Panel Meetings at Petworth Police Station when they occur. It was noted that Police presence in the village has increased and their assistance when the unlawful encampment was in Northchapel at the beginning of August was much appreciated.
5. **Working Party Reports**
  - **Allotments, Village Green and Play Area:** Councillor Poste reported that all plots are occupied at the Allotments and all was going well apart from the badgers and pigeons! Councillor Poste had had a request from two families in the parish asking whether the Parish Council would donate two memorial seats for the Village Green. It was suggested that the families might like to consider plants or trees. Councillor Poste to speak with the families and the proposal would be put on the next agenda. The Play Area is looking good with two new NO DOGS ALLOWED signs being put up on the gates. The ROSPA report had been received and John Carter was helping Councillor Poste to sort out a few minor repairs to the play area which the report had highlighted as needing attention.
  - **Footpaths, Hedges and ROW's:** Councillor Walter reported that currently nothing needed doing. The footpath off Hillgrove Road had been attended to.
  - **Planning:** Councillor Markides reported on a recent planning application for Hillgrove Stud Farm which had been approved on the provision no roof lights were installed and all previous appeal decisions compiled to before it was approved by CDC/SDNPA. It was thought a house would eventually come but be assured the Parish Council will keep a close eye on this site with updates from the DC and the enforcement officer. It may be the case that legal advice is sought at some stage.  
Concern was raised with regard to the colour of The Deepwell Inn and a possible contravention to the original planning permission which stated that the building would be white when it is in fact now half purple. Clerk to investigate.
  - **Village Hall:** Councillor Holden had nothing to report.
  - **Housing:** Councillor Holden reported that there were three empty properties in the parish, a house and a flat in Valentines Lea and a flat in Luffs Meadow. Delays due to asbestos checking and non-returned keys are holding up new tenants. There still appears to be much confusion over the bidding system and a lack of communication between the bidders and the housing associations and CDC. Clarity is required on how to bid and how the system works.
  - **Winter Plan:** Councillor Poste reported that the extra grit bin for Cylinders Lane would be sited shortly. Northchapel's Winter Plan 2013/14 had been submitted by the deadline and the Clerk was waiting for agreement from WSCC. Councillor Poste said that WSCC would not be coming off the main road when gritting and there would only be one delivery of salt to the parish before the Winter. Clerk said the plan

did request that gritting should be done along Pipers Lane to enable safe access to the School for pupils and parents. Clerk to suggest that the school also contact WSCC Highways to request this should be done. All agreed that a snow plough attachment for the use by local farmer be purchased to help in clearing the parish if snow does fall @ price of £650 + VAT

- **Northchapel Youth:** Councillor Bell said that as per last term's exit report which had been circulated to all Councillors, there were positive comments about better behaviour and communication. It was agreed that the Purple Bus be asked to return for the Spring term 2014.

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

County Councillor Janet Duncton and District Councillor Philippa Hardwick were delayed at another Parish Council's meeting and were not in attendance. Clerk read out the District Councillor's report, in her absence:

The senior management structure and streamlining of services at CDC is under review to increase efficiencies and make savings. The deadline for the New Homes Bonus for applying for this year's funds is 1<sup>st</sup> October for determination by end of October. Community Youth Sport is thriving with over 1000 youngsters taking part in the District's courses over the Summer. Chichester's Children's Half Marathon takes place on Sunday 13<sup>th</sup> October and the Get Active Festival returns on Sunday 8<sup>th</sup> September.

Clerk to ask both the County and District Councillor if a change in start time or day of Northchapel's PC meetings would be helpful to ensure attendance.

## **7. Unlawful Encampment**

All Councillors had seen the site audit by CDC which had been prepared as a result of the unlawful encampment at the Village Hall car park in August. It recommended the Parish Council should consider further perimeter ditching and a lockable height barrier in order to protect the area from future incursions. It was agreed that for now this was not an option as the concern would be that any unlawful encampment would then locate itself on the Village Green which was not ideal.

## **8. New Homes Bonus Application**

Clerk to ask the District Councillor whether the purchase of a snow plough attachment would be eligible as part of the New Homes Bonus funding application. Failing that, it was suggested that money for the swimming pool project be requested.

## **9. South Downs National Park Management Plan**

Councillor Walter kindly offered to look at this.

## **10. Fracking at Fernhurst**

The recent meeting in Fernhurst about potential fracking in the area was most informative. The Parish Council would keep a close eye on this together with the site at Wisborough Green/Kirdford.

## **11. Neighbourhood Plan**

Clerk stated she had heard nothing since putting the article and request into the parish magazine regarding interest in the Neighbourhood Plan. Clerk to contact CDC for advice to advance this and ask for the possibility of someone attending a parish meeting to explain the benefits of publishing a Neighbourhood Plan.

## **12. Local Community Assets**

Following on the discussion in Question time at the start of the meeting, the Clerk will forward the email detailing information and advice on registering community assets. All Councillors to look at the information and come back to the next meeting with suggestions to which community assets the Parish Council should look at registering.

## **13. Defibrillator in Northchapel**

Having attended a recent First-Aid course, Councillor Bell said the idea of purchasing a defibrillator in the parish had been raised due to the village's rural location. It was agreed this was an excellent idea. Clerk to contact South East Coastal Ambulance Service for more information and advice on funding available plus possible assistance with deciding the best place to site the device.

## **14. Welcome Pack**

Councillor Walter had spoken with the person who currently is responsible for the welcome pack. This consists of a visit and a verbal chat about the village and local facilities with a handout of a copy of the parish plan and parish

news. Councillors Jordan, Holden and Walter agreed taking on this responsibility with the idea of producing a list which could then be uploaded onto the website to advise new and potential residents.

**15. North-East Parishes Forum**

Councillor Walter said the last forum was cancelled but she would attend the next one on Thursday 12<sup>th</sup> September if she is able but if not then Councillor Bell will take her place.

**16. Operation Crackdown**

The reporting tool for Operation Crackdown is changing. Operation Crackdown is the system which enables anyone to report anti-social driving and abandoned vehicles online or by phone. [www.opeationcrackdown.org](http://www.opeationcrackdown.org) or on 01243 642222. Jim Stobart the Road Safety Co-ordinator from the Road Policing Unit is due to be at the next PC meeting to give a presentation on this. Please encourage parishioners to attend.

**17. Financial Matters**

- The Council's current financial position @ £25,744 was noted.
- The Bank reconciliation as at 21<sup>st</sup> August 2013 at Appendix 2 was noted.
- The schedule of accounts submitted for payment at Appendix 3 was noted and cheques approved for H C Slingsby Plc (Grit bin for Fisher Street and two NO Dog Signs for the playground) @ £271.34

**18. Clerks Report**

The Clerks report was duly received and noted. Clerk to find out the latest on the Mischief Festival and to report the safety railings opposite the shop and the bent road signs throughout the parish to WSCC.

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

Neighbourhood Plan  
Defibrillator in Northchapel  
Local Community Assets  
North East Parishes Forum

**20. Date of next meeting**

MONDAY 4<sup>th</sup> November at 8PM at the Village Hall.

Signed .....

Date .....