

Northchapel Parish Council
Minutes of the Annual Meeting
held at Northchapel Village Hall,
on Wednesday 6th May 2009

Present : Councillors Mr John Morgan [Chairman], Mr Willie Poste, Mrs Jane Walter, Mr David Burden, Mr Alex Brown, Mrs Lynda Bell, Mrs Sharon Holden and Mr Andrew Dempsey

In attendance : Mrs Helen Cruikshank, Parish Clerk

Comments and Questions from the members of the public:

There were no questions asked

1. **Election of Chairman and Vice Chairman :** Councillor Walter thanked the Chairman and Vice-Chairman for their past year and invited nominations for Chairman for the ensuing year. There being no other nominations, Councillor John Morgan was proposed and duly seconded. It was **RESOLVED** that Councillor Morgan be re-elected Chairman of Northchapel Parish Council.
The Chairman invited nominations for Vice Chairman and Councillor Willie Poste was proposed and duly seconded. There being no other nominations it was **RESOLVED** that Councillor Poste be re-elected Vice Chairman for the ensuing year.
2. **Election of Lead Members of Working Parties and Committees :** It was agreed that the councillors stay as the Lead Members and Committees:
Allotments, Village Green and Play Area - Mr Willie Poste
Planning – Mr Alex Brown
Footpaths and Rights of Way – Mrs Jane Walter
Finance – Mr John Morgan
Village Hall [Link Councillor] – Mrs Sharon Holden

Councillor Holden agreed to join the Finance Committee alongside Councillors Morgan, Bell and Brown.
3. **Apologies for absence:** There were no apologies for absence.
4. **Declarations of Interest:** Councillor David Burden declared a personal interest in being of the Village Hall Trustee and as a member of the Parochial Church.
5. **Minutes:** The Minutes of the previous Parish Council Meeting held on Wednesday 4th March 2009 were approved as a correct record and signed.
6. **Working Party Reports**
Allotments, Village Green and Play Area - Councillor Poste reported that the Village Green looked good. The 6-a-side football tournament was taking place this we. The contractor for the access track work wishes to start work. Having looked at previous agreements and papers, Councillor Poste concluded there was right of way for max 9ft long and 1.5 tonnes vehicles, this needed to be monitored. He is concerned that once the edging is put down that it will quickly be ruined so suggested the edging be put at 10ft with dolly posts alongside. This was agreed. The issue with dog mess was raised and the Clerk having spoken with the dog warden announced that new signs would be put up around the green and dog bins were being investigated. The removal of the 'Unsuitable for HGV's' sign from Pipers Lane would not be progressing but County Councillor said he would look into the possibility of shifting the sign further down the road. Councillor Poste sadly reported vandalism to the Playground. The Jacobs Ladder had snapped off and the Playground people were needed to be called upon to repair it. The Chairman added that police should be informed of any vandalism so that it is done formally with a crime number. Councillor Dempsey suggested removing the shelter completely to prevent the gathering of youths and Councillor Burden thought the alleged culprits should be spoken too. Councillor Walter added that at the last Neighbourhood Watch meeting Northchapel had been removed as a priority. Clerk to request PCSO Clair Gamlin to make ad-hoc visits to the playground in the early part of the evenings to deter any problems. Councillor Poste added there had been an incident regarding the use of golf balls on the Village Green, Clerk to provide both Councillors Poste and Holden with signs to put up **NO GOLF BALLS PERMITTED ON THE VILLAGE GREEN**. The Clerk informed the Council that ROPSA would be making their Annual Inspection in June.
Planning - Councillor Brown reported that there had been very little planning activity with only one application since the last meeting. Concerned had been raised regarding the rendering of a chimney at the Old Antiques Shop as no planning application had come through to the Parish Council for it and it was in the conservation area. Councillor Brown to liaise with the Clerk and she will contact the Chichester District Council Planning Enforcement Officer.
Footpaths- Councillor Walter requested that the Clerk chase the Rangers with regard to their April visit and what was actually done.
Village Hall - Councillor Holden reported the hall was being well used and respected.
7. **Parish Council Website**
Councillor Walter said she thought the Parish Council needed their own website to provide an information area of their own. Councillor Dempsey said the best solution was to use the current www.northchapel.org site to upload the necessary information, and this was agreed. Clerk to liaise with Councillor Dempsey to discuss requirements.

8. Village Plan

Councillor Brown informed the Council that the text was now in position and had been reviewed by himself and Councillor Walter. Councillor Walter was organising the printers and design for publishing. Councillor Brown is to email the Clerk the latest Village Plan copy to distribute to all Councillors for their final input. This would be reviewed at the next meeting and a small print run done as it was an absolute requirement to have paper copies available.

9. Village Housing

Councillor Holden complained that the part rent/part buy flat in Valentines Lea was still empty after 14 months and 2 further flats had been rented to outsiders. She reported that there are youngsters in Northchapel who are in desperate need of housing but why is it they don't get a look in. She queried the point of the local connection network if local persons don't even get the opportunity. Clerk is to contact Sam Irving the Housing Enabling Officer at Chichester District Council for his views and possibility of speaking at the next Parish Council meeting.

10. Financial Matters

- The Council's current financial position was noted
- The Bank reconciliation at Appendix 2 was noted
- The schedule of accounts submitted for payment at Appendix 3 was noted and approved. Greenbank Furniture £1000 deposit for Notice board, WSCC Clerks March Salary (£448), D Goodyear for Aprils grass cutting (£570) and Helen Cruikshank – Clerks General Expenses for Q4 08/09(£28) plus £203 for Allotment monies received.
- The Clerk informed the Council that Mr Tom O Hara was confirmed as Internal Auditor and the Internal Audit 08/09 would take place on 19/05. The External Auditor Mazars deadline had been bought forward to 30/06/09 so a Parish Council meeting prior to this must take place to approve year-end accounts and Annual Return.

11. Clerks Report

The Clerks report was duly received and noted. The Clerk will keep Council and Parishioners informed of all developments regarding the South Downs National Park Status. The South Downs Joint Committee has agreed to organise meetings for DEFRA to come and talk about the designation and for practical reasons this will happen with six or so meetings covering each geographical area.

12. Future Meeting Dates for 2009/10

It was agreed that the Council Meetings for the coming year would take place as follows:

- Wednesday 10th June 2009 at 8pm at Northchapel Village Hall**
- Wednesday 1st July 2009 at 8pm at Northchapel Village Hall**
- Wednesday 9th September 2009 at 8pm at Northchapel Village Hall**
- Wednesday 4th November 2009 at 8pm at Northchapel Village Hall**
- Wednesday 2nd December 2009 at 8pm at Northchapel Village Hall**
- Wednesday 13th January 2010 at 8pm at Northchapel Village Hall**
- Wednesday 3rd March 2010 at 8pm at Northchapel Village Hall**
- Wednesday 5th May 2009 at 8pm at Northchapel Village Hall**

Signed

Date