

LURGASHALL PARISH COUNCIL

Minutes of the Annual Meeting held in the Village Hall on Thursday, 11 May 2006

Present: Mrs A Martin-Jenkins (Chairman), Mr R T Baker, Mr R E J Cooper, Mr J R Court, Mr G Sharp, Dr A H J Tate, Dr P J H Wilding, Mr J P Wright and Mr PJ Széll (Clerk).

Also present were Mr P W J Moffatt and four members of the public.

39/06 - APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr P Mackey.

40/06 – ELECTION OF CHAIRMAN AND VICE-CHAIRMAN; APPOINTMENT OF COMMITTEE MEMBERS AND REPRESENTATIVES; SPECIAL RESPONSIBILITIES

- Chairman. Mrs A Martin-Jenkins was proposed by Mr R E J Cooper and seconded by Mr J R Court. There being no other nominations, Mrs Martin-Jenkins was elected unanimously and she signed the Declaration of Acceptance of Office (see Annex A).
- Vice-Chairman. Mr R E J Cooper was proposed by Mr G Sharp and seconded by Dr A H J Tate. There being no other nominations, Mr Cooper was elected unanimously.
- Planning Committee. It was decided that all members of the Council would be members of the Planning Committee.
- Budget Committee. It was decided that the Budget Committee would be composed of Mr R E J Cooper, Dr P J H Wilding and Mr J P Wright.
- Risk Assessment Committee. It was decided that the members of the Budget Committee would serve also as the members of the Risk Assessment Committee.
- General Purposes Committee. It was decided that the General Purposes Committee would be composed of the Chairman, Vice-Chairman and Dr A H J Tate.
- Special responsibilities. These were agreed as follows:
 - Playground Mrs A Martin-Jenkins and the Clerk
 - Allotments Mr R T W Baker and Mr G Sharp
 - Village Green Mr G Sharp
 - Systems audit Dr A H J Tate
- Representatives.
 - Village Hall Mr R E J Cooper
 - Community Forum Mr R E J Cooper; alternate – Mrs A Martin-Jenkins

41/06 - CODE OF CONDUCT

The Chairman reminded members of their responsibilities under the Code of Conduct.

42/06 - MINUTES OF LAST MEETING

The minutes of the last meeting were approved and signed by the Chairman as a true record.

43/06 – MATTERS ARISING

1. Village Hall. The order for a second notice board for the Hall's exterior and a small refinement to the existing board had been placed, but the work had not yet been completed.
2. Waste skip. The skip provided on 6 May in the Village Hall car park had, once again, been a success.
3. Litter bins. The new village litter bin emptying service (provided by the District Council) had got off to a good start.

4. Donations. Of the five charities to which donations had been made in March, two had not bothered to acknowledge the payment or, in one case, even cash the cheque.

44/06 – OPEN FORUM

There were no matters raised.

45/06 – COUNCILLORS' REPORTS

A copy of Mr Moffatt's report to the meeting is attached (see Annex B). Mr Cooper reported on the main issues addressed at the North West Frontier Forum's meeting on 15 March 2006, namely the implications for Parish Councils of the Clean Neighbourhoods and Environment Act 2005; the latest developments on the Local Development Framework; and the case of amalgamating the North West Frontier Forum with its Rother Valley counterpart. The Chairman commented briefly on a lunch she had attended with the Chairman of WSCC and ten other Parish Council chairmen. It was significant, she said, how all the Chairmen had listed traffic, policing and health, in that order, as their Parish Councils' main areas of concern.

46/06 – FINANCE

1. Draft accounts for the year ended 31 March 2006

Members considered the accounts for 2005-06 (see Annex C) and they were duly approved.

2. Annual return

Section 1 – Statement of Accounts. Members considered the figures set out in this section of the Council's annual return. The Clerk provided explanations of the variations from the previous year. Members were satisfied with the explanations and duly approved the signing of the section by the Chairman and Clerk.

Section 2 – Statement of Assurance. Members considered all items in this section of the annual return, agreed that each could be responded to positively and duly approved the signing of the section by the Chairman and Clerk.

3. Internal Audit and Auditor. Members noted that Mr J C King OBE, the Internal Auditor, had given the Council a clean report for the year ended 31 March 2006. He had indicated his willingness to continue as Internal Auditor for the year 2006-07 at a fixed fee of £70. Members confirmed that he should be reappointed. Clerk to notify Mr King.

4. Insurance cover and valuation of assets. Members were provided with details of current valuations of the individual fixed assets owned by the Council and the insurance cover proposed by Cornhill Allianz for the coming twelve months. They decided that the insurance cover proposed was satisfactory and should be accepted.

5. Current financial statement. The Clerk distributed:

- (a) a statement of the position of the Council's bank accounts, incorporating details of cheques that needed to be issued and for which approval was sought; and
- (b) figures setting out income and expenditure against the budget for the current financial year.

The Council approved payment of all the cheques listed in Annex D attached as well as the transfer of £600 from the Capital Reserve Account to its Reserve Account.

6. Lodsworth Heartstarters. On the recommendation of the Chairman, the Council decided to donate £250 towards the cost of a third defibrillator for use by the Lodsworth Community First Response Scheme (Heartstarters). Members recognised that there had been, and would continue

to be, occasions when Lurgashall parishioners would need the lifesaving services provided by the volunteers who operate the Scheme.

47/06 – PLANNING

1. **Applications**

The Planning Committee had considered two planning applications since the March meeting. It had no comments or objections to make on either of them. (The first application listed below had subsequently been withdrawn.):

LG/06/00621/FUL: JAYS FARM, JAYS LANE

Change of use of existing 2 storey barn and associated single storey outbuildings into 1 no. residential unit with attached annexe. Scheme also includes proposed removal of an existing dilapidated Milking Parlour with replacement 3 bay garage and various garden machinery and stores. New covered walkway to link garaging to main house

LG/06/01559/DOM: MEADOW COTTAGE, COTCHET LANE, HASLEMERE

Single storey side extension

2. **Decisions**

Two related decisions had been received from Chichester DC since the last meeting:

LG/06/00117/DOM: MEADOWSIDE, THE GREEN

Two storey extension to north side

REFUSE

LG/06/00119/LBC: MEADOWSIDE, THE GREEN

Two storey extension to north side

REFUSE

3. **Notification of appeal**

LG/05/04365/DOM and LG/05/04367/LBC: PEAR TREE COTTAGE, THE GREEN

Erection of a single storey, timber framed, glazed conservatory and demolition of porch
An appeal has been lodged against Chichester DC's refusal on 9 January 2006 of these linked applications. Persons concerned had been given till 17 April 2006 to make representations to the Planning Inspectorate regarding the appeal.

4. **Other planning related issues**

1. Woodcraft Folk. The Chairman reported that the District Council had just submitted to the Secretary of State its long-awaited application for an Article 4 Direction. If the application was successful, it would bring the organisation's Park Farm site back under the jurisdiction of the local planning authority. In her capacity as Chairman, the Chairman had asked the local Member of Parliament to support the application.

2. 46 Greengates. The CDC's enforcement branch had informed the Clerk that it was still in the process of making enquiries regarding the conservatory at this property.

48/06 – HIGHWAYS AND FOOTPATHS

1. Surface repairs. WSCC's Highways Department had recently patched stretches of road outside Orchard Cottage and Dial House on Jobsons Lane and conducted emergency repairs near Crossways. At the same time, yellow marks had appeared on Northhurst Lane to indicate where surface dressing is to be carried out. (The timing for this work is now end-May/early June.)

2. Broken bridges. It was reported that the South Downs Joint Committee (SDJC) had replaced two more broken footpath bridges: on path 2042 near the Fernhurst border and path 2026 by the entrance to Gentils Copse.

3. High Lane. The Clerk reported that, on 9 April, one of the bollards recently installed by SDJC at the north end of High Lane had been wrenched out of the ground by, it was believed, 4x4 vehicle drivers. SDJC had quickly reset it after the damage was reported to it.
4. Village Hall. The Council took note that, following a request from the Village Hall Management Committee, WSCC's Highways Department had installed new kerb stones and bollards adjacent to the Hall.
5. Village Green. Mr Sharp reported that during the recent building work at School House, a number of the kerb stones had become dislodged. The Clerk was instructed to draw the matter to the notice of the Highways Department.

49/06 – ALLOTMENTS

Fencing. Members agreed that the fence along the allotments' west side urgently needed replacement. The work had not been allowed for in the 2006-07 budget but it was nevertheless considered appropriate to dip into the Council's reserves and get the work done quickly. An estimate for the job of £572.20p (plus VAT) had been obtained and it was decided to proceed on that basis, subject to the Clerk checking first with Mr Moffatt on the prospects of obtaining a significant contribution from WSCC towards the cost.

50/06 – PLAYGROUND

1. New fencing. The Clerk reported that the application for a grant towards the cost of the new fence had been submitted to Chichester DC on 24 March. It would be considered by the relevant grant committee on 4 July.
2. Mowing. Mr Baker undertook to arrange for the grass at the allotments to be cut.

51/06 – VILLAGE GREEN AND POND

1. The Green. The Chairman thanked Mr Sharp for the excellent work he had done over recent weeks to restore the Green to its usual high standard.
2. The Pond. Dr Wilding agreed to organise a working party to clean out the pond and tidy up the area around it in good time for the village fete.

52/06 – FOOTBALL FIELD

The Chairman updated Members on the discussions regarding the future of the football field and about its appearance. The Football Club had sufficient funds to meet the current year's rental. Arrangements had been made for the field to be cut twice in the current year, with the cost likely to be shared between the Fete Committee and the Parish Council.

53/06 – YOUNG DRIVERS' SKILLS COURSES

Grants for 2006-07. The Clerk said that no young parishioners had registered an interest in receiving a grant to attend the WSCC-backed driving skills course. The Council, therefore, decided to withdraw its offer of sponsorship.

54/06 – PARISH COUNCILLOR VACANCY

The Chairman apologised that she had not, as planned, been able to carry forward the quest for a suitable candidate to fill the vacancy on the Council. She said she would deal with the matter in the coming weeks and report to the July meeting.

55/06 – MEETING DATES FOR 2006-07

Meeting dates for the coming year were agreed as follows:

2006	-	13 July	7 September	9 November
2007	-	11 January	8 March	10 May (Annual Meeting of the Parish Council)

The 2007 Annual Parish Meeting will take place on 12 April.

56/06 – CORRESPONDENCE

The following were among the correspondence received since the March meeting:

1. King Edward VII Hospital, Midhurst. A letter thanking the Council for its support in the ultimately-unsuccessful campaign to keep the hospital open.
2. Clean Neighbourhoods and Environment Act 2005. Guidance from DEFRA and the District Council on the implications of the new Act for parishes.
3. Tree Wardens. A reminder from WSCC about its tree warden scheme, inviting those parishes that had not already done so to consider appointing such an officer.
4. The New Planning System will be considered at an all day meeting on 13 September 2006 at Wisborough Green.

57/06 - ANY OTHER BUSINESS

1. New bench. The Chairman informed that meeting that Mr Stephen Farthing had offered the Council a wooden bench for the Village Green in memory of his late mother (to match the one donated a few years ago in memory of his father). Members agreed to accept the offer but noted that the new seat would need to be placed on a solid concrete standing.
2. Bottle bank. The Chairman reported a parishioner's suggestion that there should be a permanent bottle bank in the village; it would save older residents without cars from having to carry heavy bags of empty bottles on public transport to nearby towns. Members were in principle sympathetic, but recognised there were many questions to be answered before action could be taken, eg location, cost, legal liability, alternatives and supervision. The Clerk was requested to investigate.
3. Skip. It was agreed that the Clerk should arrange a further waste skip for late September.
4. National Trust. Members welcomed the offer of Dave Elliott (NT Warden) to take them on a guided tour of the Trust's conservation work on Blackdown in mid-June. The Clerk was asked to make the necessary arrangements.
5. Village Green chestnut tree. Mr Court reported that two sizeable branches had recently snapped off the tree at the north-west corner of the Green. He had noticed that at places the trunk was becoming hollow. The Council requested the Clerk to draw the matter to the attention of the Leconfield Estate's forester for an expert assessment of the seriousness of the problem.

58/06 – DATE OF NEXT MEETING

The next meeting of the Council will take place on 13 July 2006.

There being no other business, the Chairman closed the meeting at 9.20 pm.

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PJS: 14/05/06