

**LURGASHALL PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council meeting held in the Village Hall  
on Thursday, 12 May 2011**

*Present:* Mr R E J Cooper (Chairman), Mr J S Bonnett, Mr J W Harden, Mr G J Hayhurst, Mr N P Jowett, Mrs A Martin-Jenkins, Mr G D J R Sharp, Dr P J H Wilding, Mrs R D Wood and Mr P J Széll (Clerk)

*Also present:* Mr C Duncton, Mrs P A Hardwick and five member of the public.

The Chairman declared the meeting open at 7.30 pm.

38/11 - APOLOGIES FOR ABSENCE

None.

39/11 – DECLARATIONS OF ACCEPTANCE OF OFFICE

Each Member of the new Council signed a Declaration of Acceptance of Office. The Clerk reminded Members of the requirement to update, if necessary, their Register of Interests forms or, in the case of a new member, to complete and return the form to him within 28 days of the date of the election.

40/11 - ELECTION OF CHAIRMAN

Mr R E J Cooper was proposed by Dr Wilding and seconded by Mrs Wood. There being no other nominations, Mr Cooper was by consensus elected Chairman for the coming year and signed the Declaration of Acceptance of Office (see Annex A).

41/11 — ELECTION OF VICE-CHAIRMAN; APPOINTMENT OF COMMITTEE MEMBERS AND REPRESENTATIVES; SPECIAL RESPONSIBILITIES

In discussing this item, Members confirmed the structure and functions of the Council's Committees.

- Vice-Chairman. Mr J S Bonnett was proposed by Mr Hayhurst and seconded by Mrs Wood. There being no other nominations, Mr Bonnett was elected by consensus to be the Vice-Chairman for the coming year.
- Planning Committee. It was decided that the Planning Committee would be responsible for considering, and commenting on, all Lurgashall planning applications on behalf of the Council. It would be composed of Mr J W Harden, Mr N P Jowett, Mrs A Martin-Jenkins, Dr P H J Wilding and Mrs R D Wood, with Dr Wilding as Chairman. It was further agreed that the Chairman of the Planning Committee should invite all members of the Council to participate in meetings at which the Committee was due to consider particularly contentious or sensitive applications.
- Finance and General Purposes Committee. It was decided that the Finance and General Purposes Committee would be responsible (a) for making annual budget proposals to the Council, (b) for making recommendations to the Council on donations and grants as well as on risk assessment and (c) for acting on the Council's behalf with regard to matters requiring decision between Council meetings. The Committee would be composed of Mr J S Bonnett, Mr G J Hayhurst, Mrs A Martin-Jenkins and Dr P J H Wilding, with Mrs Martin-Jenkins as Chairman.
- Village Green Committee. It was decided that the Village Green Committee would be responsible (a) for supervising, and for making recommendations to the Council on, the Village Green (including the pond and bus shelter) and, in particular, (b) for identifying ways and means

of minimising damage caused by vehicles parking around the Green. The Committee would be composed of Mr J S Bonnett, Mr J W Harden, Mr G J Hayhurst, Mr G D A R Sharp and two members of the public, Mr J W S Clark and Dr A H J Tate, with Mr Hayhurst as Chairman.

- Winter Management Committee. It was decided that the Winter Management Committee would be responsible for drawing up, and for overseeing the operation of, the Parish's severe winter weather plan as well as for co-ordinating action under the plan with the County's Highways Department and neighbouring parishes. The Committee would be composed of Mr J S Bonnett, Mr R E J Cooper, Mr G J Hayhurst and Mrs R D Wood, with Mr Bonnett as Chairman.

- Special responsibilities. Special responsibilities were agreed as follows:

- *Systems audit* Mr N P Jowett
- *Playground* Mrs R D Wood

- Representatives. It was decided that Mrs R D Wood would be the Council's representative on the Village Hall Management Committee and that Mr R E J Cooper would be its representative on the North-West Frontier Community Forum.

- It was further decided that any day-to-day matters concerning the Parish's highways, rights of way, playground and allotments that required action between meetings of the Council would be handled by the Clerk, guided as necessary by the Chairman.

#### 42/11 – CODE OF CONDUCT

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

#### 43/11 – MINUTES OF LAST MEETING

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

#### 44/11 - MATTERS ARISING

Donations. Letters of thanks had been received from the two bodies to which the Council had sent donations after the last meeting: Waverley CAB and Arun and Chichester CAB.

#### 45/11 – OPEN FORUM

No points were raised.

#### 46/11 – COUNCILLORS' REPORTS

- Mr Duncton made two points in his report: (a) the forthcoming meeting of the full County Council was going to debate a petition opposing its decision to cut day care services; the issue was a sensitive one and the meeting (which would be webcast) might be quite agitated; and (b) the Highways Department had reversed its earlier decision about disposal of the grit bags provided under the winter weather scheme; it would now collect all used and partly used bags.

- The matters highlighted by Mrs Hardwick in her report were: (a) one of Plaistow Ward's two councillors was likely to be appointed to Development Control Committee (North); and (b) the Ward's two councillors had been working with representatives of Lurgashall and Northchapel to clarify the nature of the developments taking place on the tract of land north of Tanland Copse and as a consequence senior District Council members and officials were becoming much more interested in the issue (see also minute 50/11, para 3(b), below).

#### 47/11 – FINANCE

1. Draft accounts for the year ended 31 March 2011. Members considered the accounts for 2010-11 (see Annex B) and, on a proposal by Mrs Martin-Jenkins that was seconded by Mr Bonnett, they were duly approved and signed by the Chairman and Clerk.

2. Annual return

Section 1 – Statement of Accounts. Members considered the figures set out in this section of the Council's annual return, copies of which had been distributed to everyone present. The Clerk provided explanations of significant variations from the previous year. Members were satisfied with the figures and explanations and, on a proposal by Mr Jowett that was seconded by Dr Wilding, they duly approved the signing of the section by the Chairman and Clerk.

Section 2 – Annual Governance Statement. Members considered the items in this section of the annual return, agreed that each could be responded to positively and, on a proposal by Mr Jowett that was seconded by Dr Wilding, they duly approved the signing of the section by the Chairman and Clerk. In this context, the Council decided that, in light of the actions listed in Annex C below, its 2010-11 audit procedures had been adequate and effective.

3. Internal Audit and Auditor. Members noted that Mr James Tree, the Internal Auditor, had given the Council a clean report for the year ended 31 March 2011. The Council asked the Clerk to convey its gratitude to Mr Tree for auditing its accounts, for the speed and care with which the work was done and for indicating he would act as Internal Auditor again for 2011-12.

4. Insurance cover and valuation of assets. Members were provided with details of the current valuations of the individual fixed assets owned by the Council and the insurance cover proposed by Aon Limited for the coming twelve months. They decided that the cover proposed was satisfactory and should be accepted. Members felt, however, that further enquiries should be made as to whether the Council's present public liability insurance cover of £5M per incident was sufficient. The Clerk was instructed to check what increasing cover to £10M would entail.

5. Current financial statement. The Clerk distributed Annex D, below, ie:  
(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 the Council's income and expenditure to date against its budget for the current financial year.

On a proposal by Mr Bonnett that was seconded by Mr Hayhurst, the Council approved payment of the twelve cheques listed in that Annex.

6. PAYE and National Insurance. The Clerk reported that he had registered the Council as an employer for PAYE purposes but progress had been slow. Some key documentation had still not arrived from HMRC. Hopefully the process would be working well by the next meeting.

#### 48/11 – HIGHWAYS

1. Flooding by Boundary Cottage. The Clerk had written to the District Council's land drainage officer about the quantity of run-off water that, after heavy rain, flowed across Northhurst Lane by Boundary Cottage. The response was that this was a highways issue or, if not, that the Parish Council should approach the owner of Boundary Cottage. The Chairman said he would take the matter up with the officer concerned and, if need be, also the property owner.

2. The Quell - broken sign. The District Council had contacted the Clerk to say that repair of the road sign at the junction of the Quell and Jobson's Lane had been placed on its action list.

3. Jobson's Lane – fallen tree. The Chairman noted with appreciation how speedily WSCC's Highways Rangers and the Electricity Board had been on the scene after a large section of tree had fallen across the road on 2 May.

#### 49/11 – PUBLIC RIGHTS OF WAY

1. Byway off The Quell. The "No motorised vehicles" sign from the western end of the byway had now been repaired through the good offices of Mr Mike Oakland who planned to reset it, with Mr Sharp's help, once the ground surrounding it was less hard.

2. Future care of public rights of way. Mr Oakland had written to the Clerk that he had recently been to a meeting organised by SDNPA for the Volunteer Path Rangers group and had spent a useful day walking the parish with WSCC's recently appointed Access Ranger for Lurgashall and neighbouring parishes. Among the points to emerge were: (a) the Access Ranger would be

inspecting Lurgashall's rights of way and arranging any necessary follow up work on a nine-monthly cycle; in urgent cases, however, (eg broken bridges) WSCC would act right away; (b) the SDNPA was drawing up a detailed audit of its rights of way network to be completed by 30 September; Mr Oakland had volunteered to carry out the survey for Lurgashall; (c) WSCC's approach to the repair and maintenance of stiles and gates differed from that of the old SDJC; both are the statutory responsibility of the landowner, but in the past SDJC had undertaken all work on them. WSCC would repair bridges on rights of way but not stiles or gates. It would, however, give grants of up to 28% for replacement stiles and up to 40% towards new or replacement gates, the aim being to encourage the replacement of stiles by gates.

3. Broken stiles. Mr Sharp drew attention to stiles leading off Mill Lane and on the footpath by Boundary Cottage that needed repair. The Clerk was asked to notify Mr Oakland.

50/11 – PLANNING

1. Applications. Dr Wilding's reported that the six planning applications listed below had been notified to the Council since its last meeting. The application concerning Victory Cottage had yet to be considered by the Planning Committee. Of the remaining five, the Planning Committee had objections to just one – Glebe Park. A copy of its letter to the District Council concerning this application was distributed to those present for information.

LG/11/01538/LBCNP: Noah's Ark Inn, Village Green

To carry out repairs and alterations to ensure outbuilding is structurally stabilised

LG/11/01592/LBCNP: Blackdown Park, Fernden Lane

Sub division of guest bedroom ensuite to form dressing room, refitting of bathroom

LG/11/01435/DOMNP: Glebe Park, Blind Lane

Three storey and single storey extensions and alterations

LG/11/01473/DOMNP: Cotchet Farm, Fernden Lane

Alterations and associated works to facilitate use of existing detached garage as breakfast room and utility. Use of existing barn to provide ancillary accommodation. Revisions to LG/10/05056/DOM

LG/11/01474/LBCNP: Cotchet Farm, Fernden Lane

Alterations and associated works to facilitate use of existing detached garage as breakfast room and utility. Use of existing barn as ancillary accommodation and recladding front elevation.

LG/11/01641/DOMNP : Victory Cottage, Hillgrove Lane

Replacement outbuilding

2. Decisions. Nine decisions had been notified by Chichester since the Council's last meeting:

LG/10/04432/FUL: Garage compound at Greengates

Demolish existing garages and provide 1 no. three bedroom house and 2 no. two bedroom houses  
WITHDRAWN

LG/10/05746/FUL: Upper Blackdown House

Demolition of existing dwelling with proposed replacement of dwelling  
WITHDRAWN

LG/11/00216/DOM: Valewood Grange, Fernden Lane

Oak framed traditional double garage and store (alternative to approved scheme 04/00172/DOM)  
PERMIT

LG/11/00276/LBC: Southwater, Lickfold

**THESE MINUTES ARE SUBJECT TO APPROVAL AT COUNCIL'S NEXT MEETING**

Proposed demolitions and two storey extension, relocating the existing entrance porch and chimney to garden room and internal alterations GRANT

LG/11/00287/DOM: Herne House, Petworth Road

Erection of single storey garden room PERMIT

-1.

LG/11/00378/DOM: Meadowside, Village Green

Addition of single storey timber and glass garden room PERMIT

LG/11/00641/DOM: Sarnsfield

Two storey extensions to the south and east, single storey extensions to the south and west following removal of previous extensions PERMIT

LG/11/00379/LBC: Meadowside, Village Green

Addition of single storey timber and glass garden room GRANT

LG/11/00614/DOM: The Lodge, Windfallwood Common

Alterations, single storey rear extension and rear dormer window PERMIT

3. Other planning matters

(a) High Hampstead Farm. The appeal against a District Council enforcement notice alleging change of use from agricultural land to garden land without planning permission was going to be heard in Chichester on 1 June 2011.

(b) Willow Spring Farm, Northchapel. The Council had written to the District Council's Planning Enforcement Unit expressing concern about the nature and extent of development taking place on pasture just beyond Lurgashall's boundary with Northchapel. In addition, members of the Committee had looked closely at the site accompanied by the Parishes' two District Councillors and the Chairman of Northchapel Parish Council.

51/11 - PLAYGROUND

Safety matting. The Chairman observed that the mat around the swings appeared to be shrinking again and suggested that further infilling work might be needed.

52/11 - ALLOTMENTS

Leaking tap. Mr Sharp had taken the initiative and kindly replaced the leaking tap at the centre of the allotments.

53/11 - VILLAGE GREEN

(a) Village Green Committee. Mr Hayhurst reported that at present he had nothing to add to his report to the Council meeting in March on the possible creation of a village car park. To deal with the immediate problem, however, the Committee had decided to investigate further the possibility of marking out some parking spaces - perhaps 12 in all - on the eastern section of the Green (following the recent strengthening of the verge there) and outside the churchyard wall. If successful, the Triangle might then be protected by some form of physical barrier without unduly deterring visitors to the village. The Committee had in mind using painted white lines in front of the churchyard wall and some form of timber demarcation on the grassed areas. Mr Hayhurst's hoped that further details on these proposals, including costings, would be available for consideration at the Council's July meeting. The Committee had also considered Mr Oakland's proposal for tackling the parking issue at the eastern side of the Green (see minute 31/11 (c)) and had written back to him with its comments.

(b) Among the points made during the subsequent discussion were the following:

- irresponsible drivers would not respect the proposed white markings; against this it was pointed out that the lines marked in the village hall car park were for the most part observed;

- there was concern that marking out parking spaces might result in nothing being done to improve the eyesore that was the Triangle, giving the impression that the Council was more concerned with subsidising the pub and helping its customers than with the concerns of those living around the Green; against this it was said that it was not for the Parish Council to act in a way that would deter visitors to the village or its pub;
- one member recalled an earlier proposal that, if about ten cars were accommodated by extending the parking area by the pub, the problem during the winter months, when most of the damage was caused, would be ameliorated; another member added that he understood that, once the stables at the pub had been repaired, more space would be available for parking staff cars in the garden area to the rear;
- the village green generally required more attention than it had been receiving. Frequent small actions were needed if the village was to remain tidy and attractive. Among concerns highlighted were: the pond leaked, the notice board needed attention, the bus shelter's roof and wooden sides needed repairing; the ditch by the Malt House was again overgrown and blocked; and a number of benches were not in good shape and, at the minimum, needed cleaning.
- In summing up the discussion, the Chairman said that a number of important points had been made during the debate. These should be taken into account by the Village Green Committee at its next meeting at which further proposals for the Council's consideration would be drawn up.

#### 54/11 – LOCAL WINTER MANAGEMENT PLAN

The Chairman announced that he had organised a meeting in the Village Hall on 18 May 2011 at which WSCC's senior winter weather management official, Mr Richard Speller, would review with Councillors from Lurgashall and neighbouring parishes as well as with Mr Duncton where the scheme had fallen down last winter and what improvements could be made for the next one.

#### 55/11 – WASTE DISPOSAL

- (a) Bottle bank. The three containers had been removed by the District Council in April.
- (b) Waste skip. The waste skip hired for 7 May had left the village less full than usual. Members agreed that a further ship should be requested for late September.

#### 56/11 - ARCHIVING OF MINUTES

The Clerk noted that it was eight years since the last bundle of the Council's official minutes had been deposited at the West Sussex Record Office. The meeting agreed that a further batch, covering the years 2001 to 2008, inclusive, should now be added to the archive in Chichester.

#### 57/11 – CORRESPONDENCE

1. Parish clusters. WSCC had written to say that over the coming two years it would be looking to work with clusters of parishes on priority issues that would benefit from cooperative action. The Chairman said he supported greater cooperation among neighbouring parishes and had suggested to Mr Duncton that the next step should be to discuss the idea at the next County Local Committee meeting. Mr Duncton added that the matter had been put on the agenda.
2. Mobile Library. After consultations directed at achieving sizeable cost savings, WSCC had decided to reduce its mobile library fleet from three to two vehicles and, when justified, to reduce the frequency of the library's visits to villages. From 1 June 2011, the mobile library would come to Lurgashall for 15 minutes a month instead of the present 20 minutes a fortnight.
3. DORIS bus. The Midhurst–Northchapel bus (via Lurgashall) would, from 23 May 2011, not run on Saturdays (Reason: falling passenger numbers). The weekday service stays unaltered.
4. War memorial. The War Memorials Trust had written to the Council recalling that it had granted £500 in 2003 towards the repair and cleaning of the memorial in the churchyard and pointing out that it did not appear that any maintenance had been undertaken since. It was agreed that the Council should consider what, if any, action was needed to follow up the Trust's communication and, in this context, to consult the Churchwardens to establish if the Church's Quinquennial Review included assessment of the War Memorial.
5. Parish mapping. The process of enabling the Parish Council to get access to OS mapping and address data directly, rather than as previously via the District Council's licence, had now

been completed and Dr Wilding had agreed to maintain day-to-day oversight of the Council's access to and use of the data.

58/11 – ANY OTHER BUSINESS

- (a) Black and white road signs. Mr Sharp said the six signs needed cleaning again now that winter was over. A numbers of Members volunteered to clean the sign nearest their homes.
- (b) Amendment of Standing Orders. Mr Harden gave notice that he planned to table for consideration at the next meeting an amendment to the Standing Orders limiting the number of consecutive years for which anyone could hold a Parish Council office.

59/11 – MEETING DATES FOR 2011-12

1. Future meeting dates for the Parish Council were agreed as follows:

2011 - 14 July                      8 September      10 November

2012 - 12 January                8 March            10 May (Annual Meeting of the Parish Council)

The Annual Parish Meeting would take place on 10 May 2012.

2. The Finance and General Purposes Committee would meet on 1 December 2011 whilst the Planning Committee, Village Green Committee and Winter Management Committee would meet as need arose.

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

PJS: 16/5/2011

**DRAFT**