

NORTHCHAPEL PARISH COUNCIL

**APPROVED minutes of a Meeting held at Northchapel Village Hall,
On Monday 5th September 2011**

Present: Councillors Mr Willie Poste, Mrs Jane Walter, Mrs Lynda Bell, Mrs Sharon Holden, Mrs Georgina Murphy, Mrs Angelique Burns and Mr Paul Markides

In attendance: Mrs Helen Cruikshank, Parish Clerk

Comments and Questions from the members of the public:

There were no members of the Public present. The Clerk had been asked by C Moss and Sons to read out the following letter:

To members of the Parish Council,

We felt we should write and inform you that we have decided we will be unable to undertake the Salt collection and spreading around the village if it is required this winter.

We have reached this decision following a complaint about storage of equipment on the farm.

We felt it was unjust as we have always tried to help everyone in the village and would have hoped for a little more understanding.

Yours sincerely, Julian and Christopher Moss

Councillor Poste added that several parishioners had complained about the farms storage of cement and non-farmland machinery so he had gone directly to the farm to politely ask for it to be removed. Even though the Moss' were happy to do this they were evidently upset that parishioners had complained via a third party and not directly to themselves and therefore were no longer able to help this winter. It was agreed that the Moss' decision was a very sad one, the relationship between the two parties was thought to be a good and long one and it was hoped the Moss' would reconsider. Clerk to write a letter.

33. Apologies for absence: There were no apologies for absence.

34. Co-option of Councillor: Mrs Jane Squire was co-opted as a Councillor and the Chairman welcomed her to the Parish Council. Clerk to liaise with her with her with the necessary forms and documents.

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

36. Minutes: The minutes from the meeting held on Thursday 7th July 2011 were approved as a correct record and signed.

37. PC Clair Gamlin/PCSO Ian Luxford: There was neither Police attendance nor a report at the meeting.

38. Report from the Elected Representatives of West Sussex County Council and Chichester District Council if available.

District Councillor Linda Westmore reported that an appeal is expected by the owner of Hillgrove Stud Farm since enforcement and breach of condition notices have been served.

A cancer survivor programme has been set up to inform cancer patients of the different avenues of complementary medicines available. www.csp.co.uk or 01243 641405.

The Sussex Police Federation following on from the riots in August have asked MPs to lobby the Home Secretary to stop the implementation of nationwide cuts.

The Western Sussex Hospital NHS Trust Board is meeting with representatives of the Department of Health to discuss its plans on becoming a foundation trust.

There was no County Councillor report but if anyone has any questions for him then please do not

Hesitate to contact him. chris.dunton@westsussex.gov.uk or 01798 342528

39. Working Party Reports

- **Allotments, Village Green and Play Area:** Councillor Poste said there was nothing to report at the Allotments and all was going well on the Village Green. The playground is waiting for the new Play hut which was due at the end of August so it is assumed it will be coming very shortly.
- **Footpaths, Hedges and Rights of Way:** Councillor Walter stated she had reported numerous issues to WSCC highways for their attention and received an update from Adam Bazley the Highway Officer (in bold) as follows;

*Priority urgent - Outside Northchapel Primary School in Pipers Lane - the traffic island where there is a reserved disabled space - two loose kerb stones. Also two loosening stones on the second island on rounded edge.
Job raised as a 28 days defect to reset the granite sets.*

*On corner of A283/Hillgrove Road - one missing kerb stone and two fallen kerb stones outside 4 x 4 showroom.
Replacement sett also raised on a 28day repair*

*Blocked storm gully on A283 outside Yew Tree Cottage with vegetation growing out of it. Please advise when deep cleaning lorry will be visiting.
Job raised for Highway Rangers to empty and clear the gully pot*

*Railings gone in lay-by opposite shop.
The replacement of this missing railing is with our works coordinator as this would come under planned works, so unfortunately I cannot give you a completion date but we are aware of the need for replacing*

*Leaning and cracked wall by steps from Luffs Meadow to main road crossing point. This may be Martlett's responsibility - please advise.
I believe this section of the wall may be maintained by WSCC. I have passed this to our engineering team to assess the extent of the works but the same rules would apply with regards to its repairs and that of the railing*

*Crumbling long kerb stones around central green in Luffs Meadow. Comment as above.
Unfortunately this would no longer be classed as a defect as it is chipped*

(severely), I will reinspect when next in the area and see if I can get something done but unfortunately would not be classed as a safety defect.

Councillor Walter said that the Access Ranger had not yet come to the parish to look at the footpaths/ROWs but she would hopefully have an update at the next meeting. Clerk to find out when the roadside hedgerows are due to be cut back within the parish and request they are done more sympathetically than last season.

- **Planning:** Councillor Markides reported there had been only one recent planning application. A letter of complaint had been sent from the Parish Council to CDC re: Hillgrove Stud farm. Clerk to check contact email address. Councillor Walter to liaise with Andrew Dempsey re: updating parish website www.northchapel.org
- **Village Hall:** Councillor Holden had nothing much to report. Dogs, Pilates and Judo all due to start again this term.
- **Housing:** Councillors Murphy and Holden raised housing concerns with regard to mutual exchanges and bidding not abiding with the local connection rule in St Michaels Close and empty or unused flats in Valentines Lea. Clerk affirmed she now has a good contact in Ian Owen, a Senior Homemove Officer at CDC Housing who is aware of all current problems in both areas and has been able to provide lots of assistance. Clerk to chase outstanding issues.
- **Media and Communication:** Councillor Burns said that lots of news had gone into the recent issue of the parish magazine. As previously agreed the PCC would bill the Parish Council for their “new look” submissions. These would also go on the notice boards so everyone had access to view the information.
- **Aims and Objectives:** Councillor Burns was looking at what the parish priorities are. She has been looking into public transport available in the village and confirmed that timetables are changing for DORIS with a replacement Tuesday and Friday Compass Travel shopping service to Midhurst. Stagecoach offers a Monday and Thursday service to Haslemere. With very few people using these services, is there any need for the recently resurrected Community minibus? She confirmed these services are now publicised both in the parish magazine and on the notice board.

With regard to Youth services, the Purple Bus will not be retuning this term. If it does return in the future then it will be on a much smaller scale. The Purple Bus Summer Activity day on the Village Green was poorly attended as it had not been advertised hence no-one came and it was a complete waste of money.

- **National Park:** The Chairman welcomed David Burden back as a Councillor for the South Downs National Park. David said there were 4 new Councillors to the SDNPA since the elections in May. He hoped that Northchapel would be represented at the South Downs meeting on Friday in Petworth as it will be a good opportunity to ask questions and get contacts etc. If there is anything he can do for Northchapel then please let him know. Councillor Walter urged the authority to keep an eye on local planning issues.

40. Transport

This was discussed under Aims and Objectives in Working Party Reports.

41. Diamond Jubilee

With Ebernoe celebrating the Diamond Jubilee on the Monday and Petworth celebrating the Saturday, it was suggested that Northchapel should organise their celebrations for the Tuesday 5th June 2012. Ideas and suggestions welcomed. Ideas mentioned included contacting local marquee companies, using the Village Green together with the Sports Club facilities, combining perhaps with the resurrection of the village fete. There was also a suggestion of the Parish Council giving each child in the village a commemorative mug of the day. Clerk to research costs.

42. Woodland Trust

The Clerk had received a letter from the Woodland Trust to see whether the Parish Council would be willing to work in partnership with the Woodland Trust to help create new woodland in West Sussex. There had been discussions previously with regard to planting a community orchard on land near the village hall in conjunction with the South Downs National Park. Councillor Walter to liaise with Andrew Dempsey for an update.

43. Standing Order and Financial Regulations update

The Financial Regulations document as at Appendix 3 was approved and adopted. There is a new updated version of the standing orders document which the Clerk will adapt for Northchapel Parish Council and email out to all Councillors so this may be approved and adopted at the next meeting.

44. Parish Land Ownership Update

The Clerk reported that the Land Registry form had been sent off by Hedley's Solicitors and she was waiting to hear anything further.

45. Coat of Arms

The Clerk had spoken with Mark Weston who had sent through an approx quote of £1670 for the village sign. He is sending through a more detailed quote. Clerk will try and obtain further estimates. Full Council agreed to go ahead of accepting the best quote for the work.

46. Financial Matters

- The Council's current financial position @ £23,127 was noted
- The Bank reconciliation at Appendix 4 was noted
- The schedule of accounts submitted for payment at Appendix 5 was noted and approved including payments to WSCC (Clerks July Salary) @ £407.98 and Mazars (External Audit) @ £342. The Clerk added that the PWLB half yearly loan repayment was due to be paid out on 23/09/11 @ £1,373
- Mazars have completed their external audit for 2010/11 accounts. The certified annual return has been received; this together with the notice of conclusion of audit will be displayed on the notice board.
- Councillor Bell had done a brief finance review before the meeting. Councillor Holden to do a further review before the next meeting in November.

47. Clerks report

The Clerks report was duly received and noted. The Clerks report lists meetings which Councillors may wish to attend and consultations which are currently on-going which they may like to respond to. Councillors Holden, Murphy and Markides are hoping to attend the South Downs workshop in Petworth on Friday. The Clerk added the next NE

Parishes forum is on 15th September at 7pm at Bury Village Hall and the SALC AGM on the 4th November in Ardingly.

48. Items to be included on the next agenda

Winter Plan to be incorporated as an on-going Working Party item.

Signed

Date