

NUTHURST PARISH COUNCIL

Minutes of the Parish Council Meeting
held on Wednesday, 4th October 2017
St Andrews CofE School, Nuthurst
commencing at 8.00 p.m.

PRESENT: Mrs V Court (Chairman) Mr O Hydes (OBE)
Mrs J Assassi Mr T Nelson
Mrs J Chaytor Mr S Turner
Mrs G Dixon
Mrs A Gaffney

Also in attendance were County Councillor Nigel Jupp and one member of the public.

0110/17 APOLOGIES FOR ABSENCE were received from Councillor F Boulter, Councillor J Mercer, Councillor J McClean and District Councillor T Bradnum.

0210/17 DECLARATIONS OF INTEREST none.

0310/17 CHAIRMANS ANNOUNCEMENT

The Clerk recorded the meeting and the recording will be erased after the minutes have been agreed.

0410/17 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING

The minutes from the Full Parish Council Meeting, held on 6th September 2017, were approved as a true record of the meeting.

0510/17 TO RECEIVE REPORTS FROM THE SUB-COMMITTEES

The report from the Roads and Footpath Committee Meeting, held on 20th September 2017, will be approved at the next Committee meeting.

0610/17 TO ADOPT COMMITTEE AGREED MINUTES

The minutes from the Roads & Footpath Committee meeting held on 19th July 2017 and the Planning Committee Meeting, held on 20th September 2017, were approved as a true record of the meetings.

The Chairman signed the approved minutes at the close of the meeting.

0710/17 CORRESPONDENCE – to receive and discuss correspondence received by Council.

i. Horsham District Council

Email dated 27th September 2017, from Sue Weston re HDCs response to the A27 Arundel bypass consultation.

ii. West Sussex County Council.

Email dated 27th September 2017, from Jo Kenworthy, re the Public Consultation on Post-16 Transport Charges.

iii. General Correspondence

- a) Email dated 31st August 2017, from Sue Rabbett, HAMSPA, re the changes to Service Provision in Horsham.
- b) Letter dated September 2017, from Jeremy Leggett, AirS, inviting Members to AGM & Conference.
- c) Letter dated 18th September 2017, from Sonia Mangan, Age UK Horsham District, asking for a grant to be considered.
Include on the agenda for the budget meeting in November.
- d) Email dated 20th September 2017, from Helen Dayneswood, West Grinstead Parish Clerk, asking if the Parish Council will support their request for Stagecoach to extend the no 17 bus service.
Support the request for an extended evening service.
- e) Email dated 22nd September 2017, from Anna Beams, SSALC, providing the details of the biannual meeting with Giles York, Chief Constable to Sussex Police.
- f) Email dated 25th September 2017, from Anna Beams, SSALC, providing a copy of the bulletin, from the NALC Chief Executive, on the Data Protection Bill.

- g) Email dated 27th September 2017, from Liz Leggo, SSALC, providing the details of a Health & Wellbeing Marketplace Event at County Hall.

iv. Sussex Police

All correspondence included on Weekly Briefing Notes.

The above items of correspondence were noted.

0810/17 DISTRICT AND COUNTY COUNCILLORS REPORTS

County Councillor Nigel Jupp advised that the meeting to discuss the School Safety Zone had been postponed. Highways attended a WSCC Members meeting and suggested that an open meeting be arranged at the Broadbridge Heath depot, Chris Stark would make a presentation and then answer questions, two members from each Parish Council in the District would be invited to attend.

Priority is given to potholes on the main roads, the potholes in Lime Kiln Road had been outlined in white, however, Masons Field remains in a poor state of repair.

The contract with Balfour Beatty comes to an end in 2018, they have been invited to retender and it will be announced in February 2018 who the contract has been awarded too.

Hop Oast is now operating the winter opening times, the facility remains closed on Tuesdays and Wednesdays and is open between 9.00am - 4.00pm. The County Councillor is a member of the Task and Finish group which will be discussing the summer 2018 opening hours.

WSCC will be working on their budgets over the next few months.

0910/17 PUBLIC FORUM

Wallis Ingram advised that there was a noticeable increase in the number of Giant Hog weed plants along Broadwater Lane and that the plants had already seeded. The culvert under the road at Whites Cottages still needs to be jetted/repared, after recent heavy rain the water had risen to within two inches of the property.

1010/17 PLANNING MATTERS

i.

DC/17/2041 20/09/2017 RESOLVED	Variation of condition 22A to previously approved application DC/14/1836 (demolition of former agricultural buildings and the erection of 4 x 5-bedroom houses with associated access and parking DC/14/1176, vary condition (25A)). Minor material amendment to allow for revised positioning, design and layout to previously approved scheme. Ghyll House Farm, Broadwater Lane, Copsale To raise no objection, the application satisfies the Parish Design Statement.
DC/17/2042 25/09/2017 RESOLVED	Variation of condition 1 to previously approved application DC/14/2234 (demolition of existing stables and construction of two detached residential dwellings with associated access, landscaping and garages). Proposed minor material amendment to allow for revised positioning, design and layout to previously approved scheme. Ghyll House Farm, Broadwater Lane, Copsale To raise no objection, the application satisfies the Parish Design Statement.
DC/17/2092 20/09/2017 RESOLVED	Replace existing roof of conservatory at the front of the property with a tiled and glass roof Brambles, Winterpit Lane, Mannings Heath To raise no objection, the application conforms with the Parish Design Statement.

DC/17/2103 20/09/2017 RESOLVED	Demolition of existing detached garage and erection of a replacement detached two bay garage with store Bunthornes, Sedgwick Lane, Horsham To raise no objection to the application.
DC/17/2174 26/09/2017 RESOLVED	Surgery 1 x Oak Land rear of 21 Woodlands Walk, Mannings Heath To raise no objection to the application.

- ii. **DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH)**
PERMITTED - DC/14/2234, DC/17/1158, DC/17/1516, DC/17/1567 & DC/17/1686.
REFUSE - DC/17/815 & DC/17/1440.
NOTIFICATION OF FINAL DISPOSAL OF PLANNING APPLICATION - DC/14/2755
CERTIFICATE OF LAWFUL USE OR DEVELOPMENT (EXISTING) - DC/17/1565.
- iii. **PLANNING UPDATES**
- a) **DC/17/1686 Goldings**
As per the Parish Councils observations, HDC have included a condition on the Decision Notice that the garage is tied in with the property.
 - b) **DC/17/0815 Church Road**
The reply to the Parish Councils Formal Complaint stated that the Members of the Planning Committee had not been misled. A further letter has been sent to Tom Crowley asking for the complaint to be reviewed and for a meeting to discuss why, before the application went to Committee, the promised second meeting did not take place and the reminder email was not replied too.
 - c) **DC/17/1707 Corner House**
HDC have again refused planning permission for the extension.
 - d) **DC/15/2493 Micklepage**
Planning permission was granted for three dwellings with three bedrooms and two bathrooms, however, the first dwelling is being marketed with five bedrooms and four bathrooms. HDC Enforcement have been advised, the revised size of the dwellings is against the Neighbourhood Plan.
 - e) **DC/17/2216 Hawthorns**
An application for proposed settled Gypsy accommodation and a mini supermarket/co-operative farm shop has been submitted for Hawthorns, Bar Lane. The application will be discussed at the Planning Committee meeting on 18th October 2017.
 - f) **DC/17/1688 Camping World**
The applicant has withdrawn the application for an Ice rink, the event, will this year, be held in Horsham Park.
 - g) **Development Control**
HDC have changed their constitution, the procedure for planning applications going to Committee remains unchanged.

1110/17 HORSHAM DISTRICT COUNCIL INFRASTRUCTURE DELIVERY UPDATE (CIL)

CIL came into effect on 1st October 2017, it does not affect the Parish at present and the Chairman will look into further and provide an update.

1210/17 PARISH PLAN

- i). **To provide an update on the Ten Circular Walks & Photography Competition.**
Maurizia Ascani was the first winner of the monthly photography competition, there is a prize of two bacon butties and a drink for each winner.
Councillor O Hydes has arranged a 'guided walk' on Sunday 5th November 2017 and the Councillors discussed the promotion of the event.
RESOLVED to advertise in the November edition of the Link at a cost of £20.00, include details on the website, Facebook and the noticeboards. Too re-energise the walks, Councillors volunteered to guide a walk every few months.
- ii) **To provide an update on 'Improving Green Spaces in the Parish'**
It has previously been agreed to spend £135.00 on the purchase of 1000 bulbs, the Clerk will place the order and has spoken to the County Councillor re a licence to plant the bulbs on WSCC land.

1310/17 LOCAL ASSOCIATION AND OTHER BODIES REPORTS

The Chairman has attended the Chairman's Networking Day with the Vice Chairman, JAGS and HALC meetings, General Data Protection Regulation training with the Clerk and the SSALC AGM with the Vice Chairman, Councillor J Chaytor and Councillor A Gaffney.

1410/17 FINANCE

- i) To approve the following items of expenditure: -

	Net £	VAT £	Totals £
<u>Accounts paid by Direct Debit</u>			
EDF Energy Street Lighting Energy (July)	156.81	7.84	164.65
Profitable Websites (October)	30.00		30.00
Sarah Hall Office Allowance (pd 01/09/2017)	87.50		87.50
<u>Accounts paid at this meeting</u>			
Mrs S Hall Expenses			
Internet Access	17.99		17.99
Travel	54.90		54.90
Postage	15.72		15.72
Paper/wallets	2.75		2.75
Get Well Card	2.59		2.59
Mrs V Court Expenses			
Internet/Stationary	12.50		12.50
Mr O Hydes (Postage)	13.44		13.44
WSCC Sarah Hall Salary August 2017	975.86		975.86
PKF Littlejohn LLP (SB20171624) Audit	200.00	40.00	240.00
SSALC (11011) GDPR Training	96.00	19.20	115.20
SSALC (11103) Chairs Networking Day x 2	130.00	26.00	156.00
Nat West Bank Charge (Cancel cheque)	10.00		10.00
<u>Paid between meetings</u>			
ESE Direct Ltd (ESI1029967) Salt Bins	578.25	115.65	693.90
Nuthurst Parish Community Group (Link Advert)	20.00		20.00
<u>Paid at the meeting</u>			
Nuthurst Society (Phone kiosk renovation)	114.19		114.19
Total Payments	£2,518.50	£208.69	£2,727.19
<u>Receipts</u>			
Nat West Interest (August 2017)	(0.26)		(0.26)
Total Receipts	(£ 0.26)		(£ 0.26)

- ii) To approve and sign the bank reconciliations for August 2017. - **Approved**
- iii) To note PKF Littlejohn LLP have approved the accounts for YE 31st March 2016 - **Noted.**
- iv) To note HDC have advised that the 2nd instalment of the precept will be transferred on 22nd September 2017 - **Noted.**
- v) To discuss the estimated quotation from JAKK, £990.00 (excl VAT) for the repair of the Millennium Sign at Monks Gate.
RESOLVED to accept JAKKs quotation and ask if there would be any benefit and the cost for concreting the post into the ground and fitting a steel spike to the post.

1510/17 MANNINGS HEATH VILLAGE GREEN

- i) **Monthly Play Equipment Report**
Rocker - More work is required to prepare the equipment prior to painting the rocker.
Log Train - Waiting for Sovereign to confirm when they will visit and examine the log train.
- ii) **Village Green matters**
The areas which have been damaged by badgers will be treated by the Cricket Club and a temporary fence will be erected around the area.
- ii) **Cricket Club issues**
The Cricket Club will be carrying out general maintenance work over the next few weeks.

1610/17 HIGHWAY MATTERS

WSCC Highways continue to repair the potholes in the Parish.

1710/17 SPEEDING ISSUES

- i) **Installation of the Village Gateways**
Councillor S Turner has delivered the gateways and signs to PHB Contractors, Albourne, pending the issue of licences by WSCC the gateways are programmed to be installed 18th - 20th October 2017.
- ii) **20mph Speed limit outside St Andrews School**
St Andrews School has an active School Travel Plan and the Country Councillor will provide an update on whether a 20mph speed limit will be implemented under the WSCC School Safety Zone scheme.

1810/17 BROADBAND IN THE PARISH

Kijoma are arranging for a test transmission during the next few weeks, Zoom are no longer available to provide a service in the Parish.

1910/17 OPPORTUNITIES FOR PARISH & TOWN COUNCILS TO SUPPORT HEALTH & WELLBEING

Liz Leggo, SSALC, has offered to provide Dementia Training, after a Planning Committee meeting, to the Councillors and members of the public, a provisional date of 15th November 2017 was agreed.

2010/17 WINTER MANAGEMENT PLAN

Councillor S Turner has delivered the five salt bins to the WSCC agreed locations in the Parish. **RESOLVED** for the Clerk to purchase five numerical locks and for the Councillors to be given the code.

2110/17 UPDATING PARISH COUNCIL POLICIES & PROCEDURES

- i) Parish Council Policies & Procedures
RESOLVED to adopt the Grant Policy and Document Retention Policy.
- ii) Declaration that Policies have been read and understood
RESOLVED for the Clerk to provide details of the policies/procedures and for the documents to be available on the website, the declaration will be included on January 2018 agenda.

2210/17 GENERAL DATA PROTECTION REGULATION

The Chairman and Clerk attended a GDPR training session, the regulation will come into effect May 2018, in preparation Councillors will need .gov.uk email addresses and the purchase of a lap-top and phone for the Clerk will need to be included in the 2018/2019 budget.

Councillors are presently using personal email addresses and the Clerk is using her personal lap top and mobile phone for Parish Council business.

2310/17 STREET LIGHTING MAINTENANCE CONTRACT

The Parish Council have agreed to renew the joint street lighting maintenance contract with Southwater Parish Council for a further three years.

2410/17 COUNCILLOR TRAINING/SEMINARS

- i. **Committees**
Councillor J Assassi requested to be included on the Planning and Roads & Footpath Committees.
- ii. **Training/Seminars**
SSALC have published their 2018 Training programme and the Chairman suggested that consideration should be given to increasing the Training Budget in 2018/2019.

2510/17 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA

Whenever possible, two Councillors should attend site visits for all planning applications.

The meeting closed at 9.35pm