

NUTHURST PARISH COUNCIL

Minutes of the Parish Council Meeting
held on Wednesday, 1st June 2016
St Andrews CofE School, Nuthurst
commencing at 8.00 p.m.

PRESENT:

| | |
|-----------------------------|------------------|
| Mrs V Court (Chairman) | Mr O Hydes (OBE) |
| Mrs F Boulter | Mr J Mercer |
| Mrs J Chaytor | Mr T Nelson |
| Mrs G Dixon (Vice Chairman) | |
| Mrs A Gaffney | |
| Mrs J McClean | |

Also in attendance were District Councillor T Bradnum and one member of the public.

0106/16 APOLOGIES FOR ABSENCE were received from Councillor L Duggleby and Councillor D England.

0206/16 DECLARATIONS OF INTEREST none.

0306/16 CHAIRMANS ANNOUNCEMENTS the Chairman announced that Councillor L Duggleby would be moving from the Parish on 13th June 2016 and it was with regret that the Parish Council had accepted Councillor L Duggleby's resignation.

The Nuthurst Parish Community Group have arranged a public meeting on 13th July 2016, this will be confirmed at a meeting of the group on 13th June 2016.

The Chairman commented that if the group was called the 'Nuthurst Parish Community Group' it may be confused with the Parish Council. To avoid any possible confusion, the Councillors agreed for the members of newly formed group to be asked to reconsider the name.

0406/16 APPROVAL OF THE MINUTES OF THE FULL PARISH COUNCIL MEETING

The minutes of the Full Parish Council meeting held on 4th May 2016 were approved as a correct record of the meeting and the Chairman signed the minutes at the close of the meeting.

0506/16 TO RECEIVE THE REPORTS FROM THE SUB-COMMITTEES

The report from the Roads & Footpath Committee meeting, held on 18th May 2016, will be approved at the next meeting of the committee.

0606/16 TO ADOPT COMMITTEE AGREED REPORTS (PREVIOUSLY CIRCULATED)

The report from the Planning Committee meeting held on 18th May 2016 was adopted by the Parish Council.

0706/16 MATTERS ARISING FROM THE MINUTES

- i. **FULL PARISH COUNCIL MEETING** - included on the 1st June 2016 agenda.
- ii. **ROADS & FOOTPATH COMMITTEE MEETING** – none.
- iii. **PLANNING COMMITTEE MEETING** – none.

0806/16 CORRESPONDENCE

- i. **Horsham District Council**
 - (a) Email dated 6th May 2016, from Strategic.planning@horsham.gov.uk, providing the details of the Horsham District Council Community Infrastructure (CIL) Draft Charging Schedule (regulation 16) and Planning Obligation and Affordable Housing-Draft Supplementary Planning Document (SPD), Planning Consultation (Regulation 12).
- ii. **West Sussex County Council**
 - (a) Letter dated May 2016, from David Barling (Cabinet Member for Residents Services), providing details of the Public Rights of Way Annual Works Summary 2015.

- (b) Email dated 6th May 2016, from Yvonne Perkins, providing details of the Consultation on the proposed changes to West Sussex Household Waste Recycling Sites (HWRSs).
Councillors were requested to contact the Clerk if they needed further details.
- (c) Email dated 26th May 2016, from walkingandcycling@westsussex.gov.uk, providing details of the Draft Walking and Cycling Strategy Consultation.
- iii. **General Correspondence**
 - (a) Email dated 22nd May 2016, from Mr Richard Webber, requesting information re the correspondence on Broadband within the Parish.
Broadband within the Parish is included on the agenda and the Chairman commented that the Clerk should not reply to 'constructive' questions, any matter should come to committee for approval first.
 - (b) Letter dated 9th May 2016, from Jo Prodger, Age UK Horsham District, asking for consideration to be given to a funding application.
To include the request on the Budget agenda in November 2016.
- iv. **Sussex Police**

The details of the above correspondence were noted.

0906/16 DISTRICT AND COUNTY COUNCILLORS REPORTS

District Councillor Toni Bradnum advised that Christian Mitchell had been elected Chairman of Horsham District Council.

The District Councillor urged the members to complete the online HWRS survey, the early closure of local Household Waste Recycling Sites could cause problems for residents wishing to recycle.

The District Council are also reviewing the smaller refuse collection trucks which collect from rural locations with restricted access. Over 3000 dwellings would be effected if the service is withdrawn and it is impractical for refuse bins to be left at the end of rural driveways.

New 'in-cab' technology is being introduced to increase and correct recycling.

There is an online survey concerning ant-social behaviour in the District and also an exhibition is being held for the new Broadbridge Heath Leisure Centre.

1006/16 PUBLIC FORUM none.

1106/16 PLANNING MATTERS

i. NEW APPLICATIONS

| | |
|---|--|
| DC/16/0808 27/05/2016 RESOLVED | Replacement Garden Building (Listed Building Consent) Keystone Cottage, Nuthurst Road, Monks Gate To raise no objection to this application. (Seven members voted in favour of the application) |
| DC/16/1104 24/05/2016 RESOLVED | Surgery 1 x Oak Tree 10 Woodlands Walk, Mannings Heath To raise no objection to this application. |

ii. DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH)

PERMITTED - DC/16/0755

REFUSED – none.

iii. PLANNING UPDATES

(a) Development Control North Committee Meeting

Councillor O Hydes will be speaking in support of application DC/15/2493 at the Development Control North Committee meeting on 7th June 2016.

(b) Planning Appeal Hearing

Councillor J Mercer will forward to the Clerk additional comments for consideration at the Appeal Hearing, this will include data from the Appeal Hearing for the land North of Monks Gate.

(c) SHELAA

Strategic Planning have amended a few of the errors, however, there are still minor errors in the SHELAA. The Parish Council will not be consulted with any new sites due to 'lack of time'. The deadline for submitting sites for inclusion on the SHELAA is 20th

June 2016, the same day as the deadline for the Parish Council to submit their comments. If the Parish Council are not consulted they will not be able to comment. Councillor A Gaffney suggested that MP Jeremy Quinn be copied in on the reply, the Chairman advised that he should receive a copy of the final reply from HDC.

RESOLVED for the Chairman, Councillor O Hydes, Councillor G Dixon and the Clerk to be given 'delegated authority' to discuss and submit the Parish Councils comments to Strategic Planning, HDC.

(d) DC14/1755 Swallowfield Nursery

The Parish Council are in receipt of a reply from Amanda Wilkes. The Chairman stated that if the Parish Council have a deadline by which they must submit their comments it was not fair for the public to be able to digest the correspondence, submit their comments after the time limit and for these to be included on HDC's website. The deadline should be the same for everyone.

District Councillor Toni Bradnum advised that emails are automatically included on HDC's planning website and that if an application goes to Committee all letters and correspondence will be included in the report.

Councillor J Mercer commented that from legal experience all representations, even if received after the deadline, should be considered, deadlines were merely guide lines.

RESOLVED for the Chairman, Councillor O Hydes, Councillor G Dixon and the Clerk to be given 'delegated authority' to construct a letter of reply to Amanda Wilkes, HDC.

1206/16 PARISH DESIGN STATEMENT

Councillor O Hydes addressed the meeting 'At the last meeting Councillors agreed that I could advertise the fact that we were preparing a Parish Design Statement. An announcement appeared in the June "LINK" and a similar announcement has been placed on the Neighbourhood Plan and the Parish Council websites. These announcements stressed that the propose of the Parish Design Statement was to try to ensure that new developments permitted under the Neighbourhood Plan would fit in as well as possible with our largely rural Parish.

At that last meeting, I reported that the Working Group had held one meeting at which we had considered boundary markers – that is – hedges, fences, walls etc.

Since then we have held a second meeting at which we considered gates, drives and verges. This was trickier, but we used the principle that these features should be sympathetic to the street scene and their environment.

Where gates are considered necessary we want to encourage the use of traditional wooden five barred gates and picket gates and simple metal gates. We want to discourage the use of high close boarded wooden gates that shut off dwellings and high ornate metal gates with imposing pillars that are unsympathetic to the environment.

We want all dwellings to have drives that permit off-street parking and incorporate drainage to mitigate flooding but we felt that drives should not cover the entire frontage. Porous materials such as shingle or gravel are preferred. Dark tarmac and brick setts may be suitable in appropriate settings. We wish to discourage the use of concrete as it is generally not sympathetic to a rural setting.

Verges are important aspects of the street scene and provide important habitats for wild flowers, insects, birds and small mammals. In rural settlements we felt that verges should remain uncut to allow wildflowers to proliferate. One verge in Copsale has changed dramatically in a month from primroses and bluebells in April, to cow parsley and buttercups in May. Close mown verges are appropriate, for example, in less rural places, such as Mannings Heath, but we would encourage the planting of spring bulbs or small bushes or trees to enhance the street scene. In other situations a half way measure by mowing a strip of verge next to the road and leaving the rest wild is encouraged – there is a good example of this in Monks Gate. Working on this Parish Design Statement has already made me decide to follow this example and leave part of my verge unmown.

We have also considered other landscape features such as ponds, ditches, trees, fields and open spaces. Ponds and ditches are important to mitigate flooding and support wildlife but owners need to maintain them properly and clear them out regularly. Trees help to give the Parish its rural character

and should be preserved and new planting encouraged. We also wish to protect and preserve our fields and open spaces.

You may ask “What force will the Parish Design Statement have?” Some things, such as no boundary markers, could be made conditions of planning permission or made into covenants. Where this is not possible, developers and residents extending their properties could be directed to the guidance in our Parish Design Statement to see what we considered would be sympathetic to the street scene and the rural environment. Decisions made by them affect everyone – they can either enhance the rural nature of our Parish or make it look more suburban.

At our next meeting we are going to start to consider various aspects of house design such as building materials, cladding, windows, roofs, doors etc. Once again, the criterion we will be using is what is sympathetic to the street scene and the local environment?’

There will be a consultation period when parishioners will be given the opportunity to comment on the Parish Design Statement.

1306/16 LOCAL ASSOCIATION AND OTHER BODIES REPORTS none.

1406/16 ANNUAL GOVERNANCE STATEMENT

- i. **Prepare the Annual Governance Statement**
The system of internal control was reviewed by the Councillors and the Annual Governance Statement was prepared.
- ii. **Consider the findings of the Annual Governance Statement**
The findings of the Annual Governance Statement were discussed by the Councillors. All the recommendation from the Internal Auditors report dated 29th May 2015 had been actioned satisfactorily.
- iii. **Approve the Annual Governance Statement**
RESOLVED for the Annual Governance Statement year ending 31st March 2016 to be approved and signed by the Chairman.

1506/16 FINANCE

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

| | Net £ | VAT £ | Totals £ |
|---------------------------------------|-----------|----------|-------------|
| <u>Accounts paid by Direct Debit</u> | | | |
| EDF Energy Street Lighting Energy | 150.18 | 7.51 | 157.69 |
| <u>Accounts paid at this meeting</u> | | | |
| Mrs S Hall Expenses | | | |
| Internet Access | 17.99 | | 17.99 |
| Travel | 37.80 | | 37.80 |
| Postage | 7.57 | | 7.57 |
| Mrs V Court (Expenses May 2016) | | | |
| Internet/Stationary | 10.00 | | 10.00 |
| Travel | 11.25 | | 11.25 |
| Sarah Hall Salary April 2016 | 738.13 | | 738.13 |
| Zurich Annual Insurance | 1,070.25 | | 1,070.25 |
| Paid between meetings | | | |
| Heritage Finger Posts (Chaps Payment) | 2,400.00 | | 2,400.00 |
| Signs of the Times | 194.50 | 38.90 | 233.40 |
| | | | |
| Total | £4,637.67 | £46.41 | £4,684.08 |

RESOLVED for the accounts detailed above to be approved and the payments made.

- ii. Accounting Statements for Year Ending 31st March 2016.
RESOLVED for the Accounting Statements for year ending 31st March 2016 to be approved and signed by the Chairman.

- iii. Transfer of £5,000.00 from the Nat West deposit account to the Nat West current account (between meetings for the payment to Heritage Finger Posts. **(approved)**)
- iv. Sign the bank reconciliations for April 2016. **(approved and signed by the Chairman)**
- v. The National Salary Award for 2016 increases the Clerks salary to £8.717 per hour, effective 1st April 2016. **(noted)**
- vi. HMRC approved the VAT Reclaim of £4,137.31 for year ending 31st March 2016 **(noted)**
- vii. Discuss updating the signatories on the Nat West accounts.
RESOLVED for Councillor D England and Mr R Webber to be removed from the list of authorised signatories and for Councillor Tom Nelson to be included as an authorised signatory for the Nat West account.
- viii. To discuss withdrawing the balance of £6,449.35 from the Santander account and upon receipt closing the account.
RESOLVED to arrange for the sum of £6,449.35 to be withdrawn from the Santander account and upon receipt for the account to be closed.

1606/16 MANNINGS HEATH VILLAGE GREEN

The Cricket Club have arranged for the children's play area to be mowed and Muddy Boots Garden Services have strimmed the area and repaired one bus shelter, the remaining bus shelters will be repaired during the next few weeks.

1706/16 HIGHWAY MATTERS

WSCC highways department have still not replied to the Clerks request for an update on highway issues in the Parish. If the matters are not resolved promptly the Clerk was asked to write to the Acting Chief Operating Officer, Sean Ruth.

1806/16 NUTHURST PARISH BOUNDARY

The Clerk has written to Paul Cummins, HDC, re the Boundary Review and will request an acknowledgement of the letter. District Councillor Toni Bradnum will also raise the matter with HDC.

1906/16 ST ANDREWS SCHOOL

County Councillor BRAD Watson and residents need to support the proposal for the speed limit outside ST Andrews School to be reduced to 20mph. A TRO application will then be submitted to WSCC for inclusion at the CLC's.

2006/16 BROADBAND IN THE PARISH

On behalf of the recently formed Parish Community Group Mr R Webber has requested the following information:

1. Is there a plan in the current WSCC 'Connected' project to update the various cabinets serving our Parish and a) which ones? b) when?
2. Also it would greatly help to know who your contacts are at WSCC and at Openreach in the various contacts you have had to make.

County Councillor BRAD Watson has requested for the Cabinet Minister to provide the information requested in question 1 and the Clerk was asked to provide the information requested in question 2.

The following update has also recently become available:

- DC/16/1167 'Prior Notification to install highspeed broad band cabinet (Land opposite Goslings) for a fibre optic cabinet' has been submitted to HDC.
- Mannings Heath is eligible for future funding.

2106/16 OPERATION WATERSHED

The Operation Watershed application was approved and the Clerk was requested to submit the application to WSCC.

2206/16 COUNCILLOR TRAINING/SEMINARS noted.

2306/16 COUNCILLOR/NEIGHBOURHOOD PLAN GET TOGETHER

The get together has been arranged for Saturday 2nd July 2016, commencing at 7.00pm at the White Horse in Maplehurst. Partners are more than welcome, however, due to the number of residents who kindly assisted with the Neighbourhood Plan partners will be requested to contribute towards the cost of the BBQ.

2406/16 AUGUST 2016 MEETING

There will be a Full Parish Council meeting on 3rd August 2016, only urgent items will be included on the agenda.

2506/16 FINGERPOSTS

The fingerpost restoration has been completed and will be removed from the agenda.

2606/16 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA none.

The meeting closed at 9.30pm