

NUTHURST PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council Meeting
held on Wednesday 4th May 2016 at
St Andrews CofE School, Nuthurst
commencing at 8.00 p.m.

PRESENT: Mrs V Court
Mrs F Boulter
Mrs J Chaytor
Mrs G Dixon
Mrs L Duggleby
Mrs A Gaffney
Mr O Hydes (OBE)
Mr J Mercer

Two members of the public were also in attendance.

0105/16 APPOINTMENT OF CHAIRMAN

The Councillors agreed on a verbal nomination and Councillor A Gaffney proposed Councillor V Court as Chairman, the motion was seconded by Councillor F Boulter.

RESOLVED with there being no other nominations Councillor V Court was appointed Chairman of the Parish Council for the ensuing year.

0205/16 APOLOGIES FOR ABSENCE were received from Councillor D England, Councillor J McClean, Councillor T Nelson and District Councillor T Bradnum.

The Chairman advised that both Councillor D England and Councillor J McClean had been unable to attend a Full Parish Council meeting for 6 months, however, because their apologies had been accepted by the Parish Council there was no longer the need for them to stand down as Councillors.

0305/16 DECLARATIONS OF INTEREST none.

0405/16 APPOINTMENT OF VICE-CHAIRMAN

The Councillors agreed on a verbal nomination and the Chairman proposed Councillor G Dixon, the motion was seconded by Councillor O Hydes.

RESOLVED for Councillor G Dixon to be appointed as Vice-Chairman of the Parish Council for the ensuing year.

0505/16 APPOINTMENT OF LOCAL COMMITTEES

- i) **Horsham District Association of Local Councils**
RESOLVED for the Chairman and Councillor J Chaytor to jointly represent the Parish Council at the Horsham District Association of Local Councils for the ensuing year.
- ii) **Sussex Association of Local Councils**
RESOLVED for the Chairman and Vice Chairman to jointly represent the Parish Council at the Sussex Association of Local Councils for the ensuing year.

0605/16 APPOINTMENT OF COMMITTEES

(Note – In accordance with Standing Orders the Chairman and Vice-Chairman of the Parish Council are ex-officio members of all committees)

Consideration was given to the appointment of members to serve on the following committees;

- i. Finance Committee
- ii. Planning Committee
- iii. Roads and Footpaths
- iv. Mannings Heath Village Green Committee
- v. Complaints Committee
- vi. Community Resilience Committee

RESOLVED to appoint the following members and the Chairman of the Parish Council asked for each committee to select its Chairman at their first meeting.

- i. **Finance Committee** – Councillor V Court, Councillor G Dixon (ex-officio Chairman until the first meeting of the Finance Committee) Councillor A Gaffney, Councillor O Hydes, Councillor J Mercer and Councillor T Nelson.
- ii. **Planning Committee** – Councillor V Court, Councillor F Boulter, Councillor J Chaytor, Councillor G Dixon, Councillor L Duggleby, Councillor A Gaffney, Councillor D England, Councillor O Hydes and Councillor J Mercer, Councillor J McClean and Councillor T Nelson.
- iii. **Road and Footpaths** – Councillor J Chaytor, Councillor L Duggleby, Councillor A Gaffney, Councillor D England, Councillor O Hydes, Councillor J Mercer and Councillor J McClean.
- iv. **Mannings Heath Village Green Committee** – Councillor V Court, Councillor F Boulter, Councillor G Dixon, Councillor O Hydes.
- v. **Complaints Committee** – Councillor V Court, Councillor J Chaytor, Councillor G Dixon and Councillor O Hydes.
- vi. **Community Resilience Committee** – Councillor V Court, Councillor J Chaytor and Councillor G Dixon.

0705/16 PLANNING APPLICATION CONSULTATIONS

Councillor V Court proposed the following Councillors represent the villages within the parish.

- i. **Mannings Heath** (Councillors V Court, Councillor F Boulter, Councillor D England and Councillor O Hydes.
- ii. **Maplehurst** (Councillor D England, Councillor J Mercer and Councillor J McClean.
- iii. **Monks Gate** (Councillor J Chaytor, Councillor A Gaffney and Councillor J Mercer and Councillor T Nelson).
- iv. **Nuthurst** (Councillor J Chaytor, Councillor L Duggleby and Councillor A Gaffney).
- v. **Copsale** (Councillor G Dixon and Councillor L Duggleby).
- vi. **Sedgwick** (Councillor G Dixon and Councillor L Duggleby).

RESOLVED to appoint the above Councillors to represent the defined areas within the Parish.

0805/16 INSPECTION OF PLAY EQUIPMENT

RESOLVED to appoint Councillor V Court as Play Ground Inspector for the ensuing year.

0905/16 TREE WARDEN

RESOLVED to appoint Councillor J Chaytor and Mrs P Bullen, assisted by Mr P Bullen, as Tree Warden's for the ensuing year.

1005/16 TRAINING OFFICER

RESOLVED to appoint Councillor O Hydes as Training Officer for the ensuing year.

1105/16 CHAIRMANS ANNOUNCEMENTS

The Chairman advised that the agenda had been updated to include the annual grants and that no one present intended to record the meeting.

The Chairman presented the Clerk with a bouquet of flowers and commented that her efforts were very much appreciated.

1205/16 APPROVAL OF THE MINUTES

The minutes from the Full Parish Council meeting held on 6th April 2015 were approved as a correct record of the meeting and signed by the Chairman at the end of the meeting.

1305/16 TO RECEIVE REPORTS FROM THE SUB-COMMITTEES

The report from the Roads & Footpath Committee meeting held on 20th April 2016 was received.

1405/16 TO ADOPT COMMITTEE AGREED MINUTES (PREVIOUSLY CIRCULATED)

The minutes from the Planning Committee meeting held on 20th April 2016 were approved as a true record of the meeting and signed by the Chairman at the end of the meeting. The details of planning application DC/16/0460 had been included twice and the Clerk deleted one of the records.

1605/16 CORRESPONDENCE

- i. **Horsham District Council**
 - (a) Email dated 4th April 2016, from Sue Franks, inviting Councillors to attend the Horsham District Council Civic Choral Evensong on Sunday 19th June 2016 at 6.30pm at St Mary's Church, The Causeway, Horsham.
The Chairman, Councillor J Chaytor & Councillor A Gaffney Councillor will be attending the Choral Evensong.
 - (b) Email dated 8th April 2016, from Strategic Planning, circulating the Horsham District Local Plan Spring Newsletter.
 - (c) Email dated 22nd April 2016, from Sue Franks, inviting the Chairman to Horsham District Councils Annual Reception on Wednesday 25th May 2016, at Parkside.
The Chairman will accept the invitation to attend the Annual Reception.
 - (d) Email dated 29th April 2016, from Elizabeth de Pauley, providing the link to the Development Control North Committee Meeting on 10th May 2016.
- ii. **West Sussex County Council**
(All Correspondence included on Appendix A, B & C)
- iii. **General Correspondence**
 - (a) Email dated 7th April 2016, from Rowena Tyler, AirS, providing further details on the Good Neighbourhood Scheme.
 - (b) Email dated 20th April 2016, from Eileen de Rossignol asking if Nuthurst Cricket Club could use the Village Green for the Queen's Birthday fund raising event on Saturday 11th June 2016.
The request for the Cricket Club to use the Village Green on the 11th June 2016 was approved and having already received a copy of the Insurance Policy and Risk Assessment the Clerk will prepare the licence.
- iv. **Sussex Police**
 - (a) Email dated 26th April 2016, from Chief Inspector Howard Hodges providing an update on PCSO changes within local policing.
Only eight Parishes attended the first meeting 'Hustings' meeting and further meetings were cancelled.

The details of the above items of correspondence were noted.

1705/16 DISTRICT AND COUNTY COUNCILLORS REPORTS

County Councillor B.R.A.D Watson and District Councillor T Bradnum were unable to attend the meeting.

1805/16 PUBLIC FORUM

Mrs W Ingram asked if the finger post at the junction of Sedgwick Lane and Broadwater Lane was in the Parish of Nuthurst and commented on the poor internet connection in some areas of the Parish.

The Chairman advised that the fingerpost was not in the Parish and the poor internet connection was an ongoing matter, St Andrews CofE School has Fibre Optic Broadband and County Councillor B.R.A.D Watson was looking into the matter.

1905/16 PLANNING MATTERS

- i. **NEW APPLICATIONS** (none).
- ii. **DECISIONS OF DEVELOPMENT CONTROL COMMITTEE (NORTH)**
PERMITTED - DC/16/0294, DC/16/0302, DC/16/0428 & DC/16/0449.
REFUSED - DC/16/0683.
- iii. **PLANNING UPDATES** (detailed below)
- iv. **SHELAA**
Strategic Planning issued the draft 2016 SHELAA at the HALC meeting on 25th April 2016. There were still a number of mainly clerical inconsistencies in the document and the Chairman proposed for 'delegated authority' to be given to the Chairman, Councillor G Dixon, Councillor O Hydes and the Clerk to review the document, itemise the inconsistencies and send a report to Strategic Planning, copying in Dr Chris Lyons.
RESOLVED for Delegated Authority to be given to the Chairman, Councillor G Dixon, Councillor O Hydes and the Clerk to review this document and send comments to HDC.

Councillor J Mercer requested for the fact that Strategic Planning had recognised that there were errors in the 2015 SHELAA and that they had listened to the Parishes to be noted.

v. GREEN PARISH

The Chairman advised that she had been unable to locate further details on 'Green Parishes' and that it may be associated with power. The Chairman will discuss further with Mr R Webber.

2005/16 PARISH DESIGN STATEMENT

Councillor O Hydes addressed the meeting `you may recall that in the Neighbourhood Plan the Parish Council indicated that it intended to prepare a Parish Design Statement. This would cover the whole Parish and provide more detail on the design principles to flesh out policy 10 of the Plan on Housing Design. Since then the Parish Council formally agreed to prepare the Parish Design Statement and that I should chair a small Working Group of three Councillors and three residents who had helped with the Plan by serving on the original Steering Group.

The main aims of the Parish Design Statement are to try to ensure that the developments permitted under the Neighbourhood Plan are sympathetic to their surroundings and to try to retain the rural nature of our Parish.

Thus the Parish Design Statement will cover such items as:

- House design
- Building materials
- Boundary markers by which I mean hedges, fences, walls etc
- Preserving our trees, woods, fields, ponds, streams and lovely views

The Parish Design Statement, we hope, will be adopted by Horsham District Council as supplementary guidance for their local Plan and our Neighbourhood Plan. It will be used by

- Developers/residents when submitting planning applications
- Residents wishing to extend their property under permitted rights
- The Parish Council when commenting on Planning Applications
- Horsham District Council when deciding Planning Applications

As it is guidance will it have any teeth? Yes, to some degree, because:

- Horsham District Council may use covenants or conditions associated with planning permission to require developers/residents to meet guidance in the Parish Design Statement.
- Horsham District Council may refuse planning permission if developer's proposals do not match the Parish Design Statement

But for residents wishing to extend their property under permitted rights it is largely advisory. We hope it make residents think hard about their local environments when making alterations to their property and feel a sense of responsibility to others who live in the Parish.

Work on the Parish Design Statement is now underway. We have had one meeting, but we really need two more Parish Councillors to join Paddy Bullen, Richard Webber, Dennis Livingstone and myself, so I am asking for volunteers please? We aim to meet every three or four weeks. We are using information provided by residents in their answers to the Parish's General Survey and the reports of the four focus groups prepared by some 40 volunteer residents. This gold mine of information is recorded in the State of the Parish Report.

At our first meeting, we looked at boundary markers – something relatively straightforward to start with. We discussed what boundary markers are traditional in the Parish and give the Parish its rural character. These are living green hedges, often planted alongside post and rail fences. Many hedges along our rural roads have large oak trees incorporated in them, something I hadn't noticed until

recently. Many local residents have adopted the hedge and post and rail system and this is something we want to encourage. We would like to see far fewer high fences and brick walls in the future.

Our Parish Design Statement will be succinctly written and contain photographic examples so that it is user friendly for all who need to use it – developers, ourselves, Horsham District Council and residents. We do not want our Parish Design Statement to languish and collect dust because it is too difficult and lengthy to use.

We would like to put information about the Parish Design Statement on both the Neighbourhood Plan and Parish Council websites. We would also like to put updates in the LINK. It is important to keep our local residents informed about what we are doing and why. At some point, we may want to hold an Open Day and Exhibition on a draft of the Parish Design Statement to which all residents will be invited to give their views.

We want residents to take notice of the Parish Design Statement when they carry out alterations to their property such as extensions and redesigns of front gardens. These are things that affect the street scene, the character of the locality and thus all of us living in the Parish. We want to engender a pride in our local environment.

So can I have your agreement to our publicity scheme and can I please have two volunteer Councillors to serve on the Working Group?’

RESOLVED to approve the publicity scheme and Councillor J Chaytor and Councillor J Mercer volunteered to serve on the Working Group

2105/16 LOCAL ASSOCIATION AND OTHER BODIES REPORTS

The Chairman advised that representatives from 18 parishes attended the HALC meeting on 25th April 2016. The meeting was addressed by Catherine Howe, from Strategic Planning, on the SHELAA, Horsham District Cycling Forum and Horsham’s Archaeology Society.

The Chairman will be attending a WSALC meeting on 5th May 2016, with Terry Oliver, the Vice Chairman of HALC, also, recently elected the Vice Chairman of WSALC.

2205/16 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	27.00		27.00
Postage	10.56		10.56
Currys (iCloud Backup)	30.00		30.00
Mrs V Court (Expenses April 2016)			
Internet/Stationary	10.00		10.00
Clarity Copiers (Photocopier)	39.61	7.92	47.53
Bartlett Tree Experts	1,200.00	240.00	1,440.00
SSE Contracting (Gaggle Wood)	102.34	20.47	122.81
2016/2017 Grants			
Nuthurst Parochial Church Council (Class 2i)	400.00		400.00
Nuthurst Cricket Club (Class 3xii)	800.00		800.00
The Link Magazine (Class 7i)	100.00		100.00
St Andrews School Governors (S137)	300.00		300.00
CPAD (Replacement Batteries)(Class 2i)	200.00		200.00
Paid between meetings			
Sovereign Design (Completion)	2,233.34	446.67	2,680.01
Action in Rural Sussex (Village Hall Subscriptions)	240.00	48.00	288.00
Total	£5,861.02	£770.57	£6,631.59

RESOLVED for the above finances to be approved for payment.

- i. To approve the transfer of £3,000.00 from the Nat West deposit account to the Nat West current account (between meetings for the payment of the Sovereign Design invoice). **The transfer of £3,000.00, between meetings, was approved.**
- ii. To approve the transfer of £4,000.00 from the Nat West deposit account to the Nat West current account. **The transfer of £4,000.00 was approved.**
- iii. To approve and sign the bank reconciliations for March 2016. **Approved & signed.**
- v. To approve and sign the quarterly figures for period ending 31st March 2016. **Approved & Signed.**
- iv. To note the VAT Reclaim, £4,137.31, for year ending 31st March 2016. **Noted.**
- v. To note HDC have advised the 1st instalment of the 2016 Precept, £16,750.00, will be credited to the Parish Councils bank account on 27th April 2016. **Noted.**
- iv. To discuss the amended quotation from Sott Co Ltd for a cast sign to commemorate the restoration of the finger posts for the Queens Diamond Jubilee (wording & colour). **RESOLVED** for the Clerk to order the sign in black and gold with the amended wording.

2305/16 MANNINGS HEATH VILLAGE GREEN

The Chairman reported the following issues concerning the children's play area.

- o The wetpour around the rocker has been replaced.
- o The gate to the play area is not closing properly.
- o The play area has been mowed by the Crick Club.
- o The Chairman has chased up the painting of the swings.

2405/16 HIGHWAY MATTERS.

The condition of the roads in the parish continues to deteriorate with the Clerk still not receiving a reply from the Highways Department re the condition of Sedgwick Lane, Nuthurst Road and a number of missing signs.

Although not seen as necessary, Sandy Gate Lane, Church Road and Winterpit Lane have all had stretches of the road re surfaced.

2505/16 NUTHURST PARISH BOUNDARY

HDC will be reviewing the Parish boundaries, this is still in the very early stages and is a District Council issue. The Parish Council can advise HDC that they have been approached by residents on the A281, in Monks Gate, requesting for the boundaries to be changed and for their properties to be included in the Parish of Nuthurst, instead of Lower Beeding.

RESOLVED for the Clerk to write a letter to Paul Cummins, HDC, advising that the Parish Council have been approached with regard to reviewing the Parish boundary.

2605/16 ST ANDREWS SCHOOL

The second TRO is still going through 'due process' and this has delayed the work detailed in the original TRO, a date is still to be confirmed when the work on the TRO's will be implemented.

The recent OFSTED report on St Andrews CofE School states that school 'requires improvement', however, the new headmaster has made good progress since his appointment.

It has been reported that tree trunks have been placed along the verge outside number 1 Harriots Close, the responsibility of any damage caused to the vehicles is unknown.

2705/16 COUNCILLOR TRAINING/SEMINARS

Councillor J Chaytor commented that the training sessions did not seem to be directed towards existing Councillors, the Chairman will take these concerns to WSALC.

2805/16 COUNCILLOR/NEIGHBOURHOOD PLAN GET TOGETHER

To thank all the Parishioners who contributed to preparing the Neighbourhood Plan the Parish Council will be arranging a Summer BBQ. The Clerk was asked to check the availability of the White Horse, on a Saturday evening in late June or July 2016, for approximately 45 people. The Parish Council will

finance the BBQ for the members of the Steering Group and Focus Groups and the Councillors agreed to pay for themselves.

2905/16 FINGERPOSTS

Heritage Fingers Posts were seen earlier in the day carrying out the installation of the final finger post in Maplehurst.

3005/16 MATTERS RAISED BY COUNCILLORS TO BE INCLUDED ON THE NEXT AGENDA.

THE MEETING CLOSED AT 9.05PM