

WOODMANCOTE PARISH COUNCIL

**Minutes of Meeting held at Terrys Cross, Brighton Road on Tuesday 13th March 2018 at 7.30p.m.
(Members of the Public were invited to attend)**

Mrs L Bannister – Clerk to the Council
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Present: WPC Cllrs. Broucke (Chair), D. Austin, J. Pragnell, P. Williams, C. Dixon, M. Grimes, M. Batchelor and F. Young
L. Bannister (Clerk)

Others Present: 4 members of the public
HDC Cllr. Staines

2018-37. Apologies

Apologies were given from Cllr. Underwood. These were accepted.

Apologies were also received from HDC Cllr. Coldwell and WSCC Cllr. Barling.

2018-38. Minutes of the last Meeting held on the 13th February 2018

These were agreed and duly signed by Cllr. Broucke.

2018-39. Action updates from previous Minutes

None.

2018-40. Declarations of interest from Members in respect of any items in the Agenda

Cllr. Williams has an interest in planning application DC/17/1897 as a neighbour but does not have a pecuniary interest in this.

2018-41. Open Forum (Members agree to adjourn the meeting for comments from members of the public)

Cllr. Staines arrived

The meeting was adjourned to allow members of the public to speak, and to receive reports from other authorities.

A resident made a complaint about some development in the garden of Little Bilborough. She believes this is an enforcement issue and would like WPC to make a complaint to HDC on her behalf.

Cllr. Broucke reminded the resident that she is able to make a complaint direct to HDC.

2018-42. Reports from other Authorities:

42.1. West Sussex County Council

Cllr. Barling was not present.

42.2. Horsham District Council

Cllr. Staines reported as follows:

Council tax has gone up. Horsham District magazine details what this is spent on and where HDC gets its money from.

HDC is in the early days of the new bin system. There are some wrinkles to iron out. Cllr. Prangnell reported that his recycling wasn't collected even after four phone calls. Cllr. Prangnell will contact Cllr. Staines directly about this.

Cllr. Williams asked why there is such a high turnover of planning officers.

Cllr. Staines asked that if WPC has any issues for him to look into, that this is all collated and sent to him by email so that he can investigate.

Cllr. Batchelor asked how HDC are saving money on the new bin collections as there appears to be double the amount of staff on each vehicle. This is apparently because the new trucks are cheaper to maintain.

The meeting resumed

2018-43. Planning (go to www.horsham.gov.uk for full details)

43.1. DC/17/1897 development at Blackstone

It was **RESOLVED** to comment on this application as follows:-

'Although Woodmancote Parish Council appreciates this site needs modernising and bringing into a useable state, WPC strongly objects to this application as they don't feel the issues raised regarding transport, size and usage have been dealt with. WPC stands by its original comment and feels that this application should be re-submitted.'

43.2. Enforcement complaint, Furners Lane

The complaint was brought forward by the resident in open forum. It was **RESOLVED** that WPC will put this complaint forward to HDC on behalf of the resident.

Cllr. Grimes added that he is part of the business that manages the property in question. Cllr. Grimes reported that the tenants appear to be complying with all of the landlord's requests. However, if they are building structures without knowledge, HDC should be notified about this.

2018-44. Planning updates

There will be a planning application submitted soon for Tudor Gate, Bramlands Lane for a front porch, alterations to driveway and landscaping of the garden.

Regarding the Bilborough Barn enforcement complaint for habitation, HDC have updated that they are waiting for more information from the residents.

Cllr. Staines left the meeting

2018-45. Approval of lease for Blackstone Playing Fields

The draft lease has been received, and this is much more comprehensive than the previous lease. **It was RESOLVED** to request that the following is included:

- WPC reserves the right to hold meetings in the Pavilion and has priority for these over any other bookings.
- WPC has the right to develop on the site if required.

There are some typos throughout the document. The Clerk will ask the solicitor to deal with these.

The rent will be £1000 p.a., plus whatever rent will be paid to the Allen family under their lease, with reviews every five years (the rent can increase alongside the RPI).

The lease will be in the name of Sussex Cricket Foundation.

It was RESOLVED that the lease can be granted for 30 years from the date of signature. This will give Sussex Cricket the opportunity to apply for grant funding in the next five years.

The Clerk will request to see the plan as this is referred to in the lease.

2018-46. Annual Parish Meeting

This will be on the 10th April and will start at 6.45 for the council meeting, and the APM will start at 7.30. The following will be included:-

- An update from Rampion
- A scam presentation from Sussex Police
- Update on Parish Hall
- Tea and biscuits

2018-47. Indemnity insurance for 'Silent Soldier'

It was RESOLVED to sign the indemnity insurance and the corporate agreement.

2018-48. General Data Protection Regulations

48.1. Appointment of Data Protection Officer

Quotes from two firms have been received as follows:-

- GDPR-info - £500 per year plus VAT. They offer a complete service to do an audit, prepare policies and provide face to face support. They offer a free informal visit to discuss first.
- Satswana – £150 per year plus VAT.

It was RESOLVED that a small group will meet with GDPR-info with a view to employing them. The group will be Cllrs. Grimes, Dixon, Prangnell, Broucke and the Clerk.

48.2. Phone for Clerk

It was RESOLVED that the clerk can buy a cheap phone (maximum of £30 for the handset) and set up a sim only contract. The Direct Debit will be paid from WPC's account.

48.3. Retention of documents

Cllr. Austin gave the visitor book for the Neighbourhood Plan public events to the Clerk to store.

All members were reminded that they need to set up separate email addresses for parish council use only.

Henfield PC are storing a lot of old planning applications which they used to display for WPC. They have offered to dispose of them securely. **It was RESOLVED** to ask Henfield PC to dispose of the documents unless there is anything historic to keep.

The Clerk will start clearing out old documents.

2018-49. Location of Vehicle Activated Signs

Cllr. Broucke met with the Highways Manager at WSCC and drove around the parish to talk about where VAS posts could be put up. These need to be in a place where a car can be parked safely next to the road, and they cannot be on an unclassified road.

The suggestions for locations so far are outside the Woodmancote Hall, and by the pub on the B2116. Members will suggest other locations.

The Highways Manager looked at all of the signs that have fallen down in Woodmancote and will send a team out to reinstate these.

2018-50. Fence on W heatsheaf Road

At the last meeting WPC questioned the response from WSCC Highways and tried to look into what is needed in terms of sight lines for a new highway entrance. Some information has been received from a planning consultant. **It was RESOLVED** to get some quotes for a professional advisor to look into this entrance and produce a report.

2018-51. Books of condolences on death of senior members of the Royal Family

There are no plans to have books open at this time.

2018-52. Future of the Parish Hall

Cllr. Broucke and the Clerk met with the steering group for the Parish Hall (which is to be renamed to Woodmancote Hall). They came to the agreement that it would be right to go ahead with the setup of a Charitable Incorporated Organisation (CIO).

Mr Hill put forward a request from the steering group that WPC supports the setup of the CIO, and that some councillors put themselves forward to be trustees.

It was RESOLVED to support the steering group with the setup of the CIO. Cllrs. Dixon and Grimes put themselves forward to become trustees.

It was suggested that WPC grant £1000 to the CIO. This will be considered once the CIO has been setup, but this has been agreed in principle.

Cllr. Grimes asked if anything can be done to reduce the rates bill. Mr Hill said that he has already had a discount applied and hopes to be able to have this written off completely.

Cllr. Austin asked how the utilities between the hall and the cottage will be separated. Mr Hill does not have the answer yet.

2018-53. Henfield Neighbourhood Plan Scoping Report consultation

It was RESOLVED to support this.

2018-54. Attendance at Henfield Village Evening

This was not of any interest to members, but details will be sent to Mr Hill.

2018-55. Finance/Payment

55.1. Reconciled accounts & bank statement

These were agreed and duly signed by Cllr. Grimes.

55.2. VAT return

£248 for 2016-2017 has been reclaimed.

55.3. Appointment of Internal Auditor

It was **RESOLVED** to appoint Mulberry & Co. This will cost between £100 and £200.

55.4. Transparency Code grant

There is still around £100 to spend. It was **RESOLVED** that the Clerk can spend this on some software needed.

55.5. Payments:-

The following payments were agreed:-

- a. WSCC – Invoice for Clerk’s salary for February – £304.17
- b. Expenses for Clerk - £8.82
- c. S137 payment for Royal British Legion ‘Silent Soldier’ - £250
- d. S137 donation to Henfield Haven - £50 (HSECIC)
- e. Donation to Parish Magazine - £50 (Henfield PCC)
- f. WSCC – Overpayment of salary from 2015 - £255.19
- g. WSCC – Payroll administration charges - £44.21
- h. Terrys Cross Trust – for use of hall - £20

Cheques were duly signed by Cllrs. Grimes and Williams.

2018-56. Correspondence/meetings

56.1. Meeting with steering group for Parish Hall

As mentioned at item 52 above, the Clerk and Cllr. Broucke met with the steering group for Woodmancote Hall.

Mr Noel reported that at this meeting the following was discussed:

- The church does not want to be involved in the hall
- Because of the wording of the conveyance, a lease could only be granted to the CIO
- Potentially, the lease could be split and the cottage could be leased to WPC
- This is all subject to the permission of the Charity Commission

56.2. Letter from resident

A resident has sent an email to say thank you for clearing the pavements, but it’s a shame they weren’t done to the end. The resident complained about the verge outside Fairyland, and the pot hole on Bramlands Lane (which has returned).

A different resident has requested that footpath 2543 between Blackstone and the Wheatsheaf is cleared as it is almost impassable. The Clerk will contact the landowner about this.

56.3. Cycling event

There is a 100 mile cycle event planned for later in the year organised by Velo South. It doesn't come into Woodmancote, but there will be several road closures in the area.

2018-56. Other business

Cllr. Williams reported flooding in Blackstone Lane by Blaxton Down. This will be reported to Love West Sussex.

Cllr. Batchelor noted that the road has been left in a poor condition by contractors for Trusslers Farm on Blackstone Lane.

Cllr. Brouke said if more of the pavements need clearing this could be done. For now, the Clerk will write to the occupant of Fairyland to ask them to reinstate the verge and clean the pavement now that work has finished.

Cllr. Broucke asked a landowner to trim the overgrown hedges on Blackstone Lane and this has now been done.

Cllr. Broucke thanked Terrys Cross for the use of the room.

2018-57. Date of next meeting

This will be on Tuesday 10th April 2018 at 6.45 pm. This will be held at Blackstone Pavilion at the Annual Parish Meeting.

The meeting closed at 9.15 pm