



## **WOODMANCOTE PARISH COUNCIL**

**Minutes of the Ordinary Meeting held at Blackstone Playing Field Pavilion on Tuesday 8<sup>th</sup>**

**January 2019 at 7.30 p.m.**

**(Members of the Public were invited to attend)**

**Mrs L Bannister – Clerk to the Council**

**48 Titmus Drive Tilgate Crawley West Sussex RH10 5ER**

**Tel: 07921 822869**

**Email: woodmancoteparishcouncil@gmail.com**

---

**Present:** WPC Cllrs. Broucke (Chair), A. Underwood, M. Batchelor, P. Williams, D. Austin, J. Prangnell, C. Dixon and M. Grimes  
L. Bannister (Clerk)

**Others Present:** HDC Cllr. B. Staines & WSCC Cllr. D. Barling  
Chairman of Woodmancote Hall CIO Mr R. Noel, Revd P. Doick, 3 members of the public

### **2019-01. Apologies**

Apologies were given from HDC Cllr. Coldwell.

Cllr. Brouke informed the meeting that Cllr. Young has sadly died. A minute's silence was held in his memory.

### **2019-02. Minutes of the last meeting held on the 11<sup>th</sup> December 2018**

**It was RESOLVED** to approve these, and they were duly signed by Cllr. Broucke.

*Cllr. Grimes arrived*

### **2019-03. Action updates from previous Minutes**

- The car park of Woodmancote Hall was tidied.
- The grant application for Woodmancote Hall was received.
- Olus have not yet collected the rubbish at Blackstone.
- The salt bins are full in readiness for icy weather.
- The abandoned car in Blackstone has been moved.

### **2019-04. Declarations of interest from Members in respect of any items in the Agenda**

Cllrs. Grimes, Batchelor and Dixon declared an interest in Woodmancote Hall matters, as trustees of the Charitable Incorporated Organisation (CIO).

### **2019-05. Open Forum**

*Members of the public were made aware that due to the Data Protection Act, members of the public may be recorded as being present at the meeting, and that the room is monitored by CCTV (which is not under the control of WPC).*

*The meeting was adjourned to allow members of the public to speak*

Revd Doick thanked WPC for agreeing to pay for the tidying at Woodmancote Hall.

Mr Noel updated that the Woodmancote News website is still being developed. Mr Noel would like WPC to approve the template for this before it goes live.

Regarding Woodmancote Hall, Mr Noel noted that the CIO would be happy to abide by the count of the result, but added that all members of the CIO have had reports that some residents have had duplicate voting cards and some did not receive them.

Mr Millman had some questions about the loan proposal.

Cllr. Broucke updated that Woodmancote Hall has been taken over by a CIO trust who will lease the hall and be fully responsible for it. The CIO has applied to WPC for a grant. WPC's interest in the hall will be limited to the grant and the loan, although they do have some representation on the committee. Cllr. Broucke suggested that the CIO hold their own meeting to update residents.

*The meeting resumed*

## **2019-06. Reports from other Authorities:**

### **06.1. Horsham District Council**

Cllr. Staines reported that a planning application has been submitted for Novartis site in Horsham.

### **06.2. West Sussex County Council**

See item 17 below.

## **2019-07. Planning**

### **07.1. DC/18/2632 Morley Farm House, Wheatsheaf Road**

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

'Woodmancote Parish Council objects to this application for the following reasons:-

- This would have a detrimental impact on the view of this rural location from the South Downs National Park and surrounding countryside.
- The proposal would block the legal route of a Public Right of Way.
- This appears to be a commercial enterprise as there are more panels than required.
- Any development should take place within the curtilage of the property.'

### **07.2. Any applications received since publication of the Agenda**

#### **DC/18/2739 Heatenthorn Farm North, Henfield Road**

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

‘Woodmancote Parish Council does not object to this application, but would ask that:-

- All drainage and parking matters are dealt with
- No external floodlights are added
- The environmental assessment is positive.’

#### **2019-08. Planning updates**

Planning application DC/18/2552 Blackstone Grange was permitted.

#### **2019-09. Blackstone Playing Fields**

Cllrs. Dixon and Williams attended the Playing Field Association meeting. There are some WPC meeting dates that may clash with stoolball, but they will see if they can request away dates for these. Sussex Cricket has been asked if the Pavilion could be used as a polling station in May.

Sussex Cricket are still looking at changing the entrance gates.

There is a question mark over the kitchen plans due to regulations. The final plans have not yet been finalised.

#### **2019-10. Vehicle Activated Signs**

Locations for the signs were approved by Highways.

**It was RESOLVED** to ask Highways for a quote to put the poles in at the locations.

The sign has been ordered.

#### **2019-11. Parish maintenance**

A resident has requested that the pavement opposite The Old Rectory is widened and that the hedges in Blackstone Lane are cut back.

**It was RESOLVED** to do the work on the pavement. Cllr. Broucke will ask for a quote from PHB for this.

Cllr. Broucke will ask the landowner responsible for the hedges on Blackstone Lane to cut them back.

There is also a water problem at Blackstone around Four Elms. The Clerk will report this to Highways.

#### **2019-12. General Power of Competence information**

This was explained to council. WPC will look to adopt this after the elections in May.

#### **2019-13. Annual Parish Meeting**

The Pavilion may be in use on 9<sup>th</sup> April. Sussex Cricket say the game may overrun depending on weather, but they probably won't still be using the pavilion at this time. The Clerk will check whether or not this is still the case, if it is the meeting will be moved to Wednesday 10<sup>th</sup>.

#### **2019-14. Annual leave for Clerk**

The Clerk requested 19<sup>th</sup> to 22<sup>nd</sup> February as annual leave. This was approved.

#### **2019-15. Information & advertising for 2019 Elections**

Members were made aware that if they want to stand for re-election that they will need to complete a nomination form and take this in to HDC themselves.

The Clerk will put some information about this into the parish magazine to encourage more people to stand for election.

Cllr. Staines added that elections for District Councillors will also be held this year.

## **2019-16. Woodmancote Hall**

### **16.1. Update from Charitable Incorporated Organisation (CIO)**

Cllr. Batchelor updated that the CIO has been granted £10,000 in funding from Awards for All to go towards the refurbishment. Money should be received next week. Any other applications are on hold until the results of the survey are known.

*Cllr. Barling arrived*

The CIO met recently and discussed putting together a business plan, once the result of the survey is known.

Cllr. Broucke advised members to ensure that they keep CIO and council meetings separate, and added that he personally thinks it would be a good idea for the public to be more involved in the CIO.

### **16.2. Count of survey & feedback from residents**

It was agreed to include all responses received up to the date of the meeting, including one received by email (where the resident did not receive a postcard). The responses were counted by Cllrs. Austin, Prangnell and the Clerk. The results from the survey were as follows:-

Total responses: 94

Invalid: 1

Yes: 58

No: 35

### **16.3. Grant application**

The application from the CIO has been received, requesting £150,000.

### **16.4. Next steps**

**It was RESOLVED** that the Clerk will now look into the next steps for applying for the loan, and find out what needs to be done before the next meeting.

The result of the count will be put on the website, notice board and in the parish magazine.

Cllr. Batchelor clarified that the CIO is still looking into further grant applications, but felt there wasn't much point before the result of the survey was known.

Feedback from residents following the survey was read out.

## **2019-17. West Sussex County Council**

Cllr. Barling reported that WSCC are busy preparing their budget. There will almost certainly be a 5% increase as the budget is very squeezed.

WSCC is looking into food waste collection, but Cllr. Barling did not have details of this.

*Cllrs. Barling and Staines left the meeting*

## **2019-18. Finance/Payment**

### **18.1. Reconciled accounts & bank statement**

These were agreed and signed by Cllr. Underwood.

### **18.2. Budget & Precept for 2019/20**

Council considered various options following the positive response to the survey, as follows:-

- Increase the Precept by the full amount of the loan repayments.
- Do not increase the Precept and use earmarked reserves to cover the cost of the 1<sup>st</sup> year's loan repayments.
- Increase the Precept by a percentage of the loan repayments.

Members felt that it would be wrong to increase the Precept until the loan application is approved, so **it was RESOLVED** to keep the Precept at £8675, being a 0% increase on the previous Precept. This equates to a Band D tax of £31.82.

**It was also RESOLVED** to earmark £10,000 of reserves for loan repayments.

### **18.3. Overpayment of Clerk's salary**

WSCC overpaid the Clerk by £50. This will be deducted from the next pay.

### **18.4. Payments:-**

**It was RESOLVED** to pay the following:-

- a. Printing expenses for Members - £120
- b. Messagemaker Displays for Speed Indicator Device - £2862.40

Cheques were signed by Cllrs. Williams and Grimes.

## **2019-19. Correspondence/meetings**

### **19.1. Invitation to Neighbourhood Planning seminar**

This will be on 30<sup>th</sup> January. The Clerk will attend on behalf of WPC.

## **2019-20. Other business**

The 30mph sign on the A281 has not been removed. The Clerk will report this to Highways.

The Clerk did not get a response from the Police about the call centre visit.

The sign outside Woodmancote Church has been knocked over. Also, the sign at Firland corner is still in the ditch. The Clerk will report this to Highways.

## **2019-21. Date of next meeting**

This will be on Tuesday 12<sup>th</sup> February 2018 at 7.30 pm. This will be held at Blackstone Pavilion.

*The meeting closed at 8.50 pm*