



**WOODMANCOTE PARISH COUNCIL**

**Minutes of Meeting held at Blackstone Playing Field Pavilion on Tuesday 8<sup>th</sup> May 2018 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**  
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**Present:** WPC Cllrs. Broucke (Chair), C. Dixon, A. Underwood, M. Batchelor, F. Young, P. Williams, J. Prangnell, and D. Austin  
L. Bannister (Clerk)

**Others Present:** 1 member of the public  
HDC Cllr. D. Coldwell  
WSCC Cllr. D. Barling  
Chairman of Henfield Parish Council

**2018-73. Appointment of:**

**73.1. Chairman**

Cllr. Broucke was elected as Chairman of the council and a new Declaration of Interests was signed.

**73.2. Vice chairman**

Nobody stood as vice chair, so **it was RESOLVED** that this will be done on a rolling rotation.

**73.3. HALC representative**

Cllrs. Batchelor and Prangnell were appointed to this role.

**73.4. SSALC representative**

Cllrs. Batchelor and Prangnell were appointed to this role.

**73.5. Blackstone Playing Field representative**

Cllrs. Williams and Dixon were appointed to be the representatives, and Cllr. Broucke will attend as chairman when needed.

**73.6. Woodmancote Hall representative**

Cllr. Batchelor was appointed to this role.

**2018-74. Apologies**

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

**2018-75. Minutes of the last meeting held on the 10<sup>th</sup> April 2018**

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

**2018-76. Action updates from previous Minutes**

The Data Protection Officer has been appointed, and a data audit has been arranged for June.

**2018-77. Declarations of interest from Members in respect of any items in the Agenda**

None.

**2018-78. 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.*

Mr Noel reported that the Charitable Incorporated Organisation has now been formed for Woodmancote Hall, and they are just waiting for the paperwork to be sent. The next step is to get the leases approved. A bank account in the name of Woodmancote Hall will be opened soon.

Mr Noel is planning to start a website for news relating to Woodmancote. This will give residents the chance to subscribe to updates (in accordance with the General Data Protection Regulations). The website will cost around £380. The Parochial Church Council will contribute towards this, and Mr Noel requested a donation from WPC too. This will be decided at the next meeting.

*Cllr. Coldwell arrived*

The website will be updated every couple of weeks and will include Neighbourhood Watch items and updates from the parish council.

Cllr. Broucke requested that the Woodmancote Hall committee put a proposal forward so that WPC can make a decision about their role in this process.

**2018-79. Reports from other Authorities:****79.1. Horsham District Council**

Cllr. Coldwell reported as follows:

The cement works site is being discussed so that plans can be made to develop it.

Cllr. Peter Burgess has been appointed as the new chairman of HDC following the death of Cllr. Roger Clarke.

There is a review of the Horsham District Planning Framework. Cllr. Broucke asked how this was going. Cllr. Coldwell explained that the entire plan needs to be reviewed every 5 years, and HDC are doing this section by section.

## **79.2. West Sussex County Council**

Cllr. Barling was not at the meeting at this time so it was agreed to delay this item.

### **2018-80. Planning**

#### **80.1. DC/18/0789 The Hollies, Brighton Road**

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

‘Woodmancote Parish Council does not object to the principle of this application, but asks HDC to consider the access as it isn’t shown on the plan.’

#### **80.2. SDNP/18/01596/LIS Catsland Farmhouse, Brighton Road**

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

‘Woodmancote Parish Council has no comment to make on the change to the window colour, as long as it fits the criteria of the listed building.’

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

##### **2018-81. Planning updates**

An appeal has been received for Woodmancote Place.

The following planning applications were permitted:-

- DC/18/0159 Tudor Gate
- DC/18/0498 Acorns

##### **2018-82. Henfield Trails**

Malcolm Eastwood, Chairman of Henfield Parish Council explained that Henfield PC would like to create a circular trail around Henfield using Public Rights of Way. This would take a whole day to walk around and will have links to the centre of Henfield to encourage more visitors into the area. The footpaths go through Shermanbury and Woodmancote, so Henfield PC would like the support of Woodmancote PC for this. They will be spending time clearing the footpaths and making sure they are passable.

Henfield PC have applied for a grant for this scheme, worth around £250,000.

*Cllr. Barling arrived*

There will also be a cycle track that goes through the centre of the village, and cycle racks in the centre.

*Cllr. Coldwell left the meeting*

*Cllr. Eastwood left the meeting*

It was **RESOLVED** to support this proposal.

##### **2018-83. Report from West Sussex County Council**

Cllr. Barling reported as follows:-

Cllr. Barling also attended a meeting about the cement works site in the South Downs National Park (SDNP). The SDNP are keen to do something with the site and will put together a plan about what could go there. This will be a lot of work and there will be lots of consultation on their plan.

If WPC support a speed reduction application in the centre of Blackstone, Cllr. Barling would also support this. WPC would need to show a lot of public support, and that it is viable.

The process for a Traffic Regulation Order is to complete an online application which is evaluated by the Highways Manager, and then it gets considered by the County Local Committee.

Cllr. Barling is working with Cllr. Dennis regarding Firland Industrial Estate.

Cllr. Barling is still working on getting the road at Horn Lane repaired.

Cllr. Williams asked if residents can make an application for Traffic Regulation Orders. Cllr. Barling confirmed that they could, but thought an application would carry more weight if it came from WPC.

#### **2018-84. Blackstone Playing Field**

There is a potential conflict with the meeting date in June as Sussex Cricket have an event on. They have said that the function room will be available for WPC by 7.30.

Brighton College are meeting at the Playing Fields over two consecutive days in June, without permission from WPC.

Regarding the lease, Sussex Cricket have now appointed their own solicitors.

**2018-85. Approval of Standing Orders, Financial Regulations, Policies, Asset Register & Risk Assessment**  
**It was RESOLVED** to approve this all of these documents.

A new data protection policy will be drafted soon.

#### **2018-86. Training for Clerk**

The Clerk requested to attend a budget and finance training day in September, and the cost of this will be shared with Ruser Parish Council. There will be a maximum cost to WPC of £50.

**It was RESOLVED** to approve this.

#### **2018-87. Annual leave for Clerk**

**It was RESOLVED** to approve annual leave for the Clerk from 6-10 August and 28 August to 4 September.

#### **2018-88. Location of Vehicle Activated Signs**

Several locations along the A281 and B2116 were considered, and will be confirmed at the meeting in June.

#### **2018-89. National Planning Policy Framework Consultation**

This recommends that Neighbourhood Plans should be reviewed every two years. It was agreed to put in a comment objecting to this.

#### **2018-90. Horsham District Planning Framework Consultation**

This tries to allocate Blackstone as a secondary settlement. **It was RESOLVED** to object to this.

*Cllr. Barling left the meeting*

**2018-91. Provision for allotments**

A resident has requested an allotment. There is not currently any provision for allotments in Woodmancote.

**2018-92. Speed reduction in Blackstone**

It was proposed that the centre of Blackstone be made a 20mph zone. This was discussed, and some Members were unsure that this would lead to a decrease in speed. A decision will be made on this at the next meeting.

**2018-93. General Data Protection Regulations (GDPR) update**

An amendment to the regulations says that parish councils will no longer be required to appoint a data protection officer. Advice from SALC is that this would be more than good practice. The Clerk agrees with this advice as the requirement to be GDPR compliant is still there, and the firm appointed to be data protection officer will complete this work.

**2018-94. Approval of insurance policy**

Two quotes for insurance have been received as follows:-

Norris & Fisher – £240.94

Zurich – £312.30

Members wanted to try and stay with the current insurer, so **it was RESOLVED** that the Clerk will try to negotiate the price with Zurich and go ahead with them.

**2018-95. Finance/Payment**

**95.1. Reconciled accounts & bank statement**

These were not prepared in time for the meeting as bank statements had not been received and the Clerk was preparing for the internal audit.

**95.2. Payments:-**

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

a. WSCC – Invoice for Clerk’s salary for April – £304.17

b. WSALC – Subscription - £168.33

Cheques were signed by Cllr. Williams and the Clerk.

**2018-96. Correspondence/meetings**

The Playing Field Association has asked if they could approve the lease before it is signed.

**2018-97. Other business**

The silent soldier has arrived, and locations for it were discussed.

*Cllr. Underwood left the meeting*

The silent soldier will be put up at Blackstone Playing Field for a month, and then a new location will be arranged. Cllr. Prangnell will install it. The other locations suggested were Prairiellands, Terry’s Cross and Justin’s bench.

The flooding outside Blaxton Down has been reported to Love West Sussex, and Highways have been in touch to confirm they will deal with this.

Putting a notice board up at Blackstone Playing Field was suggested. Cllr. Prangnell will look into this.

Cllr. Williams reported that new bollards have been put up in Blackstone.

**2018-98. Date of next meeting**

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

*The meeting closed at 9.30 pm*