

WOODMANCOTE PARISH COUNCIL
Minutes of Meeting held in the Parish Hall on Tuesday 10th December 2013 at 7.30p.m.
(Members of the Public were invited to attend)

Mrs D Langston – Locum Clerk to the Council
67 Oak Tree Drive, Hassocks, West Sussex BN6 8YA
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Present: WPC Cllrs. C. Broucke (Chairman), M. Grimes, P. Williams, A. Underwood, D. Austin
J. Forsyth and J Ochoa.
D. Langston (Locum Clerk)

Others Present: WSCC Cllr. D Barling. HDC Cllr. D. Coldwell.

1. **Apologies:** Apologies were received from WPC Cllr. J. Goddard and M Parnell.

2. **Minutes of the last Meeting:**

The Minutes of the 12th November 2013 Meeting were approved with the following corrections noted:-

Page 1, Amend Others Present to read –Mr J Filby Representative Sussex County Cricket Club, further amend all references in Item 4 to read correct spelling of surname.

Page 4, Item 11 Amend Sweeptech to read Swifttech.

Page 4, Item 13 Amend Blackstone to read Blaxton

Subject to the above corrections the Minutes were duly signed by the Chairman.

3. **Declarations of Interest from members in respect of any items in the agenda:**

None declared

4. **Open Forum.** No items were raised as no members of the public in attendance.

5. **Action Updates from Previous Minutes:**

Cllr Grimes advised changes had been made to website as requested and confirmed after checking with the website hosts the previously advised block from educational bodies is due to filters from these sites therefore any further problems should be referred to the relevant hosts.

Register of Interest forms have now been uploaded onto the website and can be found under each councillors name a link to these will also be available from HDC website.

Blaxton Down and Prairie Lands remain an ongoing issue, Council have asked Cllr D Coldwell to look into with HDC. **Action – Cllr D Coldwell**

Cllr Barling advised that no license information is available from WSCC for Firsland and suggested that Council contact the Environmental Agency for further details. Cllr Broucke will to source a copy.

Action – Cllr Broucke

6. Reports From Other Authorities:

Horsham District Council;

Members will recall that the Information Commissioners Office required all information holders to register as such for £35 per year. After many representations and a degree of confusion, the ICO has now advised that for district and county councillors, it will be sufficient for their councils to register them and all parish councillors are exempt from registering.

HDC is now considering a move into shared office space in Horsham with the County Council which already has space in the former RSA building, now County Hall North. There are many advantages in the proposal, not least the fact that there is ample space available, very good and ample meeting facilities and considerable savings to be made.

HDC is now well into the process of adjusting its management structure so that 28 heads of service positions will go, these 28 jobs being replaced by 25 new positions. This will streamline the structure of HDC management teams result in an overall saving of some £200,000 p.a.

The budget process is underway; initially HDC will have to save some £400,000 in the short term but much more in subsequent years as the Revenue support grant is cut year by year and is replaced by a proportion of business rate retention. At the time of meeting I cannot say if an increase in Council Tax is being considered as the implications of the Chancellors Autumn statement are absorbed.

West Sussex County Council;

WSCC Cllr. Barling advised that the County budget needs to be reduced by £61 million over the next two years rising to £140 million over the next four year period as part of the Government austerity programme; revenue support grant will therefore be cut in order to cut outstanding debts. Parts of the money saving plans are to look at service buy in programmes which will be instigated by sourcing outside service providers who will then TUPE staff across to help reduce redundancy costs and to ensure staff are managed more proficiently.

Council Tax will not be increased over the next two years with WSCC taking onboard the offer of additional funding from the Government for those Councils whose Council Tax remains at its current level.

WSCC is cooperating on the proposed building share believing this will save costs and will enable a much closer working relationship there is however no plan to remove frontline services.

Cabinet Minister for Transport has unveiled plans to spend money on smaller roads which will have a positive effect on Woodmancote Parish Cllr Barling will confirm these plans to Cllr Broucke when received. **Action – Cllr Barling.**

7. Planning.

7.1 New Applications/Information

DC/13/2248 Morlands Farm, Retrospective change of use of lean to building to provide cafe, meeting room and facilities, with outside paved area and parking for the period 1st June to 31st October each year. Council supports this application to clarify the use however we note the following discrepancies; 9am – 5pm on application, however 9am – 6pm on statement.

180sq metres on application, however 210sq metres on statement.

We would suggest that all relevant buildings meet Fire and Hygiene regulations before opening and Drainage is proven to be acceptable.

DC/13/2218 Firmland, Unit 26, Extension of yard in association with the use of the industrial unit 29 and new 2.3m high acoustic boundary wall. Council supports this application so as to improve the safety of the site but does not feel it necessary or beneficial to the safety of the site if the extended site is used to store additional product.

DC/13/2260 Downsview Caravan Park, replacement of static caravan with holiday cottage. Council strongly objects to this application finding the comment that ‘short term let caravans only last 5 years’ misleading, not only is this application out of keeping with those vans currently in situ it borders on alien intrusion creeping urbanisation and is contrary to countryside planning policies.

7.2 Decision made -

Little Down Farm, Holmbush Lane Permission granted.

8. Finance

8.1 List of accounts for payments –

WSCC Clerks Salary for October £230.37

Printing – Invoice from original logo design company of £180.00

Art/Card design plus costs for postage stamps £478.12

Donations/Grants – Letter received from Pater Bates regarding requests for donations following discussion by Council it was resolved that donations of £25.00 be made to Village Medical Link and the Parish Magazine. Council would also like to make a donation to Woodmancote Church which will be based on previous donation figures. **Action Cllr Ochoa to clarify previous amount.**

General discussion regarding the financial situation following on from resignation of the previous Clerk, Council have requested that Cllr J Ochoa be handed all files he will then go through and reconcile with current bank statements. Thanks were proposed to Cllr Ochoa for production of the budget sheets and it was proposed that Cllr Ochoa take over as locum RFO for the foreseeable future.

In view of the change of Clerk a Bank Mandate change needs to be completed in order to remove M Tuckwell as a signatory it was proposed that Cllr Ochoa be added in his place. **Action Cllr Grimes, Cllr Williams and Cllr Ochoa will visit bank to arrange changes.**

Following the invoice from WSCC of the October salary for M Tuckwell it was agreed that after verbal conversation with the payroll services department Cllr Broucke will confirm the Clerks resignation in writing and advise of any further payment arrangements. **Action Cllr Broucke.**

9. **Precept Budget** – Council discussed budget based on figures supplied by Cllr Broucke, concerns were raised over costing for Neighbourhood Plan however this item will be carried forwards and discussed at the next meeting. It was resolved that the Precept requirement for next year should be £7450; this will be communicated to HDC. **Action Clerk D Langston.**

10. Reports.

Joint Parish Meeting – Cllr C Broucke attended the meeting and initially queried the attendance of members of the public. At the meeting it was highlighted by Rural England that if they were required to supply information to MP's regarding their objections to Mayfield's development they must have this to hand and ready for immediate viewing. LAMBS representatives in attendance asked the meeting to consider donations towards their cause.

Training Day - Cllr P Williams attending the recent SSALC training day which she felt was most productive having highlighted several items she felt were of interest to Council she was asked to forward these on an email to all members. **Action Cllr P Williams.**

Chairman (Clerk) – Cllr Broucke updated meeting on newsletter received from David Bowden, Sussex County Cricket Club, which confirmed receipt of Olympic Legacy grant which should be of benefit to Blackstone Playing Fields as a whole. Cllr Broucke has also requested that the entrance to the park and the previous issues caused by building contractors are tidied up. The revision to the land lease is progressing and an update

will be available at January's meeting for Land Registry purposes it was agreed that the solicitors office address should be used as all council members hold temporary positions. **Action – ongoing.**

Cllr Broucke proposed that the current Locum clerk be kept in place until the end of March 2014 with either party able to terminate the arrangement at any time. Discussion took place regarding the hourly rate which was proposed by Cllr Grimed to be £9.50 per hour. As no RFO duties being carried out Clerk will complete a monthly time sheet to present to council for perusal and authorisation.

11. **Neighbourhood Plan.** – All Neighbourhood Plan Christmas cards have been sent out with replies starting to arrive; there will be an article in the next issue of BN5 Parish Magazine outlying the Woodmancote Neighbourhood Plan. Following the meeting held on 26th November between Shermanbury, West Grinstead and Woodmancote representatives a letter was received from Mr Dale Mayhew, Town Planner outlining his requirements and confirming cost implications. Concerns were raised regarding the possible implications of any errors in paperwork supplied by Mr Mayhew for one Parish being transferred onto the neighbouring parishes, council feel that before decisions can be made Mr Julian Carrington, HDC, should be invited to attend a meeting to confirm hourly rates and how much time each Parish council is able to use. At the recent Inter Parish meeting it was confirmed that the plan has to be accepted by a 70% positive response with other Parishes advising that they will hold their referendum in line with the 2015 elections. The date of the next meeting is still to be confirmed. **Action - ongoing.**
12. **Footpath improvements/Highways** – in order to qualify for S106 funding for footpath repairs CLC have confirmed that a feasible plan will need to be supplied with our request. Action Cllr P Williams will draw up plan ready for submission.

13. Website/email Account – Password on email account to be changed by Cllr Broucke and passed to locum clerk. Cllr Grimes request that all minutes be recorded in either Word or PDF files.

14. Correspondence – As previously discussed under Donations/Grants letter received from Mr P. Bates. M Tuckwell has sent memory stick to Council with all Council paperwork details from his hotmail account this was passed to locum clerk for addition to WPC email account. **Action Clerk D Langston.**

15. To confirm the next Parish council Meeting/s - Monday 13th January 2014

The meeting closed at approximately 10.05 pm.

Signed _____

Date _____