

WOODMANCOTE PARISH COUNCIL
Minutes of Meeting held in the Parish Hall on Tuesday 8th January 2013 at 7.30p.m.
(Members of the Public were invited to attend)

Mr.M.Tuckwell – Clerk to the Council
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Present: Cllrs C. Broucke (Chairman), M. Grimes, J. Ochoa, M.Parnell, D.Austin and P. Williams.
M.Tuckwell (Clerk)

Others Present: Horsham District Councillor J.Goddard
West Sussex County Councillor D. Deedman (Part of the time).

- 1. Apologies:** WPC Cllrs. A. Underwood and J.Forsyth. Horsham District Councillor D. Coldwell and WSCC Councillor D.Deedman (attended later in the Meeting).
- 2. Minutes of the last Meeting:** The Minutes of the 11th December 2012 Meeting (Planning Only) were approved - proposed Cllr Williams seconded Cllr Parnell- and duly signed by the Chairman.
- 3. Declarations of Interest from members in respect of any items in the agenda:** There were none.
- 4. Open Forum.** There were no members of the Public present and no issues raised.
- 5. Co-option of Councillors (Now & Future).** Mr. D. Austin was co-opted on to the Council and duly welcomed by the Chairman. The Clerk was asked to advise HDC with an updated list of WPC Councillors
- 6. Matters Arising from Minutes of Last Meeting**

Action 1. Flooding in Blackstone Lane. Action on-going. WSCC Highways Department have now taken some action to clear the blocked gully/s and the flooding problem had, at least temporarily, been cleared. The Chairman thanked Cllr. Deedman for his assistance in resolving the matter. The situation will be kept under review.

Action 2. Clearance of Footpaths (leaves and detritus etc). Action on-going. The Clerk has forwarded a request for an Environmental Cleansing Grant to Horsham District Council, to cover the cost of private contractors undertaking this work, and a response was awaited. The Clerk will chase for a reply.

Actions 3, 4 and 5. Actions Closed.

Action 6. Annual List of Planning Applications. Action on-going. Clerk to generate before close of year 2012-13.

Action 7. Overhanging trees etc at Woodmancote Place. The Chairman advised that he understood from the owner of the property, Mr. Nielsen, that the matter was now in the hands of tree surgeon contractors and action was imminent.

Action 8. Prairielands Opening. Action closed/on-going: The Clerk has written to the Owners reminding them of their obligations to submit, and have approved, a formal Planning Application for all day, year round opening and has copied the letter to HDC Planning Department. A response (or Planning Application) is awaited/expected.

Action 9. 'Pear Tree Farm' and 'Truslers'. The Clerk has written to the owners of both properties, which were adjacent to each other, asking them to address and correct the flooding problems on their properties and the approach lanes thereto (caused by blocked culverts?).

Action 10. Maps of the Parish. The Clerk had written to WSCC, Rights of Way Office to see what could be obtained as regards detailed maps of Woodmancote Parish and, in particular, the footpaths therein.

New Action 11. Road works on the B2116. The Clerk was asked to find out from WSCC what the reason for the advised road works in February 2013 was.

New Action 12. Flooding on the B2116 near Chestham Park. The Clerk was asked to contact Philip Hill, the Clerk of Henfield Parish Council (Chestham Park fell within Henfield Parish) to check that action was in hand to resolve this problem.

7. Reports from other authorities

7.1 Horsham District Council - Cllr Goddard reported as follows:

At the Horsham District Council Meeting on the 19th December 2012 the following items were considered:

Introduction of Green Waste Charges

The Council agreed to an "Opt-In" paid Green Waste Collection Scheme at a cost of £29 per year for the first bin collected. This will take effect in April/May 2013.

Increased Parking Charges in Horsham Town

The Council agreed to a revised parking fee structure for Horsham with parking charges increasing between 3p and 20p per hour depending on location.

Continued Weekly Waste Collections

The Council has been successful in 1 of 2 bids for monies from the Department for Communities and Local Government, Weekly Collections Support Scheme and will receive £392,271 over 3 years for recycling quality improvements. In accepting the funding the Council has to make a commitment to provide Horsham District residents with weekly residual waste collections for a period of 5 years.

Council Tax Benefit transfer to Local Councils

Under the Local Government Finance Act 2012 the current entitlement to Council Tax Benefit based on the national scheme is to be replaced from 1st April 2013 by local Council Tax Reduction Schemes. The current benefit is funded 100% by government grant. The government will contribute an estimated 90% to the new scheme the balance to be found locally.

Horsham District Council has decided to adopt the current scheme for the year 2013/14 at an estimated cost to the Council of £60,000. The adoption of the current scheme allows the Council to claim a one-off payment from government of £18,633 towards the Councils costs.

The entitlements calculated under the new Council Tax Reduction Scheme will be treated as discounts to the Council Tax bill. This will reduce the Council tax base for precepting authorities including parishes. The

90% grant for the parishes will be paid to the District Council and it is proposed to share this between the parishes in proportion to their loss as a result of the changes.

Changes to Council Tax Exemptions

The Act also allows various technical reforms and the following were agreed by Council to minimise the loss of Council Tax income on empty homes and to encourage the re-occupation of long-term empty homes:

- To reduce the discount on empty properties undergoing refurbishment to 25% for 12 months, from 100% for 12 months.
- To reduce the period of exemption of empty unfurnished homes to 30 days from 6 months.
- To levy a 50% premium on homes empty for more than 2 years (not applicable to certain categories).

7.2 West Sussex County Council – Cllr Deedman reported as follows:

1. The A27 junction improvement Group met before Christmas to agree the terms of reference for the Group. These include the preparation of a package of measures to be part of an Action Plan. A range of options for short-term physical improvements to the highway that could be implemented within a five-year period from adoption of the action plan will be assessed. The Group will visit all the identified traffic congestion points along the A27 later this month. The January edition of West Sussex Connections will include an article about the project.
2. Over six hundred potholes have been reported to the County Council since Christmas Eve. The County Council is making a full assessment of the current state of the roads in order to prioritise repairs according to safety risk. The Cabinet Member has arranged for an urgent review (with an initial report by 11 January) to forecast the likely increase in road defects needing repair and the resource implications of repairing within agreed timescales, and for an analysis of the cost/benefit of permanently tackling a number of long-term flooding concerns.
3. At the Chanctonbury County Local Committee (CLC) meeting on 5 December: -
 - members agreed that the County Council should liaise with parish councils (rather than district councils) to decide where Sect 106 funds should be spent. The Principal Community Officer confirmed that she would make sure parish councils are consulted on the use of Sect 106 monies and that information would be provided to parishes on a monthly basis, and
 - it was reported that the list of potential schemes for inclusion in the Infrastructure Plan for 2016/17 would be considered at the next CLC meeting on Wednesday, 6 March at The Steyning Centre.
8. **Winter Plan/Flooding.** The list of vulnerable people and volunteer helpers in the parish requires updating. Councillor Grimes agreed to take on this task and Councillor Ochoa undertook to be the designated point of contact. Contact details will be shown on the Notice Board and the Web Site.

The flooding in Blackstone Lane has been cleared (Refer to Section 6, Action 1 of these Minutes).

9. Planning

9.1 New Applications

MSCC 12/04031/FUL ('Firsland Park Industrial Estate', Henfield Road, Albourne). It is understood that West Sussex County Council (WSSCC) are unhappy with certain aspects of the bund and have requested, in their comments on the Mid Sussex County Council (MSCC) Planning Application, that the bund is removed. Albourne and Twineham Parish Councils have apparently said that they are OK

with it. Notwithstanding this, WPC will support the WSCC recommendations in their Report. **Action:** The Clerk was asked too forward WPC's comments to MSCC and copy Horsham District Council.

9.2 Decisions Made

DC/12/1960 ('Oldfields'). Application Permitted

DC/12/1804 ('The Flat at Heatenthorn Farm'). Application Refused.

MSDC/12/03290/FUL (Pear Tree Farm'). Application Permitted.

DC/12/1915 ('Downlands'). Application Permitted.

DC/12/2102 ('Southern Gas Networks PLC'). Application Permitted.

9.3 Enforcements

None

9.4 Other Planning Matters

'Prairielands'. A Planning Application covering all year round opening will need to be submitted by the owners if they are intending to open on this basis again in 2013. The Clerk has written to the owners once but nothing seems to have progressed so far. **Action:** Clerk to chase up his letter and copy HDC Planning Department.

10. Parish Council Website Report Nothing to Report

11. Finance and Administration Report

11.1 List of Accounts for Payment. As per attached Summary of Accounts.

11.2 Financial Status at 8.January 2013. As per attached Summary of Accounts.

11.3 Standing Orders and Register of Members Interests Forms. The Standing Orders for the Council i.e. the format, content and organisation of Council Meetings need to be generated and reviewed (this was mentioned as an outstanding requirement by the Auditor in his recent Mid Term Audit Report). The new Register of Interests Forms had been circulated by the Clerk to all Councillors for their completion and return. Action: All Councillors to return the forms to the Clerk at the next Meeting (Tuesday, 12th February).

11.4 Outstanding signatures/Initialisations and Arisings from Mid Term Audit Report. Although the Auditor had given the accounts figures and reconciliation a clean bill of health, there were a number of procedural type matters that needed attention before the next Year End Audit including:-

- Initialisation of all pages of previous Minutes.
- 2 initialisations on all cheque stubs (auctioned at the Meeting).
- Raising of an Asset Register (Notice Boards, Bus Shelters, Filing Cabinets etc.)
- Raising of a Risk Register

11.5 Other Financial Items

a. Santander. The Chairman had contacted Santander querying why a cheque for the outstanding balance of the Current Account had still not been issued, as requested. Santander claimed that this

had been an oversight by them and that closure of the account would be auctioned within the next 2 weeks.

- b. Precept Requirement for 2013-14. Taking into consideration the stipulated cap on any increase to last year's precept, it was agreed that the Clerk would apply to HDC for an annual precept for 2013-14 of £5,850-00 i.e. £5,600-00 (2012-13) + £250-00.

12. Chairman's Report.

The Chairman had nothing of particular note to report. Councillor Parnell reported on a recent Meeting of the Cricket Club as follows:-

- Sport England are to provide a Grant to fund the draining of the Cricket Field
- The lease to the grounds needs to be extended by the Parish Council – the Cricket Club will attend the next WPC Meeting in order to discuss this in more detail.
- The Cricket Club are also applying for a Grant for the extension of the nets.

13. Grants/Section 106. It was agreed that the Parish Council would make the following Grants in 2013-14:-

- £200-00 to Woodmancote Parish Church for the maintenance of the Graveyard
- £55-00 to Henfield Medical Link
- £25-00 to the Parish Magazine

14. Highways, Footpaths and Rights of Way

Apart from those items already covered in Section 6 above, the following further item was discussed:-

- The safety and legality of a number of verge way posts which had been erected outside 'Four Elms' in Blackstone Lane was questioned. **Action:** Clerk to write to HDC Highways Department drawing their attention to it.
- Litter from the activities at 'Marthas Barn', and the dangerous entrance kerb, were considered to be unacceptable. **Action:** Clerk to write to HDC Highways Department and copy Henfield Parish Council.

15. Correspondence (including A281 Phone Box). Some further damage to the A281 Phone Box had been advised to the Council by Mr. Peter Bates. **Action:** Clerk to notify BT/Open Reach requesting that all damage be repaired and, if not repairable, request complete removal of the box.

16. Crime. It was noted that diesel fuel thefts in Woodmancote Parish and surrounding areas remained an on-going problem. **Action:** Clerk to circulate PCSO James Josling's Telephone No. to all Councillors.

17. Any Other Business/Items Members wish to raise for future discussion. Councillor Williams gave her advance apologies for being unable to attend the next Meeting.

18. To confirm the next Parish Council Meeting/s

Second Tuesday of each month –

2013 – 12th February, 12th March, 9th April, 14th May, 11th June, 9th July,
13th August (Planning only), 10th September, 8th October, 12th November and
10th December (Planning only).

The meeting closed at approximately 9.45 pm.

Signed _____

Date _____