

**WOODMANCOTE PARISH COUNCIL**  
**Minutes of Meeting held in the Parish Hall on Tuesday 11<sup>th</sup> June 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, M. Parnell, J.Forsyth, Jose Ochoa and D.Austin.  
M.Tuckwell (Clerk)

**Others Present:** WSCC Cllr. D.Barling, HDC Cllrs. D. Coldwell & J.Goddard  
Members of the Public: Mr.E.Huxham and Mr. R.Lunn.

1. **Apologies:** Apologies were received from WPC Cllrs. P.Williams and A. Underwoodl
2. **Minutes of the last Meeting:** The Minutes of the 14<sup>th</sup>.May 2013 Meeting were approved. Proposed Cllr. Parnell, seconded Cllr. Ochoa, 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.** Mr. Lunn enquired about what action was being taken to clear the stones and other obstacles placed in Blackstone Lane. The Clerk advised that the matter had been reported and the 'Love West Sussex' website had replied that action was being taken – refer to Section 10 of these Minutes.

5. **Matters Arising from the above Minutes:**

**Prairielands.** Discussed later in the Meeting – refer to Section 6.4 (Planning, Other Matters) of these Minutes.

**Heatenthorn.** Discussed later in the Meeting – refer to Section 6.4 (Planning, Other Matters) of these Minutes.

6. **Reports from other Authorities.**

**HDC** - Cllr.Coldwell reported as follows

Green Waste collection uptake has passed the 50% mark, about 25000 homes, with about 2000 others requesting a second bin. This is will over the original estimates. As of last week green waste bins without the correct sticker will not be collected, home owners will be advised why and they can still join the scheme at any time but of course will have to pay the full amount – no discounts for a part year.

HDC has published it's draft SHLAA – Strategic Housing Land Area Assesment – comments by 25 June please. The target on housing is to get the draft plan out by the end of July – to be discussed at council 25<sup>th</sup> July then out to consultation.

Note: The Clerk was asked to contact Julia Dawe of HDC Planning to obtain a copy of the SHLAA for Woodmancote. **Action: Clerk**

**WSCC:** - Cllr. Barling reported as follows:

There was little to say regarding Woodmancote Parish particularly but there was scheduled to be a CLC Meeting tomorrow evening (12<sup>th</sup>) when a lot more items of concern to WPC might well be raised.

Cllr. Barling has joined committees to look after Rights of Way and 'Corporate Children'.

**Blackstone Playing Fields** - The (WPC) Chairman advised that there had been no further progress since the last meeting i.e. WPC were waiting for the solicitors to confirm that they will pay WPC's costs.

## 7. Planning.

### 7.1 New Applications

**DC/13/0801 & 0802 ('7, Blackstone Cottages')**. WPC object to these applications on the grounds of:-

- 1) **Loss of Garage amenity and consequently;**
- 2) **Additional parking of vehicles on Blackstone Lane.**
- 3) **Resultant change of character of the street.**
- 4) **WPC fully support the Conservation Officer's Report**

### 7.2 Decisions Made.

**DC/13/0694 ('West Winds', Brighton Road).** PERMITTED

**SDNP/13/01833/LIS ('Little Holmbush', Holmbush Lane).** PERMITTED

### 7.3 Enforcements.

**DC/12/1804 ('The Annexe', Heatenthorn Farm).** **Action:** Clerk to apply to HDC Planning for enforcement action to be taken since we have not been advised of any reapplication within the 6 month period that was proposed by the owners.

### 7.4 Other Planning Matters.

'**Prairielands**' No action appears to have been taken with regard to the owners (Mr & Mrs McBride's) e-mail of 10.March 2013. **Action:** Clerk to make enquiries of HDC Licensing, HDC Planning and Mr.& Mrs McBride.

- 8. Parish Council Website Report.** It was agreed that a Neighbourhood Watch page would be included on the website, possibly with names and addresses of persons to contact. **Action:** Cllr.Grimes to liaise with Mr. Crispin Blazeby on this matter.

## Finance.

### 9.1 List of Accounts for Payment (15.May – 11 June)

The following invoices were approved for payment and cheques duly countersigned:-

Clerk's Salary for May 2013 (WSCC). £230.37

Administration Expenses (M.Tuckwell). Shared 50/50 with LBPC £28.29

End of Year 2012-13 Audit Fee (M.Mulberry) £78.30

Total Payments in Period 15 May – 11 June 2013 £336.96 – as per attached Accounts Summary.

## 9.2 Financial Status at 11 June

Balances of Barclays and Santander Accounts as at 14 May 2013 as per attached Summaries.

- 9.3 **Santander Outstanding Balance.** Cllr. Parnell advised that, despite many attempts by herself and others, to persuade Santander to refund the outstanding sum held by them no money had been forthcoming. It was agreed that further positive steps now need to be taken in order to recover the balance (£777.99) from Santander. **Action:** The Clerk was asked to forward copies of all relevant correspondence and papers to Cllr.Forsyth who undertook to prepare a letter for the Financial Ombudsman and/or Small Claims Court.

## 9.4 Insurance Schedule

The current insurance schedule was reviewed and it was agreed that 'Filing Cabinets' and 'CB Radios', listed under the Assets section could be deleted. Action: Clerk to write to AoN and seek an amendment to the schedule.

## 13.5 Other Financial Items

**Action:** It was agreed that there was a need to review the risks and assets currently covered by the AoN insurance schedule/s at the next Meeting.

9. **Website.** Nothing to report.

10. **Highways, Footpaths and Rights of Way.** The following items have been reported to the 'Love West Sussex' website and responses have been received stating that action by WSCC Highways was in hand:

- i) Potholes in the south end of Blackstone Lane
- ii) Verge on B2116 (to the east of Blackstone Lane) has 'disappeared' – caused by traffic.
- iii) Posts and Stones placed in Blackstone Lane

Cllr.Austin advised that he would shortly be meeting with the WSCC Highways Inspector (Adam Bazely) to discuss a number of current issues and would report back at the next WPC meeting.

11. **Neighbourhood Plan.** Cllr.Ochoa and the Clerk will be attending the Neighbourhood Plan Evening run by HDC at Billingshurst on 20<sup>th</sup>.June. WPC will be joining Henfield, Shermanbury and Small Dole Parish Councils in the joint production of a Neighbourhood Plan which Henfield will lead. **Actions:** Clerk to advise HDC of Cllr.Ochoa's attendance at the Evening Event on 20<sup>th</sup> and confirm in writing to Henfield PC that we will join them in producing a Neighbourhood Plan.

12. **Draft Standing Orders, Risk Register and Assets Register.** These were not quite ready for sign off by the Chairman (a few minor amendments requested by the Auditor need to be incorporated. This item was therefore postponed to a later meeting.

13. **New Town for West Sussex.** Following some general discussion, it was noted that Cllrs. Williams, Underwood, and Austin would definitely be attending a Joint Parish Meeting at Albourne on 15<sup>th</sup> July and Cllr.Forsyth possibly would if she was free that evening.

**14. Winter Maintenance Plan.** WPC agreed to advise Cali Sparks, WSCC Community Officer around the parish and forward a Winter Maintenance Plan as soon as possible. We have advised her that we wish to purchase from WSCC quantity 3 Grit Bins which will be sited at various points around the Parish. **Action:** WPC to generate and issue a Winter Maintenance Plan

**15. Correspondence.** Nothing to report.

**16. Crime.** Nothing to report.

**17. Items Members wish to raise for future discussion.**

- a) Cllr.Austin stated that he needed a decision regarding the Notice Board in Blackstone which requires repair. Expenditure up to a maximum of £150.00 was approved by WPC.
- b) Fracking. It was noted that if there was a drill site locally that would affect Woodmancote.

**18. To confirm the next Parish Council Meeting/s**

Second Tuesday of each month –

2013 – 9<sup>th</sup> July, 13<sup>th</sup> August (Planning only), 10<sup>th</sup> September, 8<sup>th</sup> October,  
12<sup>th</sup> November and 10<sup>th</sup> December (Planning only).

The meeting closed at approximately 9.30 pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_