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**Minutes of the Ordinary Meeting held virtually on Zoom on Tuesday 12 January 2021
at 7.30 p.m.
(Members of the Public were invited to attend)**

Present: WPC Cllrs. C. Dixon (Chairman), W. Noel, P. Williams, M. Batchelor and D. Austin.
S. Mamoany (Clerk)

Others Present: HDC Cllrs. M. Croker & R. Noel and District Cllr. D. Barling

2 members of the public

Cllr. Dixon informed members of the public that the meeting was being recorded for administrative purposes, and the recording will be deleted once the Minutes have been approved.

2021-179. Apologies

Apologies were received from Cllr. J. Pragnell

2021-180. Minutes of the last meeting held on 8 December 2020

The minutes were **RESOLVED** by Council and duly signed by Cllr. Dixon.

2021-181. Action from previous Minutes

The following was noted.

Community Speed Watch – The Clerk advised to start a scheme at least 5 volunteers would be needed, to include a co-ordinator, volunteers do not need to be members of the Parish Council. Sites will need to be identified and risk assessed by Sussex Police to see if they are suitable. Training will be carried out remotely due to the current restrictions with COVID. The Clerk was asked to register the scheme and find out about any costs that might be involved regarding the equipment used. In addition, it was suggested a poster is put together to promote the scheme in the Parish and asking for further volunteers.

HDC have put up a sign at the end of the bridleway on Bramlands Lane to encourage dog walkers to pick up dog mess and take it home with them.

Colin Brouke has agreed to take ownership of the salt that he is currently storing and this will therefore no longer be the responsibility of the Parish Council.

The Clerk contacted the Post Office in relation to the lack of delivery service in the Parish. However, it was noted that due to the situation with COVID the Post Office in general is having issues with staffing levels and it was reported on the national news that Horsham area was being affected. The Clerk has also complained twice to the Post Office in relation to the PO Box service, but has yet to receive a response from them.

The area of land in Blackstone Lane that is being used as an urban garden has been reported to the MSDC enforcement officers and the Clerk is awaiting a response.

The bank had confirmed that Cllr. Dixon, Cllr. Bachelor and Sarah Mamoany were added as signatories to the Parish Council accounts.

2021-182. Public Participation

No comments were made by members of the public.

2021-183. Declarations of Interest from Members in respect of any items in the Agenda

No declarations of interest were made.

2021-184. Reports from other Authorities:

184.1. Horsham District Council

Cllr. Croker reported as follows:

- The Local Plan has been delayed by around 6/8 weeks due to the inspector requesting that some external consultees are requested to comment again and will therefore not come to the full Council until mid-April.
- Recycling – an 8-month trial of textile/battery items will begin in May
- Food Waste Collection – a viability study is being carried out into the possibility of introducing this in Horsham as WSCC has funding available. Currently trials are being run in Arun District.
- Climate Change Grant is open for online applications and community groups should be encouraged to apply
- COVID Vaccination Programme – noted that appointments will be made by telephone via GP's due to the deliveries of the vaccine currently being unpredictable.
- Census 2021 – these will be received by post with a code so they can be completed digitally, but paper copies can still be requested if required.
- HVO bio fuel is being trialled later this year for some HDC vehicles.
- Finance – HDC reserves are being retained due to advice by central Government to retain them for possible future use in relation to COVID expenditure.

184.2. West Sussex County Council

Cllr. Barling reported as follows:

- COVID figures seem to be plateauing currently in most West Sussex areas.
- Household Recycling Centres are still open for essential trips; and libraries for click and collect and dropping back books.
- WSCC has been reimbursed by central Government for COVID expenditure and therefore the year end budget should be balanced.
- Some WSCC staff have been moved to front line services so delays could be experienced in some areas.

- Operation Watershed will continue next year and Highways budget will be increased.

2021-185. Planning

185.1. DC/20/2443 - Bramcote Farm Bramlands Lane Woodmancote BN5 9TG - Erection of a first-floor rear extension and construction of a balcony at first floor level to the rear elevation

It was **RESOLVED** to make no comment on the application.

185.2. DC/19/1783 - Meadow House Brighton Road Woodmancote Henfield - Erection of four-bedroom two storey detached dwelling with associated landscaping and parking – amendment to plans

It was noted that due to the limited time frame provided by HDC to comment on this application, the Parish Council had sent in comments previous to the meeting, which were agreed by email as follows:
The Parish Council object to the application as it is not in the local plan; the dwelling is located outside the built-up area boundary; the safety of access onto the road; reflection of glass when looking from the South Downs; light pollution - effect on dark sky status; does not comply with paragraph 79 of the NPPF.

It was **RESOLVED** to make further additional comments as follows:

This site was rejected by Woodmancote Parish Council in 2014 when the Woodmancote Parish Neighbourhood Plan was considering sites that were put forward for development; design - it was felt the dwelling does not comply with paragraph 79(e) of the NPPF, although the plans available were not detailed. It was noted the gates were inappropriate for the surroundings, the central matrix of the building was too high, an access ramp for cars was inappropriate and dwellings should settle into the surrounding landscape, not dominate it, as this appears to do from the plans available; lack of green screening to the north and the effect on landscape views in SDNP.

185.3. DC/20/2421 - Fenlea Furners Lane Woodmancote BN5 9HX - Application to confirm the continuous mixed use of land for B8 storage, storage of a caravan and use as a reservoir for a period in excess of ten years (Certificate of Lawful Development - Existing)

It was noted that although comments could not be made in relation to a Certificate of Lawful Development, it was **RESOLVED** to highlight the site was not suitable for the storage of contaminated waste in relation to the water course and the access road being unsuitable for large vehicles.

185.4. Any applications received since publication of the agenda.

No further applications had been received.

2021-186. Planning updates

186.1. To note planning decisions:

The following decisions were noted:

SDNP/20/05043/LIS & SDNP/20/05042/HOUS - Catsland Farmhouse Annexe Bramlands Lane Woodmancote BN5 9TG – Removal of 2No. Existing dormer windows and construction of 1No reverse dormer on the south elevation - Granted

SDNP/20/04193/HOUS & SDNP/20/04194/LIS - Catsland Farmhouse Annexe Bramlands Lane Woodmancote BN5 9TG – Retrospective planning permission for the retention of a ground floor source heat pump for both the Farmhouse and Cottage - Granted

2021.187. Blackstone Playing Field

187.1. Update on progress of Lease

The draft leases had been circulated to all Councillors who had the opportunity to read them prior to the meeting. The Chairman noted that he had asked a legal representative to look at the documents and they had suggested 13 items that raised concerns. Councillors raised some queries in addition and **the Council RESOLVED** to hold an extraordinary meeting (under the "Public Bodies (Admission to meetings) Act 1960 S.1(2).) which will exclude members of the public due to the discussions being in regard to legal matters. The Clerk will liaise with the Chairman with regard to suitable a date.

2021-188. WSCC Highways/Traffic Speed A281

188.1. Update on Community Highways Scheme

The Clerk was advised that the moderation was taking place last week but the WSCC Highways Officer had not yet reported back on the outcome of this stage.

188.2. Update on SID ground pole installation and associated costs

The Clerk had contacted 3 contractors for quotes to install ground poles, one contractor was not able to quote due to workload and the other 2 had not responded. The Clerk has therefore not progressed the licence application with WSCC Highways and will continue to try and obtain quotations.

188.3. To review risk assessment in relation to the movement of SID

The Clerk had circulated a risk assessment in relation to moving the SID unit and **the Council RESOLVED** this document. The Clerk had purchased fluorescent jackets for use when moving the units.

2021-189. Emergency Plan Update in relation to COVID-19

Due to lockdown 3 starting in January, the Chairman asked if Councillors had been contacted by residents needing assistance. It appears that following the first lockdown people are more aware of where to find help and systems have improved such as additional internet shopping slots. The Chairman requested if any Councillors become aware of any situations that they circulate this to the rest of the Council for information.

2021-190. Finance/Payment

190.1. Reconciled accounts & bank statement

It was **RESOLVED** to approve the above dated 31.12.2020

190.2. Payments: -

It was **RESOLVED** to pay the following listed on the schedule of payments amounting to £711.57 in total: -

WSCC – Salaries December – £652.59
S Mamoany – Reimbursement Talkmobile phone charges - £10.00
S Mamoany – Reimbursement Zoom charges remote meetings - £28.78
S Mamoany – Reimbursement 2 x fluorescent jackets relating to moving SID unit - £5.20
HALC – Annual subscription fee - £15.00

These payments will be set up online and will be authorised by a signatory.

2021-191. Correspondence/meetings

191.1. ‘Don’t Lose Your Way’ relating to rights of way

Councillors were asked to look at the paths and respond to the email directly or inform the Clerk of any footpaths that they felt were important to the Parish.

191.2. HDC Public Space Protection Order Consultation

Noted – no comments.

191.3. Email from resident in relation to footpath condition on A281

The Clerk was requested to obtain quotes for carry out clearance work on the footpath. It was noted the email also asked about the signs that were purchased for Blackstone Playing Fields and when these were going to be put up. Cllr. R. Noel advised he would speak to Cllr. Pragnell about getting these erected when restrictions make this possible.

2021-192. Clerk’s 6-month probation period

The Chairman confirmed a review had taken place with the Clerk and **the Council RESOLVED** that the probation period had successfully been completed.

2021-193. Other business

Cllr. Batchelor noted that the area of road on Blackstone Lane (by the bridge) which had previously been reported has got substantially worse and the Clerk was asked to report this again to WSCC Highways.

Cllr. W. Noel asked if she could obtain a litter picker from anywhere as the rubbish in Bramlands Lane was increasing. It was noted that WSCC would provide these items on request.

Cllr. Williams noted that the purchaser of the Blackstone Rise Garage site had been visiting the site and making a mess along the verges by parking along them instead of using the site to park.

2021-194. Date of next meeting

Tuesday 9 February 2021 at 7.30 pm

The meeting closed at 9.10 pm