

Clerk to Council:
Liz Trundle
Woodmancote Parish Council
The Pavilion
Blackstone Lane
Blackstone
Henfield
West Sussex BN5 9TA
Tel: 07884 962453
clerk@woodmancoteparishcouncil.gov.uk
www.woodmancoteparishcouncil.gov.uk



Minutes of the Annual Parish Council Meeting of Woodmancote Parish Council (WPC) held at Blackstone Pavilion, Blackstone Playing Fields, Woodmancote on Tuesday 14 May 2024, 7.30pm

Present: Cllr R Noel, Cllr Austin, Cllr Batchelor, Cllr Morris, Cllr W Noel
Others Present: Cllr Mike Croker (HDC) and 3 members of the public. The Clerk.

Cllr R Noel noted that the meeting was being recorded and that CCTV was present in the room which could also be taking images.

2024-061 Election of Chair

The Clerk had received one nomination for Cllr R Noel for the position of WPC Chair from Cllr Dixon. This was seconded by Cllr Batchelor and unanimously agreed.

2024 – 062 Election of Vice-Chair

Cllr R Noel nominated Cllr Dixon for the position of WPC Vice Chair. This was seconded by Cllr W Noel and unanimously agreed.

2024 – 063 Statement from the Chair

Cllr R Noel gave a statement on how he wanted to establish an effective parish council over the next 12 months, which would be more inclusive of residents so that WPC and the public could work together and establish an improved sense of community.

He said that the Council would in future be adhering strictly to parish council rules with more structured meetings; the public would be permitted to contribute for the allocated 10 minutes during the opening session but not afterwards, unless permitted by the Chair. He stressed that the meeting was not for public participation but for Council business. He invited anyone who would like to become a councillor to do so as the Council has two vacancies.

He noted that the parish has over 500 residents, but the Council only communicated with around 5%. So, he intended to launch a campaign to get more people involved, starting with a leaflet to be delivered to all residences explaining what the Parish Council does and who to contact if the public require help. He emphasised that as the third tier of government, a parish council and its councillors are its community representatives. He requested that the Clerk add 'Community Relations' to the next meeting agenda under which the leaflet content would be discussed.

Cllr R Noel thanked Cllr Dixon for guiding the Council as Chair for the past four years and welcomed his continued input as Vice Chair.

2024-064 Apologies

Apologies were received from Cllr Dixon and Cllr Donald. Cllr Linehan did not attend the meeting.

2024-065 Minutes

The minutes of the WPC Ordinary Meeting of 9 April 2024 and the confidential minutes of 12 March and 9 April 2024 were RESOLVED subject the agreed amendments.

2024-066 Action updates from previous minutes

066.1 Blackstone Wastewater Treatment Works – Cllr Morris reported that the condition of the entrance and of the Wastewater Treatment Works had improved but that the problem with drainage persisted. Cllr Batchelor noted that Southern Water had not made full repairs of the damage caused by its tankers. It was agreed that Cllr Dixon would continue to contact Southern Water to request full repairs are made.

066.2 Footpath from A281 to Bylsborough House – The Clerk reported that she had heard back from the Public Rights of Way (PROW) Officer at WSCC stating that the overgrown footpath (ref 2536) would be on the summer clearance schedule from June to September. She noted that WSCC is responsible for surface vegetation only and that overhead growth remains the responsibility of the landowner, Mick Hills, and he would need to cut this back if surface clearance was not enough to allow access. Cllr R Noel agreed to contact Mick Hills regarding the damage to the fence alongside the footpath entrance.

066.3 Bus shelter replacement quotation – Cllr Austin reported that he had received a quotation from JD Fears for £2,500 for a new bus shelter as per the specification, including removal of the old shelter and installation of the new one. The Clerk mentioned that she had not circulated this to Cllrs as she was waiting for a breakdown of the VAT; but Cllr Austin thought it was possible that, as a small trader, Fears was not VAT registered. He said that the quotation was only valid until the end of May 2024 so it would need to be officially accepted by the Council via the Clerk on WPC lettered paper. It was agreed that the Clerk would issue a formal acceptance of the quotation and that Cllr Austin would visit Fears and have this signed. The Clerk would then process a 50% deposit to Fears for £1,250.

066.4 Erection of HDC anti-litter signs – Temporary signs have now been erected along the A281. Cllr R Noel reported that these were temporary as people can get used to them with time and they become less effective. At some point the signs will be removed and re-erected at a later date.

066.5 Potholes and large vehicles along Blackstone Lane – The Clerk reported that she had opened a case with WSCC Highways department regarding the width restriction along Blackstone Lane. She had spoken to the Highways Officer who believed that there is a 6'6" width restriction with access only, but he needed to clarify this and would be in touch with a definitive answer.

Cllr R Noel agreed to follow up the issue of potholes and to clarify to whom these should be reported for repairs to be made.

066.6 Motorbikes speeding along the A281 – The Clerk reported that she had followed this up with the area PCSO, Tracey Bicknell, who is in contact with Sussex Safer Roads (which provides a speed trap van) who can make an assessment for a suitable speed trap site. She will keep the Clerk informed of progress; she is very keen to get something arranged to prevent speeding vehicles along this area of the A281.

066.7 Dog Fouling – installation of dog bins for the Blackstone Playing Fields and weekly collections. Cllr R Noel reported that a three-week survey of the Playing Fields has begun to assess the degree of dog fouling. Sussex Cricket has agreed to pay for the bins and three-weekly bin collections. However, the Groundsman is able to request interim collections if the bins are getting too full.

2024-067 Public participation

A member of the public asked if the Council would be recognising the death of David Coldwell. Cllr W Noel confirmed that the Council would be sending a sympathy card to his family. He questioned why there were no planning applications on the agenda. The Clerk confirmed that there were none at the date of publication but that there were two late plans to discuss under agenda item 11.2. He noted that Mick Hills (who owns the land through which PROW ref 2536 runs) and who had mentioned members of the public damaging the fence alongside the footpath was doing so to make a comment rather than making a complaint. He asked if the bus shelter was on Highways land. Cllr Morris confirmed that it was. He asked that correspondence items be added to the meeting link for the public to access. With regards to potholes, he noted these had been fixed in Henfield and Partridge Green, but work had stopped at Woodmancote Parsh boundaries. He requested that this be taken up with Cllr Linehan.

A member of the public said that she was unable to access the One Drive link posted on the agenda. Cllr R Noel said that he had had difficulty accessing the documents too. It was agreed that in future the Clerk would post all supporting documents on the WPC website. She also mentioned that new signs had been erected at the equestrian centre and at Martha's Barn without planning permission. Cllr R Noel said that he would look into this.

2024-068 Declarations of interest

There were no declarations of interest from councillors regarding items on the agenda.

2024-069 Representations from other authorities

069.1 West Sussex County Council – Cllr Linehan did not attend the meeting and did not submit a report.

069.2 Horsham District Council – Cllr Croker gave the following update:

HDC Local Plan Regulation 19 – the consultation had received 17,000 submissions. These are in the process of being redacted and collated and would be published in June. The Plan would then be submitted to the Planning Inspectorate. The next key event is the Hearing which will take place in October or November 2024.

Weekly domestic food waste collection will begin in March 2026. Fortnightly commercial waste collection will begin in March 2025. The cost of these new collections will be offset by a Government fund but this does not cover the full cost.

HDC will be spending £1.5 million on five new dwellings as part of the Afghan re-settlement scheme including a 50% Government subsidy.

There has been a Motion to express support for the Climate and Nature Bill and a request to the Government to allow Horsham proportional representation in local elections. There was a degree of support from councillors for more meetings across the South of the District, but this is yet to be decided.

Cabinet Membership – there is now an eighth Cabinet member responsible for performance, customer service and communications. And there is a new HDC Chair – Nigel Emery from Holbrook West Ward.

2024-070 To confirm representation on outside bodies.

070.1 Blackstone Playing Fields Committee – Cllr W Noel was confirmed as the WPC representative.

070.2 Henfield Community Partnership – Cllr W Noel was confirmed as the WPC representative.

070.3 Parish and Neighbourhood Climate Action Network – Cllr Batchelor confirmed that she would attend the Network's next meeting and confirm her representation.

2024-071 WPC Association membership

It was agreed that WPC would join West Sussex Association of Local Councils (WSALC) and that the Clerk would obtain an invoice for the annual subscription based on the electoral roll which she confirmed stands at 426.

2024-072 Planning

072.1 There were no planning applications at the time the meeting agenda was published.

072.2 Late applications:

DC/24/0695 - Bramcote Farm, Bramlands Lane, Woodmancote.

Non-Material Amendment to previously approved application DC/21/0569 (Erection of a single storey side extension) minor increase in width from approved plans. It was agreed to submit *No Comment*.

DC/24/0704 - Woodhouse Farm Wheatsheaf Road Woodmancote

Prior Notification for Change of Use of Agricultural Building to 3No dwellinghouses (Class C3). It was agreed to submit *No Comment*.

2024-073 Planning update

073.1 There were no new planning decisions from HDC or SDNP relating to the Parish to note. The Council noted comments submitted to HDC Planning Department since the last meeting as per the supporting paper.

2024-074 WPC Insurance Cover

The Council agreed to accept the quote provided by Zurich Municipal Insurance of £339.48 for WPC insurance cover from 1 June 2024 to 31 Many 2025.

2024-075 Finance and Payments

075.1 Reconciled accounts – The reconciled accounts for April 2024 were approved.

075.2 Payments

The Schedule of payments were approved as follows:

19/04/2024	SLCC	£154 – annual membership fee
24/04/2024	Talk Talk	£4.95 – mobile phone - PAID.
26/04/2024	WSCC	£512.34 - salary and oncosts
07/05/2024	Elizabeth Trundle	£8.11 – mileage to noticeboards.
14/05/2024	Elizabeth Trundle	£6.22 - mileage to meeting.
14/05/2024	Elizabeth Trundle	£6.00 – working from home.

075.3 Bank signatories – Cllr Batchelor and Cllr Dixon were confirmed as bank signatories for the Council.

2024-076 Environmental issues

Cllr Morris requested more collaboration within the Council to produce ideas and attend events. She also stressed that biodiversity and climate change were different issues. Cllr R Noel suggested that the Council forms a bio-diversity sub-committee focussing on green spaces within Woodmancote. Cllrs agreed to this, and

Cllr Morris agreed to Chair the sub-committee. Cllr R Noel said that he would add the new biodiversity sub-committee to the forthcoming WPC information leaflet and Cllr Morris agreed to work on its structure and membership and bring this back to the next meeting. Cllr D Austin drew Cllrs attention to the WPC Neighbourhood Plan and that any committee terms of reference needs to be consistent with this.

076.1 HDC Draft Greenspace Strategy 2024-29 – Cllrs agreed to submit *No Comment* to the proposed HDC Draft Greenspace Strategy and supported HDC plans. Cllr R Noel said that he would be speaking with Peter Crawford about green spaces.

076.2 Henfield Electric Community Car Club – Cllr W Noel reported back from the Car Club’s meeting on 23 April 2024. She noted that there had been problems with the charging points but once the cars are parked in the Cooper’s Way carpark the scheme would benefit from more visibility. All the information is on its website: www.henfield@hecc.org.uk Membership is £30/year, and charging costs £5/hour with a maximum of eight hours and over eight hours there is a flat rate of £45.

2024-077 Correspondence

There were no items of correspondence to note.

2024-078 Items for the next agenda/to note

078.1 New playground – Cllr R Noel updated the Council: He had met with three suppliers. Equipment would be limited to swings and climbing frame with slide due to cost. He confirmed that due to drainage it would be necessary to move the site slightly West of its current position. The Sussex Cricket Groundsman had confirmed that it was possible to retain the matting from the old site and dismantle the current equipment for taking to the tip. There is still one outstanding quote to receive.

He informed Cllrs that as The Sussex Cricket Federation is a registered charity it is not able to reclaim VAT. So, it is proposed that WPC pay for the entire cost up to £24,000, reclaim the VAT and Sussex Cricket would make a donation of £10,000.

It was agreed to hold a WPC Extraordinary Meeting (EOM) before the next WPC Ordinary Meeting once the last quote had been received and to discuss the way forward.

079.2 Next agenda – Cllrs suggested the following items for the next agenda: Update on the new playground; Climate Action Plan; Community information leaflet; and environmental issues.

2024-079 Date of the next meeting – 11 June 2024

The meeting closed at 9.43pm

Cllr R Noel – Chair
Woodmancote Parish Council