



WOODMANCOTE PARISH COUNCIL

**Minutes of the Ordinary Meeting held at Blackstone Playing Field Pavilion on Tuesday 14th May
2019 at 7.30 p.m.**

(Members of the Public were invited to attend)

Mrs L Bannister – Clerk to the Council
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Present: WPC Cllrs. Broucke (Chair), P. Williams, M. Batchelor and J. Prangnell
L. Bannister (Clerk)

Others Present: WSCC Cllr. D. Barling
3 members of the public

2019-75. Appointment of Chairman

It was RESOLVED to appoint Cllr. Broucke as Chairman. Cllr. Broucke was only willing to accept this appointment on the basis that a Vice Chair is appointed.

Cllr. Broucke also wanted to make it clear that:-

- As a tenant of land owned by Mayfield he has a pecuniary interest in this matter. This is a result of his landlord selling the land to Mayfield.
- He owns land in the Parish that will be subject to planning applications going forward.

2019-76. Signing of Declarations of Acceptance of Office & collection of Register of Interests

All Members present signed their Declarations.

Cllrs. Noel, Dixon and Austin were not present so **it was RESOLVED** that they could sign their Declarations at the next meeting in June.

The Clerk reminded all members present that they will need to return their expenses forms to HDC by 30th May.

2019-77. Apologies

Apologies were given from Cllrs. Noel and Dixon.

Apologies were also received from HDC Cllrs. Croker and Noel.

These were accepted but Members were disappointed that they could not attend.

The Clerk will email David Coldwell and Ben Staines to thank them for their support in the past.

2019-78. Appointments:

It was **RESOLVED** to appoint Members to the following roles:

Vice Chairman – Cllr. Dixon was nominated for this position, but as he couldn't attend the meeting this decision will be made in June.

HALC representative – Cllrs. Prangnell and Batchelor.

SSALC representative – Cllr. Dixon will be asked if he is willing to do this again.

Blackstone Playing Field representative – There will only be one representative this year, so Cllr. Williams was appointed.

Woodmancote Hall representative – Cllrs. Batchelor and Dixon.

Speed Indicator Device – Cllr. Prangnell. Cllr. Austin will be asked if he is prepared to help with this.

National Park Authority representative – No Members wanted to be nominated for this.

2019-79. Minutes of the last meeting held on the 9th April 2019

Subject to an amendment on page 4, these were approved and duly signed by Cllr. Broucke.

2019-80. Action from previous Minutes

None.

2019-81. Declarations of Interest from Members in respect of any items in the Agenda

Cllr. Batchelor declared an interest in the items relating to Woodmancote Hall as a trustee of the CIO.

Cllr. Broucke declared an interest in planning application DC/19/0923 as the applicant, and DC/19/0881 due to business transactions with the applicant.

2019-82. Open Forum

Members of the public were made aware that due to the Data Protection Act, members of the public may be recorded as being present at the meeting, and that the room is monitored by CCTV (which is not under the control of WPC).

The meeting was adjourned to allow members of the public to speak

A member of the public explained that she had met with a representative from Highways to discuss the layby on the A281. This is a danger as there is no pavement so people have to walk out in the road. Also, when vehicles are parked in the layby the residents of the homes nearby find it difficult to see to drive off of their driveways. They would like the Parish Council to apply for a Community Highways Order to address this.

Cllr. Broucke explained a little about planning application DC/19/0923.

The meeting resumed

2019-80. Reports from other Authorities:

80.1. Horsham District Council

Members wished the new Councillors the best and hope they support the Council.

80.2. West Sussex County Council

Cllr. Barling was expected to be late to the meeting so this item was adjourned (see item 96 below).

2019-81. Planning

81.1. DC/19/0881 The Stables, Park Farm

It was **RESOLVED** to comment on this application as follows:-

‘Woodmancote Parish Council does not object to this application, but would request that no floodlighting is added, all drainage matters are dealt with, materials used are in keeping with the current house, and that a condition is added that the habitation of this building cannot be severed from that of the main house.’

*It was **RESOLVED** for Cllr. Prangnell to take over chairing the meeting for the following planning application*

81.2. DC/19/0923 Woodhouse Farm

It was **RESOLVED** to comment on this application as follows:-

‘Woodmancote Parish Council does not object to this application, but would like to note that they have concerns over the potential increase in the amount of traffic leaving the site which would cause a queue of vehicles along the lane to join the B2116 as there are insufficient passing spaces. Council would also request that there is clarity over parking spaces when the full plans are available.’

Cllr. Broucke returned to the Chair position

81.3. DC/19/0925 Little Gable, Brighton Road

It was **RESOLVED** to comment on this application as follows:-

‘Woodmancote Parish Council does not object to this application but would request that no floodlighting is added, all drainage matters are dealt with, and that a condition is added that the habitation of this building cannot be severed from that of the main house.’

81.4. DC/19/0898 Bos Barn, Marthas Barn Warehouse

It was **RESOLVED** to comment on this application as follows:-

‘Woodmancote Parish Council would request that if this application is permitted that stringent conditions are added to prohibit further sprawl of development in this countryside location, for example, not allowing this to be severed from the industrial building.’

This comment will also be sent to Henfield Parish Council.

81.5. Applications received since publication of the Agenda

None.

2019-82. Planning updates

None.

2019-83. Blackstone Playing Fields

83.1. Lease

Nothing has been received from the solicitor.

83.2. New sign proposal

The principle of the sign and location was agreed, but full details of the text will be agreed at the next meeting.

2019-84. Adoption of General Power of Competence

It was **RESOLVED** that:

- Woodmancote Parish Council meets the criteria for eligibility relating to the electoral mandate as all Members of the Council hold office as a result of being declared elected.
- The Clerk holds the Certificate in Local Council administration and has completed training in the exercise of this power.
- Woodmancote Parish Council adopts the General Power of Competence.

2019-85. Approval of Standing Orders, Financial Regulations, Asset Register, Risk Assessment & Policies

It was **RESOLVED** to approve these.

On the asset register, the insurance cover for the uncovered bus shelter will be increased so that it has similar cover to the other bus shelter.

2019-86. Approval of insurance policy

Three quotes have been received as follows:-

Zurich - 273.65

BHIB - 488.59

Norris & Fisher – 440

It was **RESOLVED** to buy the policy from Zurich.

2019-87. Data protection support

It was **RESOLVED** to appoint GDPR-info for data protection support at a cost of £350.

2019-88. Article for Parish Magazine

An article will be written for the Parish Magazine and the BN5 to advertise for new Members and to welcome the new Members. Details of WPC's current activity will be included.

2019-89. Website upgrade

It was agreed that the new domain should be woodmancoteparishcouncil.gov.uk.

Members will take a look at the draft site and let the Clerk know any comments they have. All Members will also let the Clerk know what pictures they want included.

2019-90. Widening of pavement

Highways have assessed the pavement along the A281 and will add this to their siding list programme. Cllr. Barling recommended attending the next CLC meeting on 3rd July to discuss this with the Highways Manager.

A member of the public has been in touch to say they have cleared the path opposite rectory cottage, and has requested the road sweeper. This is also needed along the entire A281 so the Clerk will ask for this.

2019-91. Community Highway scheme for layby on A281

The proposal is to try and turn the layby into a continuation of the existing footpaths either side of the layby, install a pavement around the back of the layby, and/or a Traffic Regulation Order to install double yellow lines to deter parking.

Before a decision is made on this Council will advertise the proposal to find out what other neighbours think and will re-visit this in July.

2019-92. Response to HDC re. Neighbourhood Planning

It was **RESOLVED** to respond to HDC to let them know that WPC intend to review their plan in 2021 following the review of their local plan. WPC will liaise with HDC to stay in line with their updated plan.

Cllr. Barling arrived

2019-93. Consultation: Local requirements for the validation of planning applications

No comment will be made on this.

2019-94. Approval of final locations for Speed Indicator Device

Highways has confirmed their quote for £300 for all of the traffic management.

Six locations were approved.

2019-95. Vacancies on Council

There are two vacancies. The Clerk will advertise for these.

2019-96. Report from West Sussex County Council.

Cllr. Barling apologised for his late arrival and reported as follows:

There is a development in the Highways contract. This will be split into smaller jobs so that local firms can bid for them with the intention for them to start in April 2020. This could allow parish councils greater involvement, but the extent of this is not yet known.

Cllr. Barling is a member of the Environment, Communities and Fire Brigade Committee. WSCC will focus on the environment in the next couple of years.

WSCC has bought the Novartis site in Horsham. This is intended to be a mixed-use site.

There is a plan for a battery storage facility in Sompting to store electricity and sell it back to the grid.

Cllr. Batchelor asked if rare plants should be marked out so that they are not mowed during grass cutting. Cllr. Batchelor will send details of these to Cllr. Barling so that he can make sure this is done.

2019-97. Woodmancote Hall

97.1. Update from Charitable Incorporated Organisation (CIO)

Cllr. Batchelor updated that the CIO has an updated feasibility report from Crowther Overton Hart, showing increased material costs. They have suggested doing asbestos and structural surveys to ensure transparency.

Three more applications for funding have been submitted.

Following the CIO's annual meeting a couple of pledges were received.

Rev. Doick is happy for them to continue with their costings and grant applications.

The surveys will be funded by the £10,000 grant received.

97.2. Loan application

The information should be received from the CIO for the next meeting.

2019-98. Finance/Payment

98.1. Reconciled accounts & bank statement

These were agreed and signed by Cllr. Prangnell.

98.2. Agree new bank mandate

Cllr. Grimes will be removed as a signatory and **it was RESOLVED** to add Cllr. Prangnell.

98.3. Cancellation of cheque

It was RESOLVED to cancel cheque 100209 written on 12th December 2017 to Cllr. Batchelor.

98.4. Payments:-

It was RESOLVED to pay the following:-

- a. WSCC – Invoice for Clerk's salary for April – £343.10
- b. Zurich – Insurance policy - £273.65
- c. HALC subscription - £15
- d. Vision ICT – Annual - £168

Cheques were signed by Cllr. Williams and the Clerk.

2019-99. Correspondence/meetings

99.1. Blackstone Rise Garages

There was a meeting with HDC, a chartered architect, and Cllrs. Williams, Batchelor, Broucke and Prangnell. HDC has suggested developing the site to residential for 2-3 properties. They have an agreement with Highways that the layby opposite would be suitable for 4-6 cars. WPC's initial thoughts were that 2 houses are adequate and that 10 parking spaces should be retained with an additional 4 spaces for each new house.

99.2. Mayfield meeting

Mayfield Market Towns Ltd are holding a presentation and discussion event on Monday 20th May at the South Lodge Hotel. It starts at 1pm and is open to two representatives from WPC. Cllrs. Broucke and Williams would like to attend.

Advice will be sought from HDC's legal department on whether or not Members should attend or if it would be classed as 'pre-determination'.

99.3. LAMBS Councillor Briefing Session

This is being held on 31st May at 7pm in Henfield Hall. All councillors were invited.

99.4. Elections at Blackstone playing field.

Cllr. Williams reported that the signage for this was bad, and requested the Clerk writes to HDC to pass this on.

2019-100. Other business

None.

2019-101. Date of next meeting

This will be on Tuesday 11th June 2019 at 7.30 pm. This will be held at Blackstone Pavilion.

The meeting closed at 9.20 pm