

Clerk to Council:  
Mrs Leanne Bannister  
c/o 48 Titmus Drive  
Crawley  
RH10 5ER

07921 822869  
clerk@woodmancoteparishcouncil.gov.uk  
www.woodmancoteparishcouncil.gov.uk



**Minutes of the Ordinary Meeting held virtually on Zoom on Tuesday 12<sup>th</sup> May 2020 at 7.30 p.m.  
(Members of the Public were invited to attend)**

**Present:** WPC Cllrs. C. Dixon (Chairman), M. Batchelor (Vice Chairman), P. Williams, W. Noel  
and J. Prangnell  
L. Bannister (Clerk)

**Others Present:** HDC Cllrs. M. Croker & R. Noel  
WSSC Cllr. D. Barling  
Representative of Mayfield Market Town  
1 member 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.*

*In response to the pandemic, there is new legislation in place to allow WPC to meet and make decisions virtually. This meeting should have been the Annual General Meeting, but the legislation has allowed this to be postponed until May next year. This means that all Members will stay in their posts until next year, although we can make changes if they are needed. Anything that would normally be approved at the AGM (such as approving policies) will come forward throughout the year.*

**2020-062. Apologies**

No apologies were received.

**2020-063. Minutes of the last meeting held on 10<sup>th</sup> March 2020**

The minutes were agreed by Council and duly signed by Cllr. Dixon.

**2020-064. Action from previous Minutes**

**64.1. Approval of actions/decisions in Report of 27<sup>th</sup> March**

It was **RESOLVED** to approve this.

**2020-065. Declarations of Interest from Members in respect of any items in the Agenda**

None.

**2020-066. Open Forum**

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

Members of the public were encouraged to send any comments or questions in writing to the Clerk ahead of the meeting. No comments were received.

*The meeting resumed*

## **2020-067. Reports from other Authorities:**

### **067.1. Horsham District Council**

Cllr. Noel reported as follows:-

- HDC has received thousands of phone calls for help. Over half of those were from Horsham town itself. Almost £8,000 in public donations has been received and there are 1800 volunteers helping across the District.
- HDC is spending £70,000 per month in grants and aid, and is losing £680,000 per month from lost revenue. HDC is now existing on bank reserves.
- HDC received 6643 replies to the Local Plan Review consultation. Officers have been brought in from other departments to review these. A report will be available to members around the end of May. MPs have been appealing to Government as HDC cannot meet its 5 year land supply in the current climate. HDC believes that housing numbers will have to change in view of the collapse of Gatwick airport, which is the District's main employer. 85% of the working population at Crawley work at Gatwick, and 50% of Horsham town.

Cllr. Croker reported as follows:-

- HDC has done a good job keeping waste collection services running. There has been an up turn in the sign up for green bins and bulky bags.

Cllr. Noel added that HDC officers are working extremely hard to keep things running.

### **67.2. West Sussex County Council**

Cllr. Barling reported as follows:-

- WSCC is in a similar financial situation to HDC, they are also running a helpline and staff are working from home. Their biggest challenge is adult social care and child protection services.
- Refuse sites have been re-opened. They are taking essential green waste and black bag waste only. There is social distancing in place so there may be long wait times. They cannot take builders' materials, textiles or electrical goods. This is because they can only send waste to landfill at the moment.
- Cllr. Barling has been walking around Woodmancote and reporting any issues with Public Rights of Way to the Footpath Ranger.

## **2020-068. Planning**

### **068.1. DC/20/0815 Woodhouse Farm, Wheatsheaf Road**

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

Woodmancote Parish Council does not object to this application, but would ask that no floodlighting is added.

### **068.2. Any applications received since publication of the Agenda**

The following application has been received:

**DC/20/0850 Bramcote Farm, Bramlands Lane**

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

Woodmancote Parish Council does not object to this application.

**2020-068. Planning updates**

The following planning decisions have been made:

DC/20/0490 Rose Cottage – Permitted

DC/20/0253 Coach House Park Farm – Permitted

DC/20/0366 Eaton Thorne House – Permitted

**2020-069. Blackstone Playing Field lease**

**069.1. Update on Lease**

Members should ensure that they are happy with the terms of the proposed lease. It does make provision for the Playing Field Association agreement, which means that the stoolball and junior football can continue as normal. It does not make provision for the management plan which was put in place with the planning permission for the pavilion. The management plan gives access to the land for members of the public.

**069.2. Approval of legal costs**

The solicitor has advised that the time spent so far on the lease and associated issues has cost well in excess of the original quote. Sussex Cricket will be asked to cover all costs associated with the lease, but the solicitor has asked WPC to cover the cost of the possessory title application. This will be £1000 and £375 has been spent to date.

It will cost £50 to amend the map.

It was **RESOLVED** to approve these additional costs.

**069.3. Correspondence received re. closure**

Two complaints have been received about the closure of the Playing Field.

It was noted that it needs to be made clear in the lease that members of the public can access the land.

**2020-70. Update on emergency plan**

A small payment will be received towards volunteer's costs from HDC's community response.

Cllrs. Dixon, Batchelor and Noel have been collecting prescriptions and groceries for residents that have been unable to get out during the pandemic. The local shops have done a good job delivering food.

No issues have been raised with the volunteering system.

Cllr. Williams thanked Cllr. Noel for her help throughout the pandemic.

*A representative of Mayfield Market Town joined the meeting*

*Cllr. Barling left the meeting*

### **2020-71. Update on recruitment of Clerk**

The position is now being advertised again until 26<sup>th</sup> May. The Clerk leaves on 22<sup>nd</sup> June.

If the position has not been filled in time, a Clerk from a local parish has offered to fill the role on a temporary basis.

Cllr. Dixon thanked the Clerk for extending her notice period.

### **2020-072. Selection of insurance policy**

Four quotes have been received as follows:

Zurich - £282.88  
Pen - £301.50  
Hiscox - £358  
Ecclesiastical - £592.34

The last three have been found through a broker called Came and Co. In addition to the cost of the insurance premium, they would charge a £50 administration fee.

It was **RESOLVED** to purchase the Zurich policy.

### **2020-073. Finance/Payment**

#### **073.1. Reconciled accounts & bank statement**

It was **RESOLVED** to approve these.

#### **073.2. Approval of accounts for 2019-20**

It was **RESOLVED** to approve these.

#### **073.3. Approval of:**

It was **RESOLVED** to approve the following:

- a. Internal Audit Report
- b. Certificate of Exemption for External Audit
- c. Annual Governance Statement
- d. Accounting Statements
- e. Notice of Public Rights. This will run from Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July.

All forms were signed by the Chairman. These will be posted to the Clerk.

#### **073.4. Amendments to the Budget**

It was **RESOLVED** to approve the following changes:-

- £5,600 from general reserves to employees for the cost of a new Clerk
- £500 from general reserves for a new community fund in response to the Covid-19 pandemic

#### **073.4. Payments:-**

It was **RESOLVED** to pay the following:-

- a. WSCC – Invoice for Clerk's salary for April – £343.10
- b. Zurich - Insurance premium - £282.88

These payments will be set up online and authorised by a signatory. There have been problems with the online banking system so if necessary cheques will be written.

**2020-074. Correspondence/meetings**

**074.1. Letter from Rt Hon R Jenrick MP**

This was noted.

**2020-075. Other business**

Cllr. Batchelor reported that several styles have been removed. Some of them appear to have been deliberately removed. These have been reported to WSCC.

Cllr. Prangnell repaired a style on a footpath in Furners Lane, but this has been damaged again. The Clerk will report this to the footpath ranger as it appears to have become a recurrent problem.

Cllr. Williams reported that the wooden gateways on the asset register should be removed as they are not the responsibility of WPC.

Cllr. Noel requested that WPC make a grant payment to Age UK and Citizens Advice in recognition of their good work. This will be added to the next agenda.

Members requested that a banner from WPC thanking essential workers for their work and should be put up in the Parish. This will also be added to the next agenda.

**2020-076. Date of next meeting**

This will be on Tuesday 9<sup>th</sup> June 2020 at 7.30 pm.

*The meeting closed at 8.45 pm*