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Report for Members **14th April 2020**

This is a report to show:

1. *Actions taken since the last meeting*
2. *Correspondence that has been received*
3. *Planning updates*
4. *Accounts/Finances*

This report will be published and Members of WPC and members of the public are welcome to send any comments to the Clerk

Supporting documents can be viewed here:

<https://www.dropbox.com/sh/y30i5jxsd4fq2x8/AAAmDs28kd6ow49AVOT7LEuFa?dl=0>

1. Actions taken since last meeting

- 1.1 The response to HDC's Local Plan Review has been submitted and published on the WPC website.
- 1.2 The Annual Parish and April Council meetings have been cancelled. This has been advertised on the website and notice boards and the Police and Air Ambulance have been informed.
- 1.3 The recruitment of a new Clerk, and the Clerk's resignation has been postponed until 22nd June 2020. SSALC has confirmed that there will be no impact on our contract with them.
- 1.4 The Emergency Plan has been enacted. Further information can be found here:
<http://www.woodmancoteparishcouncil.gov.uk/>
 - A leaflet drop has been done to all properties in the parish and a list of vulnerable residents and volunteers can be built and is growing daily
 - So far the majority of assistance local residents have required have been regrading collection of medications, with a few requests for shopping
 - If the lockdown continues we can however expect an increase in demand for food shopping requests and plans are being developed to support this
- 1.5 A joint letter with the Inter Parish Group has been submitted to HDC in response to their Local Plan Review Consultation.

1.6 There is now legislation in place to allow virtual meetings. This is expected for the next meeting on 12th May. An agenda for the meeting will be published in the usual way, and members of the public will be given access to the meeting.

2. Correspondence received

- 2.1 Report on roads in the South Downs.
- 2.2 Email on change to Area Highways Manager.
- 2.3 Letter from Mayfield Market Town.
- 2.4 The Public Rights of Way inspection and maintenance program has been suspended.
- 2.5 WSCC has set up a community hub in response to coronavirus:
www.westsussex.gov.uk/covid19communityhub
- 2.6 Poster campaign in response to coronavirus.
- 2.7 Guidance for councillors from the Local Government Association.
- 2.8 The S106 report has been updated. This has been updated to remove the amount from a development at Firsland Industrial Park that never went ahead.
- 2.9 Two complaints have been received about the closure of Blackstone Playing Fields. Further advice from HDC has been sought.

3. Planning updates

- 3.1 Planning application DC/20/0109 Blackstone Grange was permitted.
- 3.2 Planning application DC/20/0204 Inglenook was withdrawn.
- 3.3 Planning application DC/20/0256 Bramcote Farm was permitted.
- 3.4 WPC has commented on the following planning applications. Members of the public are encouraged to submit their views directly to HDC.

Reference number	Address	Permission sought	WPC comment
DC/20/0490	Rose Cottage, Blackstone Lane	Erection of a single storey rear extension	This comment was not decided in an open public meeting, but represents the views of the majority of Members: Woodmancote Parish Council does not object to this application, but would ask that conditions are added to prohibit floodlighting being added, and to ensure all drainage matters are dealt with.
DC/20/0405	Units 3-5 The Granaries, Paynesfield	Certificate of Lawful Development to confirm use of units as workshops	This comment was not decided in an open public meeting, but represents the views of the majority of Members:

			Woodmancote Parish Council cannot see that sufficient evidence has been provided to permit this application.
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4. Accounts/Finances

- 4.1 An application to reclaim the VAT paid during the last financial year has been made for the amount of £617.41.
- 4.2 Year end accounts are now available. They show that there was an underspend on the budget of approximately £1000, although various budget headings varied from their budgeted amounts. There is £22,690 being held in the accounts, which includes £10,000 earmarked for a community room and £8000 in reserve. The remaining amount will go towards the additional staff costs that are anticipated in the coming year.
- 4.3 The internal audit will take place early in May. The auditor has arranged for this to be done remotely.
- 4.4 As turnover has not exceeded £25,000, WPC is exempt from external audit. It can instead complete a certificate of exemption and publish the audit information (rather than sending it to the external auditor). This will be completed and presented for signature at the next meeting.
- 4.5 The following payments have been approved as per the Financial Regulations and will now be paid online:

Payee	Reason for payment	Amount due
West Sussex Association of Local Councils	Subscription	£184.94
West Sussex County Council	Salaries	£343.10
Vision ICT	Website hosting	£168
	Total	£696.04

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Clerk to Woodmancote Parish Council