

Shermanbury Parish Council

67 Oak Tree Drive, Hassocks, West Sussex. BN6 8YA
Tel: 07909 332605. Email: shermanbury@pcouncil.co.uk
www.shermanburyparishcouncil.co.uk

Minutes of Shermanbury Parish Council Annual Meeting held Tuesday 31st May 2016 at 7.00pm in the Peacock Rooms at the Royal Oak Pub in Wineham.

Minutes

42.16 The Chairman read out the Notice of the Annual Parish Meeting and gave the Annual Report. There were no other reports to be read at this meeting. It was decided to commence with the AMPC.

43.16 To elect the Chairman of the Parish Council and receive declaration of office. Cllr Brown proposed by Cllr Lightburn and seconded by Cllr White was unanimously elected. Declaration of acceptance of office was duly signed and passed to the Clerk.

44.16 Election of Vice-Chairman. Cllr Whitton proposed by Cllr Lightburn and seconded by Cllr Brown was unanimously elected.

45.16 Persons Present and Apologies for Absence

Present: Cllr T. Brown, Cllr P. Lightburn, Cllr G. White, Cllr C. Whitton and Clerk D. Langston.

Horsham District Councillor R. Clarke.

West Sussex County Councillor L. Barnard.

One member of the public.

Apologies received from: Horsham District Councillor Cllr J. Chowen.

46.16 Councillor Vacancies - to consider the co-option of interested parties. Council were addressed by two Interested parties who each giving a short speech on their background. Ms A. Kelly proposed by Cllr Whitton seconded by Cllr Lightburn was unanimously co-opted. Mr C. Ansell proposed by Cllr White seconded by Cllr Whitton was unanimously co-opted. Declarations of acceptance of office were duly signed and passed to the Clerk.

47.16. Declaration of Members Interests. None declared.

48.16. Public Forum (*maximum of 3 minutes per person, with an overall limit of 15 minutes*). Council was addressed by a resident of Wineham Lane. The gentleman was interested to hear of the Parish Council vacancies and gave Council a background on his reasons for moving to the area and his current employment status and charitable work. The issue raised surrounds the Rampion Windfarm site entrance which is situated on Wineham Lane. Lorries using the lane to access the site are damaging the verges and rutting roadside edges. When Lorries swing out to negotiate the entrance this causes oncoming vehicles to swerve and the gentleman in question ended up in the roadside ditch causing damage to his car.

Cllr Whitton confirmed that these issues have been raised at the Local Liaison Group meetings and will once again be highlighted to EON at the next meeting being held on 13th June 2016. Cllr Barnard advised that there is a bond in place to carry out repairs to the Highway however this will not occur until completion of the relevant Rampion works. **Action: Cllr Whitton will raise with LLG. Clerk will contact resident to advise of the outcome.**

49.16 Approval of the previous PC meeting minutes held on 21st March and 25th April 2016. Minutes were approved by Council and signed by the Chairman.

50.16 Matters arising from previous Minutes not covered elsewhere on the Agenda. All items were covered.

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51.16 To receive and consider any District Council reports and communications not covered elsewhere on this Agenda. Horsham District Councillor R Clarke updated Council on the recent HDC Annual Meeting where the election of the new Chairman took place. Councillor Christian Mitchell was duly elected on Wednesday 25th May 2016 with Cllr Clarke securing the role of Vice-Chairman. Mr Mitchell is the youngest elected Chairman with a theme of 'One Horsham district, fair for all' for his year in the role.

The new Broadbridge Heath Leisure Centre plans are now on display at the pavilion in the park pavilions and also at the existing site. This is an estimated £12.5 million project which will see additional leisure facilities offered to the district.

52.16 To receive and consider any County Council reports and communications not covered elsewhere on this Agenda. Cllr Barnard confirmed the attendance of Cllr Whitton at the Camelia Botnar event being held by WSCC in celebration of the Queens 90th birthday. Devolution continues to play a large part in his role with 26 districts and council involved there are still questions outstanding as to who takes the lead role with no elected mayor in place. Cuts to the CLC's grant process are being considered whilst cost saving exercises are carried out throughout Council. Government ideas to turn all schools into Academies was rebuffed by WSCC and this now appears to be on hold whilst other options are considered.

The Police Crime Commissioner having been recently elected wants PCCS where appropriate to also take over responsibility for fire and rescue services. This has already happened in East Sussex. WSCC are against this and have invited Teresa May to attend a meeting to discuss this item. Ham Farm based in Steyning will shortly commence operations to remove 820,000 tons of sand this should not have a great impact on the parish as lorries will use the A24.

Works on The Causeway in Wineham Lane will be carried out during 2017/18. The proposed scheme will be full replacement of the culvert and causeway with a slight re-alignment of the carriageway. The scheme will also include a few safety enhancements such as relocation of the start of the 40mph speed limit further to the south of the existing one and 30mph maximum speed signs on the immediate approaches. **Action: Council should look at the proposals and submit their recommendations. Work stream item.**

53.16. To receive an update on Workstream items;

53.1.16 Highways Matters to include Enq 422876 - Brighton Road, Shermanbury. There is a UK Power Network pole set into one of the local pavements causing residents to avoid this by walking perilously close to the Highway. Council discussed with Cllr Barnard who advised that the nature of traffic has changed since the pole was erected and suggested Council contact UK Power Networks. **Action: Cllr Lightburn and Cllr Ansell.**

Council would like to push Highways to use outstanding S106 monies to carry out improvements to footpaths approaching the bus shelters, pedestrian crossing signs and low level lighting at night. Cllr Barnard advised of changes to the S106 process whereby schemes must be supported by your local member. Cllr Barnard is happy to work with Council on these schemes but must see both a proposal and carry out a site visit. **Action: Full Council. Work stream item.**

53.2.16 Operation Watershed – Cllr Whitton highlighted the issues with flooding along the East side of the A281.

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The possibility of using Operation Watershed monies to carry out a topographical survey and a subsequent design to resolve these items was questioned however Cllr Barnard advised this would be difficult as the land in question is not WSCC responsibility but comes under private ownership. Operation Watershed funding is predominantly to deal with water on the Highways and not problems with water egress from the land which lies with the land owners. Cllr Barnard suggested Council contact Peter Smith and Richard Speller at WSCC Highways for advice.

53.3.16 Footpaths – Cllr White updated the meeting confirming Nigel Bird, WSCC Footpath Ranger, has inspected all of the footpaths and bridleways in the parish highlighting those areas requiring repair. Some repairs have already been carried out whilst others remain the duty of local land owners and these will be highlighted by Council using letter templates supplied by WSCC. Council have been liaising with the local Community Payback Team to carry out some additional works on our behalf and will be looking for community volunteers to assist with litter picking later in the year. Our thanks to Nigel Bird for his assistance have been passed on by Cllr Barnard. **Action Cllr White and Clerk. Work stream item.**

53.4.16 Community Payback Team – The team were booked in to start projects on Saturday 28th May however the contract appeared unworkable and the works were postponed. Cllr Brown has spoken to the Chair of Bolney PC who use the team on a regular basis and they will submit a copy of their contract to the clerk. Bolney PC are assisted in their efforts by support from MSDC who supply and collect bags/rubbish. Council questioned whether HDC would offer the same facilities. **Action: Cllr Clarke and Council. Work stream item.**

Sight lines – remain an ongoing issue along the A281. Cllr Brown has tried to make contact with local landowners to no avail. **Action: Cllr Brown. Work stream item.**

54.16 To nominate the Council's representatives to outside bodies including Horsham Association of Local Councils and West Sussex Association of Local Councils. With the loss of Cllr Harrison and Cllr Parr one nomination for each association was required. Council resolved our elected representatives would be:

- Horsham Association of Local Councils - Cllr Ansell and Cllr White
- West Sussex Association of Local Councils – Cllr Lightburn and Cllr Whitton
-

55.16 To receive a report regarding planning matters. Please note any plans received in the interim period will also be discussed at the meeting.

DC/16/0212 2 Wychwood Cottages Brighton Road Shermanbury Horsham. Erection of a two storey side extension and porch. Council resolved it has no objections.

DC/16/0942 Snakes Harbour Farm Kent Street Cowfold Horsham. Erection of steel framed agricultural building (Development Type: 018 - Minor Other). Council resolved the design statement is inadequate and therefore requires further information on:

- Disposal of demolition waste related to existing buildings
- Disposal of construction spoil
- Arrangements for dealing with surface water from the building roof and surrounding impervious yard areas
- Arrangements for ensuring construction vehicles do not contaminate the public highway

Council would also expect a condition to be applied stating that no changes to the access/roadway are to be made.

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DC/16/0692 Morley Manor, Brighton Road, Shermanbury. The development comprises of a new lake and associated landscaping. Council resolved to submit a request that this application be considered by full committee.

Action: Clerk will email request to HDC Planning with a copy to Cllr Clarke and Cllr Chowen.

56.16. To receive confirmation of previously discussed planning applications

DC/16/0223 Little Frylands, Wineham Lane. Wineham. Proposal of new hay and tractors store and new driveway. Application Refused.

DC/15/2510 Springlands Barn, Frylands Lane. Retrospective application for conversion of barn to single residential dwelling (Amended Scheme in Lieu of Planning Approval SH/6/81) (Full Planning) Decision Pending.

DC/15/2511 Springlands Barn, Frylands Lane. Retrospective application for conversion of barn to single residential dwelling (Listed Building Consent). Amended plans. Decision Pending.

DC/16/0840 Water Perry House, Frylands Lane, Wineham. Demolition of ancillary buildings to north of dwelling and erection of single storey ancillary building (Certificate of Lawful Development - Proposed). Application Permitted.

57.16 Finance and Administration

57.1.16 Council carried out a review of the system of internal control and prepared the Annual Governance Statement.

57.2.16 To decide and approve the appointment of the Internal Auditor/s 2016/2017. Cllr Whitton and Cllr Lightburn will carry out regular quarterly reviews of the internal control procedures. Peter Frost will remain the auditor for the end of year accounts. **Action: Cllr Lightburn and Cllr Whitton.**

57.3.16 To consider correspondence from Age UK Horsham District and Link. Council resolved to make a donation of £100 to LINK from the existing Fun Day monies. Council will consider other local charities for the next meeting.

Action: Full Council.

57.4.16 To confirm acceptance of the 2016-2018 pay award. Council resolved to accept the NALC/SLCC proposal.

Action: Clerk will confirm to WSCC.

57.5.16 Cheques for signature or raised since last meeting;

£704.51 WSCC Invoice 8001147413

£716.50 WSCC Invoice 8001155452

£200.00 Website costs

£ 46.00 Evonprint invoice 76280

£100.30 Peter Frost Auditor

57.6.16 To receive the Internal Audit report. Council reviewed the report which advises there are no issues with Internal Control procedures or Finance records. Council will look into the backup off site of the Council files. **Action: Cllr Whitton and Clerk.**

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57.7.16 To receive and approve the Accounting Statements for the year ended 31st March 2016. Council approved the Accounting Statements and these were duly signed by the Chair.

58.16 To accept all Internal Control Documentation as listed:

- Councillors Code of Conduct
- Grant Application
- Code of Practice for Handling Complaints from the Public
- Council Employees Code of Conduct
- Procedure for the Handling of Correspondence
- Recording of Public Meetings
- Freedom of Information Publication Scheme
- Press and Media Policy
- Procedure for Dealing with Consultation Requests
- Retention and Disposal of Documents Policy
- Financial Regulations
- Standing Orders

61.16 Council has been approached by St. Giles PCC with a view to holding a combined event at The Royal Oak, Wineham to recognise the fallen on Remembrance Sunday 13th November 2016. Council will discuss this item at a future meeting. **Action: Clerk to carry forward to next Agenda.**

60.16 Dates of next meeting:

27th June 2016 – Planning Meeting
1st August 2016 – Full Council Meeting
26th September 2016 – Full Council Meeting
17th October 2016 – Planning Meeting
28th November 2016 – Full Council Meeting
12th December 2016 – Full Council Meeting

Additional Work Stream Meetings will be arranged on an adhoc basis.