

# 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 Monday 1<sup>st</sup> August 2016 at 7.00pm in the Peacock Rooms at the Royal Oak Pub in Wineham.**

## Minutes

### **61.16 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 J. Chowen.

West Sussex County Councillor L. Barnard.

Two members of the public.

Apologies received from: Cllr C. Ansell and Horsham District Cllr R. Clarke.

**62.16. Declaration of Members Interests.** None declared.

**63.16. Public Forum** (*maximum of 3 minutes per person, with an overall limit of 15 minutes*). No issues raised.

**64.16 Approval of the previous PC meeting minutes held on 31<sup>st</sup> May 2016.** Minutes were approved by Council and signed by the Chairman.

### **65.16 Matters arising from previous Minutes not covered elsewhere on the Agenda.**

**Item 59.16. Remembrance Event Sunday 13<sup>th</sup> November 2016** – The Parish Church has no Clergy available to run a service at St. Giles on this day. It has been proposed that a joint event be held between St. Giles and the Parish Council at the Royal Oak on Sunday 13<sup>th</sup> November 2016 at 2:30pm. Council resolved to support this venture and will review the order of service which it was felt could be more balanced. Suggestions for a nominee to accompany the hymns would be considered. Cllr J. Chowen was disappointed to hear of the lack of Clergy. Part of his remit is to consider Culture and Heritage which is highlighting the loss of Clergy more predominantly in rural parishes leading to community breakdown. **Action: Full Council**

**66.16. Update on proposed changes to the Household Waste Recycling Services in West Sussex** – Clerk updated Council on agreed changes to these facilities. Changes include;

- Opening hours and days of operation
- Introduction of charges for the disposal of non household waste and car/van tyres
- Refusal to accept HGV, tractor and mobile plant tyres
- Review the access of trailers to HWRS sites with a possible exception to small trailers
- Invest in enforcement team to support existing enforcement measures against fly tipping

These changes were discussed by WSCC at a meeting on Friday 29<sup>th</sup> July when the motion was carried by a significant majority. Council raised concerns over increased fly tipping brought on by these changes which are not supported by HDC. **Action: Council will monitor the situation and feedback any increase.**

**67.16 To receive and consider any County Council reports and communications not covered elsewhere on this Agenda.** Cllr Lionel Barnard updated Council on the proposed changes to the local CLC's which will drop from fourteen committees to eleven following amalgamations between areas. Meetings will also be cut from four per annum to three. With the amount per member dropping from £6,000 to £4,000 by May 2017 these changes will result in an overall loss of available funding.

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3 in 1 Cards be discontinued on 1<sup>st</sup> December 2016 although assistance will still be available for families suffering financial hardship.

WSCC are running a 'What Matters to You' survey. Residents are asked to confirm what is important to them, their community and the future of West Sussex. The survey can be completed online between 5<sup>th</sup> July and 30<sup>th</sup> August at website [www.westsussex.gov.uk/whatmatters](http://www.westsussex.gov.uk/whatmatters)

**68.16 To receive and consider any District Council reports and communications not covered elsewhere on this Agenda.** Cllr Jonathan Chowen advised Council of the three largest enforcement issues being dealt with by the HDC Planning Department. Namely, Ewhurst Manor, Morley Manor and Springlands Barn which are all located within the Shermanbury Parish. It is hoped that resolution will soon be reached on at least one of these enforcements.

Planting has been undertaken in Horsham Town Centre with the introduction of trees and shrubs. The Capitol Theatre will be faced with a challenge with the introduction of two new cinema chains in the town. It is hoped that the theatre will continue to provide first class entertainment.

Cllr Chowen is tasked with bringing proposals on parishes' culture and heritage to Council. Council raised the following ideas, trees, farming, commuters, community, agricultural, beer.

Medium term financial strategy update, in recent years HDC have received £5 million from government by 2020 they will be required to pay funds to government. HDC still has one of the lowest Council Taxes in the country. HDC budget has balanced for the last three years due to the review of services and cutting of personnel.

**69.16 To receive an update on Workstream items;**

**69.1.16 Highways Matters to include Enq 422876 - Brighton Road, Shermanbury.** Local resident has verbally advised he would be happy with the relocation of the telegraph pole from the footpath to within his boundary. Further correspondence is required with UK Power Networks to highlight this issue. **Action: Cllr T Brown will contact resident. Cllr P Lightburn will draft letter to UK Power Networks.**

Further discussions regarding proposed ideas for the A281 were discussed. It was agreed that these items should form part of a Workstream meeting. Cllr Barnard and Cllr Chowen should both be invited to the next meeting.

**Action: Clerk**

**69.2.16 Operation Watershed.** Cllr C Whitton has recently had a meeting with WSCC Highways Engineer following this meeting gullies/drains have been washed. Feedback on the location of any additional gullies is expected. Southern Water would like to arrange a meeting between their Field Engineer and Cllr C Whitton it is expected this will take place during the next two weeks. **Action: Cllr Whitton**

**69.3.16 Footpaths.** Clerk confirmed recent communications with WSCC Ranger Nigel Bird who will send over outstanding letter templates by the end of August.

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**69.4.16 Community Payback.** Clerk had queried the contents of the proposed contract with WSCC Community Safety Officers who oversee this work from WSCC side advise it is their understanding that usually Probation provide The supervision and therefore the responsibility falls on their insurance. The perspective of the Probation service is that they are surprised by our concerns, feel that they have done enough in terms of amendments and would be more than happy to work with Council in the future. **Action: Ongoing**

**Councillor Barnard and Councillor Chowen both left the meeting at this point.**

**69.5.16 Community Cohesion.** Photography contest is underway with articles highlighting this on noticeboards, parish website and BN5/RH13 magazines. This event will conclude at the meeting on 28<sup>th</sup> November 2016. The Good Neighbour Scheme will **commence** at the end of November and run through the Winter months. Nominations will be judged by Rev. P Boich and Dr. A Lightburn. **Action: Ongoing**

**69.6.16 The Chapel.** Cllr P Lightburn has looked into the access to the Chapel and updated council on available schemes and cost implications. Repairs to the cemetery fence are also required these will be carried out by Cllr Whitton and Cllr White. **Action: Cllr Lightburn, Cllr Whitton and Cllr White.**

**70.16 To receive an update on WASP.** Council resolved to confirm to HDC that John Mattocks be retained to examine the Shermanbury and Wineham Neighbourhood Plan with effect from 30<sup>th</sup> August 2016. **Action: Clerk to confirm to HDC.**

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

**DC/16/1411** Little Frylands Wineham Lane Wineham Henfield. Proposal of hay store and new driveway. Council heard from two members of the public on this item. Following discussion Council resolved to request the following conditions are attached to any permission;

- Cladding of the roof should be in keeping with the vernacular
- Driveway should be completed in tarmacadam not concrete
- Conditions should be appended to ensure non commercial use

**DC/16/1471** Paddock View Brighton Road Shermanbury Horsham. Proposed roof extensions. **Action: Council resolved it had no objections to the application.**

**DC/16/1617** East Lodge Frylands Lane Wineham Henfield. First floor pitched roof extension over existing single storey kitchen to rear. **Action: Council resolved it had no objections to the application.**

**72.16 To receive decisions regarding previous planning applications**

**DM/16/0212** 2 Wychwood Cottages Brighton Road Shermanbury Horsham. Erection of a two storey side extension and porch. Permission Granted.

**DC/16/0942** Snakes Harbour Farm Kent Street Cowfold Horsham. Erection of steel framed agricultural building (Development Type: 018 - Minor Other). Permission Granted.

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DC/16/0692 Morley Manor, Brighton Road, Shermanbury. The development comprises of a new lake and associated landscaping. Permission Granted.

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.

**73.16 To consider the Community Winter Plan.** WSCC will require confirmation of any additional salt required by 5<sup>th</sup> September 2016. Cllr Lightburn will look into the storage and provision of salt spreading by local farmer and liaise with Clerk. **Action: Cllr Lightburn/Clerk**

**74.16 To consider involvement in the Albourne Show 10<sup>th</sup> September 2016.** Council will not run a stall at this event. Cllr Whitton may attend to review items for future Fun Day events.

**75.16 To consider the remote backup of Council data.** Council resolved to support offsite backup of Council data at a cost of £72.00 per annum.

**76.16 To receive an update on Rampion Windfarm.** LLG are still having ongoing discussions regarding Community Fund. Several complaints have been received from residents regarding the impact of HGV vehicles on Wineham Lane. A meeting was arranged between WSCC Highways and EON however this was postponed by Highways and is yet to be rearranged. Clerk will raise this item on the WSCC Highways website. **Action: Clerk**

## **77.16 Finance and Administration**

**77.1.16** Balance Sheet passed to Council.

**77.2.16** To consider local charitable donations as per Minute Item 57.3.16. **Action: Ongoing Item**

**77.3.16** Cheques for signature;

£ 6.99 C Ansell

£716.50 WSCC Invoice 8001167343

£ 72.00 Kitman Ltd Invoice 5363

£ 16.78 M Knott Invoice SPC002

**78.16** Cheques raised since last meeting;

£150.00 M Bailey Parish Meeting Costs

£175.00 The Bull Inn Parish Meeting Costs

£716.50 WSCC Invoice 8001160318

£ 36.66 HDC Invoice 5686709

£ 66.00 SSALC Invoice 9622

£ 15.00 HALC Annual subscription

£171.39 D Langston Printing Invoice Expenses

£120.00 DW Gardens Invoice DWG/17/06/198

£ 43.92 WSCC Invoice 8001165823

£100.00 Henfield Health Centre Link

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**79.16 Councillor Vacancies.** Clerk confirmed there are currently two vacancies.

**80.16 Date of future meetings**

26<sup>th</sup> September 2016 – Full Council Meeting

17<sup>th</sup> October 2016 – Planning Meeting

28<sup>th</sup> November 2016 – Full Council Meeting

12<sup>th</sup> December 2016 – Full Council Meeting

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

**81.16 Any other business** (*Please note that no decisions may lawfully be made under this item but matters may be discussed which involve no more than an exchange of information*)

Cllr Lightburn would like Council to consider the implementation of a twice yearly newsletter. This suggestion will be carried over to the next Workstream meeting.

Clerk would like to add a Privacy Policy to the website. Copies were handed to all Councillors for consideration prior to the next meeting.