

# 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 Meeting held Monday 26<sup>th</sup> September 2016 at 7.00pm in the Peacock Rooms at the Royal Oak Pub in Wineham.**

## Minutes

### **82.16 Persons Present and Apologies for Absence**

Present: Cllr C. Ansell, 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.

Apologies received from: Horsham District Cllr R. Clarke.

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

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

**85.16 Approval of the previous PC meeting minutes held on 1<sup>st</sup> August 2016.** Minutes were approved by Council and signed by the Chairman.

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

**Item 65.16 Remembrance Event Sunday 13<sup>th</sup> November 2016** – Council are circulating the poster for this event which has also been published on the website and included in local magazines. Council will need to nominate a member to read the names of the fallen and another to read some of the poems. Clerk has been in touch with the local branch of the RBL regarding collection boxes and the provision of a musician to play the Last Post. Clerk will liaise with the RBL on costs and availability. **Action: Full Council/Clerk**

**Item 76.16 To receive an update on Rampion** – Construction of the site continues with severe Highways implications. Council raised concerns regarding the impact of HGV vehicles on Wineham Lane and highlighted the safety issues the damage is causing. Rectification of these issues is being considered by WSCC, EON and UK Power Networks. A recent site survey has established an estimate of costs. Further discussion as to when these repairs will be carried out is required. Cllr Whitton will send information on the worst areas of damage to Cllr Barnard. Clerk will clarify with WSCC and Rampion as to whether the traffic lights in situ on Wineham Lane can be removed overnight and during weekends. **Action: Cllr Whitton/Cllr Barnard/Clerk**

**87.16 To receive and consider any County Council reports and communications not covered elsewhere on this Agenda.** Cllr Lionel Barnard updated Council on the recent West Sussex Fire & Rescue Awards evening where those associated with the Shoreham Air Disaster were heavily featured. A recent meeting between Cllr Barnard and WSCC Highways Officer Chris Stark included discussion on Shermanbury Highways queries.

The Haven in Henfield offers support and individually planned activities for people with higher needs, including people with dementia, those recently bereaved and activities, classes and trips for people aged 55+. On site, there will also be support for carers, offered by Carers Support, and a hearing clinic run by Action for Deafness.

Council have recently requested further information on outstanding S106 monies. Cllr Barnard confirmed these monies must be set aside for real time bus information.

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**88.16 To receive and consider any District Council reports and communications not covered elsewhere on this Agenda.** Cllr Jonathan Chowen highlighted the issues surrounding Traveller and Gypsy sites in the district which will run out of space during the next year. As a minority and ethnic group provision must be made to accommodate these groups however despite mail shots to each parish no appropriate sites have been suggested.

HDC are currently building one thousand houses per year this is significantly more than their projections.

Consultation is ongoing regarding rural car parking. HDC are considering parking vouchers which can be used at any rural car parks. Season tickets will be available for long term users with different price bands available for longer stays. Cllr Chowen highlighted the water colour exhibition at Horsham Museum. Clerk has publicised this on the parish notice boards and council website.

The dinosaur play area in Southwater is a great success.

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

**89.1.16 Highways Matters to include Enq 422876 - Brighton Road, Shermanbury.** Council highlighted the outstanding planning constraints surrounding application SH-19-00. Clerk confirmed this item had been raised with the HDC planning department and will send the information on the constraint to Cllr Chowen.

**Action: Cllr Chowen/Full Council/Clerk**

**Cllr Chowen left the meeting at this point.**

Further discussions regarding proposed ideas for the A281 were discussed. Cllr Barnard will investigate the request by Council to use the WSCC SID device to establish any speeding problems. Once data has been collated discussion on how to resolve these issues can then commence. **Action: Cllr Barnard**

**Telegraph Pole in A281 pavement.**

Correspondence with UK Power Networks to highlight this issue has resulted in engineers assessing the site. Details have now been passed to the UK Power Networks Planning Department who will determine the best course of action. Confirmation of decision will be sent to the Clerk. **Action: Clerk**

**Cllr Barnard left the meeting at this point.**

**WESTCOTECH speed monitors** – Cllr Ansell has investigated the various devices available highlighting the differences in price and use to council. Council will continue to look into this item and consider the possibility of joint purchase with other local parishes. Clerk highlighted a venture called Sussex Safer Roads which has been suggested by the Neighbourhood Policing Team, Public Engagement Officer, as a possible route to resolving some of the traffic issues.

Council resolved to purchase High Vis vests from Merlin Work Wear. These will show Shermanbury Parish Council on the back and should be worn for events around the parish. Clerk will confirm insurance implications surrounding the use of volunteers. Clerk will liaise with Cllr Ansell regarding the HDC 'Adopt a Street' initiative.

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**89.2.16 To receive an update on WASP.** Council responses to questions raised by John Mattocks must be submitted to HDC by 3<sup>rd</sup> October 2016. Cllr Brown will liaise with Dowsett Mayhew on this item. **Action Full Council/Clerk.**

**89.3.16 Community Payback Team-** WSCC Legal Team have confirmed to Cllr Brown that council are responsible for liabilities surrounding the use of the team. Council resolved not to proceed with the use of the Payback Team until these contractual issues can be resolved. Council will consider running a parish event with a team of volunteers. Clerk will contact WSCC Officer Darren Rolfe for assistance. **Action: Full Council/Clerk**

**Cllr T Brown left the meeting at this point.**

**89.4.16 Operation Watershed.** Cllr C Whitton has been in touch with Southern Water concerning the overflowing foul sewer in A281 southbound lane between the entrance to Shermanbury Place and Mockbridge bridge. Southern Water have instructed their framework contractor to carry out a CCTV examination of the pipe downstream of overflowing manhole cover. Report of the examination is still awaited. **Action: Cllr Whitton**

**89.5.16 Footpaths.** Clerk confirmed recent communications with WSCC Ranger Nigel Bird who will send over outstanding letter templates by the 5<sup>th</sup> of October. Council will then need further discussion regarding the list of land owners to contact. Clerk highlighted the possible use of The Monday Night Group to assist with some outstanding issues. Details of their website will be circulated to Council. Clerk will liaise with Cllr Ansell and Cllr White on this matter. **Action: Cllr Ansell/Cllr White/Clerk**

**89.6.16 Community Cohesion.** Photography contest has received no entries despite articles highlighting this on notice boards, parish website and BN5/RH13 magazines. It is felt that the lack of support stems from the inability to communicate directly with residents. Council will consider the production of a quarterly newsletter which will be discussed at the next Workstream meeting. The Good Neighbour Scheme will commence at the beginning of October and will run through to 30<sup>th</sup> April 2017. This item will be publicized in BN5/RH13 magazines, due to be published on 3<sup>rd</sup> October. **Action: Ongoing**

**89.7.16 The Chapel/Cemetery** – Cllr Ansell is liaising with prospective contractors to carry out the new driveway construction. Clerk will contact HDC to see whether outstanding S106 monies can be used for this project. Clerk highlighted issues with lack of availability in the cemetery. Cllr Whitton will look into a new plan to alleviate the problem. **Action: Cllr Ansell/Cllr Whitton/Clerk**

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

**DC/16/1828** 16 Woodside Close, Shermanbury. Demolition of existing conservatory and erection of a single storey rear extension, front porch and roof conversion with roof lights. Council resolved it had no issue with the application although consideration should be given to the impact caused by the addition of Velux windows on any loss of privacy for neighbouring properties.

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## 91.16 To receive decisions regarding previous planning applications

**DC/16/1796** Morley Manor, Brighton Road, Shermanbury. The proposal is for the development of a new driveway to connect the existing tarmac splay up to the side of the property. Registered.

**DC/16/1411** Little Frylands, Wineham Lane, Wineham. Proposal of haystore and new driveway. Application Permitted.

**DC/16/1471** Paddock View, Brighton Road, Shermanbury. Proposed roof extensions. Application Permitted.

**DC/16/1617** East Lodge, Frylands Lane, Wineham. First floor pitched roof extension over existing single storey kitchen to rear. Application Permitted.

**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). Application Permitted.

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

**92.16 To consider the Community Winter Plan** – WSCC have made recommendations for contractors to undertake any additional works in the parish caused by inclement weather. Due to cost implications Council will approach a local farmer. **Action: Cllr Whitton**

## 93.16 Finance and Administration

**93.1.16** Balance sheet passed to all members. Updated Budget sheet previously circulated. Clerk highlighted additional funding obtained from the Transparency Audit fund which Council resolved must be spent on the Scribe package and new scanner. **Action: Clerk**

**93.2.16** Confirmation of Internal and External Audit. Clerk highlighted External Audit paperwork which shows no issues with the Financial processes. Cllr Lightburn and Cllr Whitton will consider the internal audit objectives in collaboration with Cllr Brown. **Action: Cllr Brown/Cllr Lightburn/Cllr Whitton**

**93.3.16** To confirm acceptance of WSCC Pooling Agreement. Council resolved to continue with the WSCC Pooling Agreement. **Action: Clerk**

**93.4.16** To consider Privacy Policy for website. Council resolved to adopt the previously circulated policy. **Action: Clerk**

**93.5.16** Cheques for signature;

£ 36.66 HDC Invoice 5788960

£716.50 WSCC Invoice 8001177202

£240.00 PKF Littlejohn Invoice SB20160696

£ 73.74 D Langston Expenses June/September

**94.16** Cheques raised since last meeting;

£120.00 DW Gardens Invoice DWG/17/07/210

£716.50 WSCC Invoice 8001172827

£135.00 K. Isaaks Bin Stickers

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## **95.16 Date of future meetings**

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

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

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

## **96.16 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*)

Clerk highlighted the invitation to the WSALC AGM. The appointed representatives Cllr Lightburn and Cllr Whitton will attend.