

# 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 28<sup>th</sup> November 2016 at 7.00pm in the Peacock Rooms at the Royal Oak Pub in Wineham.**

## **Minutes**

### **97.16. 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.

Ms C. Foster.

Horsham District Councillor J. Chowen.

Apologies received from: Horsham District Cllr R. Clarke and West Sussex County Councillor L. Barnard.

### **98.16. Declaration of Members Interests.** None declared.

**99.16. To consider the co-option of new members.** Ms C Foster was proposed by Cllr C Ansell, seconded by Cllr G White and unanimously elected as Councillor. A declaration of office was signed by Cllr Foster and accepted by the Clerk.

**100.16 Approval of the previous PC meeting minutes held on 26<sup>th</sup> September 2016.** Minutes were approved by Council and signed by the Chairman.

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

**65.16 Remembrance Event Sunday 13<sup>th</sup> November 2016.** 46 people attended this first Wineham based Remembrance service in co-operation with St Giles Church Shermanbury. The Chairman thanked all those from the PC that delivered leaflets and placed posters. Council felt the event was well supported and received favourable comments; some feedback highlighted slightly more of a religious content than expected. Council are keen to run this event again during 2017 and will carry this item onto a Workstream meeting. **Action: Workstream**

**76.16 To receive an update on Rampion Windfarm.** Cllr Whitton updated Council on recent issues surrounding the delivery of the two transformers. Clerk has once again requested removal of traffic signals out of hours. This request has been considered. Lights will remain in situ however Rampion will look into ways of alleviating the disruption caused.

**92.16 To consider the Community Winter Plan.** Clerk will contact Mr M O'Neil to request a copy of his insurance and liaise with Council regarding this matter. **Action: Clerk**

**102.16 To receive and consider any District Council reports and communications not covered elsewhere on this Agenda.** Cllr Chowen updated Council on the HDC Medium Term Strategy Plan. HDC will continue to provide on target budget. With the reduction of funding from central government being cut from £6 million to zero by 2020 costs are being cut across the district despite this the plan agreed not to put up Council Tax by more than inflation.

Main changes will be seen to the waste services where the rounds will implement a pickup of one week residual waste, one week green waste and recycling bin. HDC are one of the few authorities who use side loading lorries which are proving more costly to run and repair. In view of these costs HDC will change to rear loading vehicles by 2018. **Action: Cllr Chowen will confirm date of changes to Clerk.**

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Rural car parking changes will also occur with the proposal of annual parking vouchers being made available. Residents who apply prior to 1<sup>st</sup> April 2017 will receive one voucher for the price of £12.00 and receive one additional permit free of charge. These vouchers will then entitle the holder to use any of the HDC run rural car parks free of charge. Visitors and non voucher holders will have the opportunity to purchase payment vouchers at the car parks.

Council queried whether as HDC have a five year housing supply and MSDC do not if any discussion between the two District Councils had taken place. A note will be made to discuss with the Chief Executive next week.

**Action: Cllr J Chowen**

Cllr Chowen left the meeting at this point.

**103.16. To discuss and agree works at the Cemetery.** Council have received three tenders. Cllr C Ansell proposed and Cllr P Lightburn seconded that Council accept the quote supplied by Town & Country. Clerk will contact HDC in a bid to obtain partial S106 funding for this item. Letters will be written to all parties. **Action: Cllr Ansell/Cllr Whitton/Clerk**

**Additional graves** – Cllr Whitton has produced a diagram showing where additional graves might be located within the current layout. Cllr Ansell and Cllr Whitton will discuss the implementation of this item with Town & Country in conjunction with the proposed works. **Action: Cllr Ansell/Cllr Whitton/Clerk**

**104.16 To receive and consider the Partridge Area Response Team (PART) Defibrillator.** Discussions have taken place between Mr M Bailey and PART as to the possible location of the defibrillator. Cllr Whitton and Cllr Lightburn will liaise with PART and Mr Bailey on this matter. **Action: Cllr Whitton/Cllr Lightburn**

**105.16. To receive an update on Workstream items;**

**105.1.16. Highways Matters.**

Council is liaising with WSCC Highways regarding the use of a SID. Clerk is in contact with Mr Dean Wadey regarding this item and will continue to update Council. **Action: Clerk**

Discussion is still continuing with Mr Stark into the use of S106 monies to enhance the access to public transport routes along the A281. Clerk will continue to liaise with Mr Stark on this matter. **Action: Clerk**

Provision will be considered in the budget for the painting of the speed limit onto the road initially along the A281. Clerk will confirm the cost of this item with West Sussex County Council Highways and will liaise with Cllr Ansell on this matter. **Action: Cllr Ansell/Clerk**

Council has now purchased the 40 mph bin stickers which will be distributed by Cllr Ansell and Cllr White. Residents will be reminded not to leave their bins on the Highway. If there are additional stickers Clerk will contact Twineham Parish Council to see whether they would like to purchase these for residents along Wineham Lane. **Action: Cllr Ansell/Clerk**

**105.2.16. Operation Watershed.** Cllr Whitton is working with Seb Williamsen and Southern Water on this issue. Recent work has been carried out by Cllr Whitton and Cllr White to clear drainage along the A281. It is hoped that these works may relieve pressure on drains in the vicinity and alleviate flooding issues. **Action: Cllr Whitton**

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**105.3.16. Footpaths.** Priority must be given to ensuring that those items highlighted in the WSCC Footpath Rangers report are dealt with prior to Christmas. Clerk will resend Rangers report to Councillors. Contact will be made with Nigel Bird, WSCC, to request a riparian ditches letter template. Clerk confirmed a further meeting has been arranged with Nigel Bird for 17<sup>th</sup> January 2017. **Action Cllr Ansell/Cllr White/Clerk**

**105.4.16. Community Volunteers.** Clerk confirmed a meeting has been arranged on Wednesday 7<sup>th</sup> December 2016 with Darren Rolfe, Senior Community Solutions Officer WSCC, who has agreed to assist with the setting up of any projects requiring the use of volunteers. Cllr Whitton has drawn up a list of possible projects which will be discussed with Darren. **Cllr Whitton/Cllr Ansell/Clerk**

**105.5.16. Community Cohesion.** All agreed with the importance of keeping parishioners updated with Council projects on a regular basis. Provision will be made in the budget for this item. Cllr Lightburn will look into the production of a newsletter prior to the Annual Meeting in 2017. **Action: Cllr Lightburn/Clerk**

**106.16. To discuss and agree responses to Examiner on WASP.** HDC submitted the WASP to John R Mattocks to examine the process employed to create the plan and the policies proposed. The examiner supports our general conclusion regarding the number of houses 20 – 29 to be built in the period to 2031 and the number of affordable this includes. Specific question have now been submitted to WSCC, HDC and the Parish. DowsettMayhew, (the parish NP advisers) have framed the answers to these question on consultation with ourselves and HDC. The council has had an opportunity to read these answers. Council resolved to accept the responses suggested by DowsettMayhew which will now be submitted to HDC. Cllr Brown will liaise with DowsettMayhew. Clerk will confirm with HDC that all responses can be added to the council website. **Action: Cllr T Brown/Clerk**

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

**DC/16/2321** Wychwood House, Brighton Road, Shermanbury. Erection of a two storey side extension, single storey rear extension, first floor rear extension and replacement front porch. Council confirmed it had no objections to the proposal. **Action: Clerk**

**DC/16/2070** Lot 1, Wychwood Farm, Brighton Road, Shermanbury. Retrospective application for creation of retaining walls and repairs to existing barn, erection of two sheds and creation of hard standing. Council resolved to object to the application on the ground there is insufficient detail shown on the plans to make a determination. **Action: Clerk**

**DC/16/2598** Springlands Barn, Frylands Lane, Wineham. Removal of condition number four to previously approved Application Reference Number: DC/15/2510 (Retrospective approval for conversion of barn to single residential dwelling and the addition of a retaining wall and steps, alterations to driveway, and log store to rear of stables).

**DC/16/2600** Springlands Barn, Frylands Lane, Wineham. Removal of condition number five to previously approved Application Reference Number: DC/15/2510 (Retrospective approval for conversion of barn to single residential dwelling and the addition of a retaining wall and steps, alterations to driveway, and log store to rear of stables).

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**DC/16/2599** Springlands Barn, Frylands Lane, Wineham. Removal of condition number four to previously approved Application Reference Number: DC/15/2511 (Retrospective approval for conversion of barn to single residential dwelling and the addition of a retaining wall and steps, alterations to driveway, and log store to rear of stables).

**DC/16/2601** Springlands Barn, Frylands Lane, Wineham. Removal of condition number five to previously approved Application Reference Number: DC/15/2511 (Retrospective approval for conversion of barn to single residential dwelling and the addition of a retaining wall and steps, alterations to driveway, and log store to rear of stables).

Council appreciates that we must work with Horsham District Council in order to ensure we retain the heritage of our listed buildings. In this instance due to the nature of the application they resolved to defer the decision to the District Council who it was felt would have staff more experienced in dealing with the complexities surrounding these buildings. **Action: Clerk**

To discuss correspondence received from The Planning Inspectorate in relation to (Shermanbury) Public Path (No. 2382) Diversion Order 2015 and (Shermanbury) Public Path (No. 2384) Extinguishment Order 2015. Council resolved that the original comments submitted on 1<sup>st</sup> December 2015 are still valid. These comments were "Council resolved to object to both the Diversion Order (No. 2382) and the Extinguishment Order (No. 2384). The grounds for objection are based on the fact that as this path is commonly used by local residents the proposals would add significant distance to their journey. Council feel that the diversion suggested is excessive and would recommend a shorter diversion still allowing privacy to the applicant be applied for." Council will not send a representative to the appeal hearing. **Action: Clerk**

## **108.16. To receive decisions regarding previous planning applications:**

**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. Permission Granted.

**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. Application Refused.

## **109.16. Finance and Administration.**

**109.1.16.** Balance Sheet/Budget Update. Balance sheet passed to all Councillors. Budget meeting dates considered Clerk will circulate to all Councillors. **Action: Clerk**

**109.2.16.** To confirm acceptance of WSCC Pooling Agreement. Previously accepted by Council and signed by Chairman. **Action: Clerk**

**109.3.16** To consider the Budget for 2017/2018. Clerk will circulate additional budget costs to Council prior to planned Budget meetings. Council will keep any Precept increase as modest as possible whilst still enabling the parish community works to be completed. **Action: Clerk**

**109.4.16.** Council resolved to accept the Came & Company insurance renewal. Cllr Foster will work with Cllr Ansell to update the Register of Assets. **Action: Cllr Ansell/Cllr Foster/Clerk**

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**109.5.16.** Clerk highlighted correspondence from Barclays regarding the Community Account. Council will close this account and transfer funds to the Active Saver Account. **Action: Clerk**

**110.16. Cheques for signature;**

£608.13 Came & Company Annual Insurance  
£ 75.95 D Langston Expenses October/November  
£759.22 WSCC Invoice 8001187806  
£ 40.00 The Royal Oak

**111.16. Cheques raised since last meeting;**

£864.00 Dowsett Mayhew Invoice 2016-279  
£ 80.00 DW Gardens Invoice DWG/17/09/224  
£234.00 Scribe 2000 Limited – from Transparency Grant  
£ 22.00 SSALC Invoice 9967  
£ 66.00 SSALC Invoice 9957  
£ 25.20 Evonprint  
£ 69.39 D Langston – New Printer from Transparency Grant  
£111.60 C Ansell Merlin Workwear Invoice 400009225  
£759.22 WSCC Invoice 8001185644  
£ 26.00 SSALC Invoice 10054  
£ 35.00 IOC Annual Renewal

**112.16. PREVENT - Counter Terrorism Training.** Cllr Lightburn recently attended this event run by HDC and was presented with his certificate.

**113.16. To consider dates of future meetings.** Full Council Meeting Monday 20<sup>th</sup> January 2017.

**114.16. 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 will forward details on all SSALC Training Events to Cllr Foster. Councilors will also be updated with the SSALC website log in details as this site carries useful updates and information. **Action: Clerk**