

Shermanbury Parish Council

67 Oak Tree Drive, Hassocks, West Sussex. BN6 8YA
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www.shermanburyparishcouncil.co.uk

Minutes of the Annual Statutory Meeting of Shermanbury Parish Council held Monday 22nd May at 7.00pm in the Peacock Rooms at the Royal Oak Pub in Wineham.

Minutes

35.17 Persons Present

Present: Cllr T Brown, Cllr C Whitton, Cllr C. Ansell, Cllr C. Foster, Cllr G. White and Clerk D. Langston.

West Sussex County Councillor Lionel Barnard

Also in attendance was Shermanbury Cllr P. Lightburn who arrived at item 43.17 and a member of the public who arrived at Item 44.1.17

36.17 To elect the Chairman of the Parish Council and receive declaration of office. Cllr Brown was nominated by Cllr Whitton, seconded by Cllr Foster and duly elected as Chairman of the Council.

37.17 Election of Vice-Chairman. Cllr Ansell was nominated by Cllr Brown, seconded by Cllr Whitton and duly elected as Vice Chairman of the Council.

38.17. Apologies for Absence. Apologies were received from Horsham District Councillor R Clarke and Councillor J Chowen.

39.17 Declaration of Members Interests. No interests declared.

40.17 Approval of the previous PC meeting minutes held on 27th March and 26th April 2017. Minutes were agreed by Council and signed as a true record.

41.17 Matters arising from previous Minutes not covered elsewhere on the Agenda.

33.4.17 Causeway Closure. Council have now received confirmation that the proposed works will commence in February of 2018. Clerk will confirm proposed diversion route with WSCC Highways. Council have forwarded information to Cllr Barnard who will discuss a possible pedestrian route with WSCC Highways.

42.17 To discuss the Wineham and Shermanbury Neighbourhood Plan (WASP) Referendum. The referendum resulted in a 72% majority vote. Plan will be officially 'made' by HDC at their meeting in June at which Cllr Brown has requested a speaking slot. HDC website needs to be updated to reflect the recent referendum results. Clerk will confirm with HDC when this will occur. **Action: Clerk.**

43.17 To receive and consider any County Council reports and communications not covered elsewhere on this Agenda. Council congratulated Cllr Barnard on his election success. The cabinet has been confirmed as Louise Goldsmith (Chichester West) has been appointed as Leader for the next four years. Lionel Barnard (Henfield) was confirmed as the Chairman. Roger Oakley (Worthing East) will be the new Vice-Chairman. The Deputy Leader is Peter Catchpole (Holbrook), who will also serve as Cabinet Member for Adults and Health. Bob Lanzer takes on responsibility for Infrastructure and Highways.

Councillor Barnard confirmed that he will continue to represent both the interests of Council and local residents are able to count on his support.

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44.17 To receive an update on Workstream items;

44.1.17 Highways Matters – UK Power Networks currently no update. Bus stop issues throughout the parish cause concern. Main issue is the safety of residents along the very busy A281. Data surrounding usage of bus stops can be requested from bus companies. It was recommended that community consultation is built into the process. Cllr Foster will take this item on board with discussion at next work stream meeting. **Action: Cllr Foster/Clerk.**

Bin stickers Cllr White to distribute remaining stickers to residents on Brighton Road. Cllr Ansell will liaise with Clerk regarding purchase of additional stickers. **Action: Cllr Ansell/Clerk.** Cllr Ansell raised the issue of speeding traffic on Frylands Lane. Cllr Barnard recommended viewing the WSCC Highways website to review the requirements for the reduction of the speed limit at this location. **Action: Cllr Ansell/Clerk.**

Council would like to request rumble strips to be sited on A281 to give up to date speed statistics. Clerk will contact WSCC Highways for further information. **Action: Clerk.**

Village Gate locations were discussed by Council. Cllr White and Cllr Whitton will review the location of the second gate. Clerk will contact Cowfold and Bolney PC's to ask for feedback on the rationale behind the placement of their gateways. WSCC Highways will also be asked for advice regarding the siting of these gates. It was recommended that the gates mark the beginning of the built up area rather than at the Shermanbury boundary which may be in the open countryside. **Action: Cllr White/Cllr Whitton/Clerk.**

Council discussed the aim contained within the Neighbourhood Plan referring to the connectivity of bridleways within the parish. Clerk will liaise with Cllr Barnard on this matter. **Action: Clerk.**

44.2.17 Footpaths – Cllr White updated Council on existing issues. Clerk will raise these issues with the WSCC Footpath Ranger prior to the next inspection. Clerk will also request that the Ranger be accompanied on the inspection by Cllr Ansell. **Action: Cllr Ansell/Clerk.**

44.3.17 Community Tidy up Scheme – Cllr Whitton and the volunteer team have now carried out four sessions. Future works will be impacted by the requirement to close a section of the highway to ensure safety compliance. Cllr Whitton has initiated contact with Balfour Beatty. Cllr Barnard confirmed Bob Lanzer at WSCC Highways as an additional contact. Council will consider erecting signs to highlight works carried out by volunteer team. **Action: Cllr Whitton/Clerk.**

Council are concerned by the continuation of flooding at the junction of the A281 with the B2116. Clerk has raised a report on the Love West Sussex website. Cllr Barnard recommended Operation Watershed funding to rectify the problem. Clerk will liaise with Cllr Whitton on this item. **Action: Cllr Whitton/Clerk.**

Cllr Barnard left the meeting at this point.

44.4.17 Cemetery – Proposed works have now been completed and new plots have now been pegged out. Clerk will look into prices of plots at the cemetery. **Action: Clerk.**

44.5.17 Community Cohesion – Cllr Lightburn thanked Council for their support of the Beating of the Bounds event held in conjunction with Friends of St. Giles. The event was very well supported with fifty people taking part in the walk and an additional twenty eight passing through. "Battle Over" beacon event being planned nationally for 11-11-18. Council would like to support this event. Cllr Foster will look into. **Action: Cllr Foster.**

Cllr Lightburn will write up notes from Bating of the Bounds for inclusion in the parish magazine. Council will consider items for inclusion in future editions. **Action: Full Council.**

Cllr Lightburn is looking into a Parish Coat of Arms and will update council at a future meeting. **Action: Cllr Lightburn.**

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44.6.17 Henfield Men's Shed – Cllr Ansell recently attended the Henfield meeting of Men in Sheds. He has now been elected to the Steering Group and will continue to update Council. **Action: Cllr Ansell.**

44.7.17 Community PAD – Council has been contacted by residents querying if these devices are located in the parish. There is currently a defibrillator located at The Royal Oak which is accessible at all hours. Council would like to consider siting another device at The Bull, Shermanbury. As this is outside the parish contact will be made with both West Grinstead and Henfield Parish Councils to confirm their views/involvement. **Action: Cllr Ansell/Clerk.**

45.17 To nominate the Council's representatives to outside bodies including Horsham Association of Local Councils and West Sussex Association of Local Councils. Cllr Lightburn and Cllr White were elected as representatives to WSALC whilst Cllr Ansell and Cllr Foster were elected as representatives to HALC.

46.17 To discuss planning applications. Please note any plans received in the interim period will also be discussed at the meeting. Council discussed planning application DC/17/0966 Lot 1, Wychwood Farm, Brighton Road. No plans or information were received from HDC. Clerk has contacted Planning Officer to ensure plans are received. Clerk will arrange a further meeting to discuss this application. **Action: Clerk.**

47.17 To discuss Councillor Vacancies. Council were addressed by an interested resident. As this vacancy has been advertised since the last parish council elections council will consider the cop-option of the interested party at the next council meeting.

Member of the public left the meeting at this point.

48.17. To receive confirmation of previously discussed planning applications

DC/16/2915 Blacklands Farm Camping, Blacklands Farm, Wheatsheaf Road, Henfield. Extension of existing Camp Site to provide 50 additional pitches to be used from 1st March - 30th September each year and regularisation of track and washing up sinks. Awaiting Decision. Cllr Ansell recently attended the Planning Committee hearing for this application where he highlighted the previously discussed footpath issue. Cllr Ansell will raise the issue of the footpath with the WSCC Footpath Ranger. **Action: Cllr Ansell.**

DC/17/0780 Madeira, Brighton Road, Shermanbury. Proposed single storey side and rear extensions. Awaiting Decision.

DC/17/0805 Sake Ride Farm, Wineham Lane, Wineham. To remove pole barn and stables and erection of annexe to Sake Ride Farmhouse, diversion of drive and removal of steel container. Awaiting Decision.

49.17 Finance and Administration.

49.1.17 To carry out a review of the system of internal control and prepare the Annual Governance Statement. Council reviewed the internal control document. Chairman signed the Annual Governance Statement.

49.2.17 To decide and approve the appointment of the Internal Auditor/s 2017/2018. Council will continue to use Peter J Consultants Limited as our Internal Auditor.

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49.3.17 Cheques raised since last meeting;

£265.60 C. Whitton Expenses
£723.62 WSCC Invoice 8001218035
£172.43 West Sussex ALC Limited
£ 73.80 D Langston – Eclipse Pint Invoice 15121
£100.00 The Bull Meeting Room Hire
£420.00 T Brown – Doubledot Invoice 160189
£ 5.00 HALC Invoice
£116.00 Design-copy-print Invoice
£ 15.00 HALC Annual subscription
£100.00 The Royal Oak Meeting Room Hire
£ 41.05 P. Lightburn NBP Expenses
£ 40.00 The Royal Oak Hire of Meeting Room
£ 96.00 SSALC Limited Invoice 10664

49.4.17 Cheques for signature;

£ 68.50 Design-copy-print Invoice
£ 795.07 WSCC Invoice 8001224069
£ 129.80 Peter J Consultants Invoice 818
£2172.00 Town & Country Ponds Limited Invoice 001195
£ 40.00 The Royal Oak Venue Hire

49.5.17 To receive the Internal Audit report. Clerk had previously circulated the Internal Audit report which shows there are no issues.

49.6.17 To receive and approve the Accounting Statements for the year ended 31st March 2017. Council received the Accounting Statements for the previous financial year and the Annual Return was duly signed by the Chairman.

50.17. To **accept all Internal Control Documentation (previously circulated)**. Council accepted all documents as previously circulated and the Standing Orders were signed by the Chairman.