



## Minutes of the Meeting of Lynchmere Parish Council held on Tuesday 9<sup>th</sup> January 2018 at 8pm in Camelsdale School **Item 118 to be amended on 06.03.18**

**Present:** (Parish Cllrs): P. Allen [PA] S. Bennett [SB] C. Duckworth [CD] H. Elliott [HE] E. Hackett [EH] S. McCallum (Chairman) [SMO] S. Moore (Vice-Chairman) [SMO] C. Randall [CR] A. Thornhill [AT]  
**In attendance:** District Councillors: P. Hardwick [PH] N. Graves [NG] County Councillor D. Bradford [DB] K. Bain Clerk) [KB] 1 member of the public

17/18 A Planning Committee meeting was held at 7.40pm – minutes attached at Annexe B

**109. Apologies:** None

**110. Code of conduct – Declarations of interests in any matters on agenda:** PA (item 117)

**111. Visitors' Questions:** Prior to the full meeting commencement, H. Adair asked about the status of the 'Hammer Rec situation' it was noted that there is nothing to report at present.

**112. Minutes - To agree and sign the minutes of the Parish Council meeting held on 05.12.17:**

Approved: Proposed by SB, seconded by CR.

**113. Matters Arising - Matters arising from the minutes - not included on the agenda**

- Speedwatch: KB noted that Jason Lemm had visited the sites suggested by LPC but had rejected all the options as they did not meet the criteria. He has suggested a site by Coomers; it was noted that this is almost outside the Parish and not in an area of particular concern. It was agreed that KB will invite him back to meet with EH and other Councillors. DB noted that other Parishes were also having problems finding permitted sites and suggested contacting the WSCC road safety team who are usually very helpful, he offered to contact Jon Forster (WSCC) on behalf of the council. **ACTION: DB/KB**

-Website: KB has found a reasonably priced company who will build the site, cost (£460). They allow the Clerk to manage the site, and provide telephone support and hosting for £10pcm. It was agreed that the Council would go ahead. With this build, sample pages will be circulated prior to finalising. **ACTION: KB**

-GDPR: KB is awaiting more updates from NALC, after this it will be put on as an agenda item. HE offered to take on the role of DPO if required. **ACTION: KB**

**114. District Councillor's reports:** NG/PH – In addition to the report Attached 'Annexe A' the following points were noted:

~ Today Cabinet agreed £74K to help the CAB in Chichester and also £40k to address rough sleeping.

~Waste & recycling vehicle cleaning will now take place at Westhampnett rather than Havant.

~CDC was the 10<sup>th</sup> most improved authority for recycling last year. Currently 41.1% of waste is recycled.

~HE asked if there were plans for food recycling; NG noted that nothing was confirmed at present as it was often not economically viable, but PH added that WSCC was considering pilot schemes.

~EH asked how much of the plastic in West Sussex was sent to China PH; confirmed that no recycling plants in West Sussex send plastics to China.

~Social prescribing – Mentor groups are being set up to support people who over- attend GP surgeries.

~ A Smugglers exhibition is running at the Novium, there is also a competition for local children.

~Health & Wellbeing workshops are running in Midhurst

~It was noted that the report in the paper regarding Sturt Avenue modifications was incorrect as that here will be further hurdles & consultation (running from 16.3.18-16.3.18) before the matter is finalised; PH recommended that any further relevant evidence should still be recorded. SMO noted that she had contacted the residents and received several expressions of thanks.

~SMO noted that LPC still needed to send an official letter to Haslemere Town Council and Waverley planning department re the wall on the Sturt Farm site to record again that LPC has been informed by CDC that it is a material matter to consider the stability of the wall and request that LPC is kept informed. **ACTION: SMO/KB**

114. Contd.

~ Post office – it was noted that Cee Gees had applied to house a post office, but had not had any response. SB noted that months of fundraising had been done to fund the installation of a post office in Haslewey and queried why there had been no consultation or request for planning approval to put the new office into Arnolds. Agreed that PH and NG will request the criteria that were used to decide on the location of the post office and KB will write to the post office contacts re the same.

**ACTION: KB/NG/PH**

**115. County Councillor’s report: DB**

~ He noted that he had attended the Christmas show at Camelsdale School & was very impressed. He then asked if there were any issues in the following areas:

~School situation in Lynchmere. It was noted that the main issue is with the admissions policy as numerous in catchment applicants fail to secure places, as they are often allocated to ‘out-of catchment’ applicants, or siblings where families have moved away.

~ Public transport - EH noted that the no. 70 bus which takes children into Midhurst keeps changing time and is now so early that in order to attend school on time, the children have to hang around in Midhurst for half an hour. She also noted that 16-18-year-olds had to pay for transport to school since the 3-in-1 card had been removed.

~ Winter management – road gritting - It was noted that the main roads are gritted by WSCC but not the smaller roads; SMO asked if the criteria for gritting could be extended to allow for ice.

~ Broadband – SMO & CR noted that the broadband in the Hamlet was improving but not for all properties and the matter was further confused by the exchange being based in Liphook.

~He will take these comments to any upcoming meetings with appropriate officers as he noted that he was on numerous committees and is fully committed to improving communications between parishes and County officers.

~He will also follow up on the proposed timing of the Highfield Road closure and the Highways works which have been requested and still not actioned.

**ACTIONS: DB**

**116. Planning:** As per the Planning Committee minutes attached at Annexe B. The comments suggested for the applications considered were proposed to Council and agreed by all Councillors present.

**i) Applications and decisions - 05.12.17- 09.01.18**

<u>Applications</u>			
APP NO	PROPERTY	DETAIL	
LM/17/03174/TCA	Arnolds Garage	Notification of intention to fell 2 no. Ash tree.	Noted that the photographs in the application do show some holes in the trees but the tree warden will look at this and report back
Application: LM/17/03659/DOM	19 Springfarm Rd.	Single storey rear extension with replacement external stair and balcony area.	No objection

	APP NO	PROPERTY	DETAIL	PC COMMENT	CDC/SDNP DECISION
<u>Decisions</u>	LM/17/02800/DOM	18 Heath Rd.	First floor rear extension.	No objection	PERMIT
	LM/17/02904/DOM	14 Springfarm Rd.	Proposed two storey rear extension.	No objection	PERMIT
	LM/17/02927/DOM	49 Marley Combe Rd.	Proposed first floor extension over existing garage, single storey side extension.	No objection	PERMIT
	SDNP/17/03478/HOUS	Highbuilding, Vann Rd.	Proposed outdoor swimming pool	No objection	Application Withdrawn

116. Contd.

- Approval of planning minutes of 05.12.17: *Amendment made to note that CR was present. Approved; proposed by SMC, seconded by PA.*

(ii) Other planning matters: Noted that the Stonepit application was on hold until the applicant commissioned a new survey to meet the planning criteria.

-SMO noted that she has not heard from Liphook regarding the possible allocation of the field by Highfield; this will be chased. **ACTION: SMO**

**117. St. Michael’s Hall:**

- Noted that a meeting had been held with Louise Beaton of AIRS to discuss various possible management options. As a CIO was suggested, committee has asked the Council’s solicitor to request a clause permitting sub-leasing; No decisions need to be made on this at present and committee will report back to Council with the options for agreement when a draft lease has been received and more investigation done.

-SMC noted that the drainage issues need clarification.

-PA declared a non-pecuniary interest as his property shares one of these drains.

**To be amended for 06.03.18 118. Hammer Recreation Ground:** SMC has circulated a note of the CLT meeting; PA noted that he considered that the note was not detailed enough.

- Noted that Cowdray has not come back to Council with any follow-up from the site meeting in December.

-Noted that it has been agreed to contact the Ethical Property Foundation for advice on how best to deal with the land and once the initial inquiry draft of 200 words is finalised it will be circulated to full Council along with any subsequent follow up from the foundation. KB reiterated that as previously stated, a report would be made to full Council for agreement when Committee had done the groundwork of considering all the options.

- It was noted that the only document governing Hammer Recreation Ground is the conveyance. PA noted that as far as he understood ‘the Council owned the land and the Trustees managed the land, when the land was not required it was to be sold by the Council and the proceeds distributed as per the deed,’ so he queried why the Trustees were involved in selling the land. SMC noted that in the first instance the Trustees responsibility was to do the best they can for the charity; as all the possibilities were unknown, all the options were being investigated by the Trustees in order to meet this responsibility and then report back to Council for final agreement. PA noted that he thought they were separate legal organisations and should act as such; it was suggested that an extraordinary meeting to discuss the matter, could be arranged when there was information to discuss/report and a convenient date could be arranged.

PH noted that there was a CDC fund that may assist with support for any legal fees; KB will follow this up. **ACTION: KB**

**119. Correspondence & Invitations 05.12.17- 09.01.18**

FROM	DETAIL	ACTION
WSSC	PROW Consultation	Comments By 31.01.18
JASON LEMM	Response on Speedwatch sites	As per item 113.
CDC	Confirmation of 18-19 taxbase as: £ 1,052.8	Noted
VARIOUS	Concern over post office location	As per item 114.
ROYAL BRITISH LEGION	WWI centenary commemoration	Agreed that this would be a good scheme to support, perhaps in conjunction with the school.
NALC	LCR winter ‘17	Circulated

**120. Finance**

(i) Bank balances as at 28.12.17: *NatWest: £29720.29/ Lloyds: £30456.17/Total Bank Balances: £60176.46 Less unrepresented cheque(s) £482.21/ Add unbanked receipt(s)£0/ Total as per cashbook £59694.25.*

(ii) Approval of payments & receipts for the period -05.12.17- 09.01.18

PAYMENTS MADE	TO	DETAIL	NET	VAT	GROSS	PAY TYPE
	ANVIL	‘Fone Nov ‘17	19.81	3.96	23.77	DD
K BAIN	Salary Dec ‘17	On file			SO	
NEST PENSION	Pension Sep’17 – Jan ‘18	84	0	84	DD	
PROTEC	Patrol Nov 17	50	10	60	Chq: 638	
CDC	Bins Nov 18	80	0	80	Chq: 639	
SURREY HILLS SOLICITORS	STM legal work	322	64.20	386.40	Chq: 640	

	K BAIN	Tax reimbursement	402.21	0	402.21	Chq: 641
	CDC	Bins Dec 18	80	0	80	Chq: 642
	COWDRAY	Lynchmere Green rent to Dec '18	100	0	100	Chq: 643
PAYMENTS DUE	HMRC	Tax Dec 17	402.21	0	402.21	Chq: 644
	OPEN SPACES SOC	SUB '18	45	0	45	Chq: 645
	FIT	Not paid as on list for 05.12.17	50	0	50	Chq: 646
RECEIPT	<b>FROM</b>	<b>DETAIL</b>	<b>£</b>			
	MICHAEL SHAW/ MARLEY RESIDENTS	Defibrillator balance of funds	<u>225.50</u>			Bacs

**All payments approved: Proposed by SMC, seconded by CR.**

(iii) Other financial matters:

It was suggested that the R & P sheet is checked prior to meeting circulation as there have been errors over recent months. KB apologised and noted that the formulas needed thorough checking. An amended sheet is attached at 'Annexe C'

-PA offered to help set up a clean workbook for the new financial year.

-SB proposed to Council that the following were amended in the forecast end of year figures:

- i) Miscellaneous income should be increased by £1k.
- ii) VAT income should be increased to match VAT expenditure.
- iii) Administration should be reduced by £459.
- i) Employee costs – increased to £22k to allow for pension contributions.

This was **proposed by SB, seconded by SMC and agreed by all Councillors present.**

**ACTION: KB**

- Minutes of the Finance Committee meeting held on 05.12.17: Approved: Proposed by SB, seconded by AT.

**121. Grounds committee:**

AT reported that winter maintenance is ongoing, there are some trees down which will be dealt with in a timely, rather than emergency fashion.

(i) Copse Road Recreation Ground: Winter maintenance ongoing.

(ii) Camelsdale Recreation Ground: The football club has been playing despite the weather

- A electrical repair was needed in the pavilion.

- She is meeting A. Davies to look at the river area.

(iii) Churchyard: Winter maintenance ongoing.

(iv) Allotments: No report

(v) Burial Ground

(vi) Other Properties: Noted that the flytipped branches were still in the layby by Heathcote Gardens;

AT has spoken to a parishioner called Roger Fitter who will do a Parish tree survey; she will meet with him and report back. Noted that CDC should be surveying the churchyard trees.

**122. Chairman's Report:** No further report

**123. Parish Matters**

PA noted that he wished to raise invitations as an agenda item for next month.

-SB noted that some of the U3A petanque team had offered to help with any winter pitch maintenance.

SMO noted that there were some issues with the NHW system, so asked to be informed of any problems.

-HE asked if there was any progress on the Sandy Lane signs – noted that this should be happening late January.

-SMC noted congratulations to Tricia Venton for her award of a BEM in the New Year Honours list. All Parish Councillors agreed with this and a letter of Congratulation was signed.

-KB reminded Councillors to support the Tesco 'bags of help appeal'. HE suggested that if the wording could be changed it might encourage more support.

**ACTION: KB**

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*Meeting closed at 21:55*

**Next Meeting Will Be on Tuesday 6<sup>th</sup> February 2018 AT 8PM In  
Camelsdale School.**

**Signed.....**

**Date.....**

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## **ANNEXE A District councillors' reports 09.01.18**

### **New Conservation and Design Officer**

Anna-Marie Pagano has been appointed as Principal Conservation and Design Officer.

### **Post office Update**

As you know, Arnolds Garage has been granted the right to run the Post Office service. It will be a local style branch with a low-screened, open-plan Post Office service point integrated into the retail counter. We understand customers will be able to carry out a wide range of Post Office transactions alongside retail purchases. The new service opening hours will be:

Mon – Thu 07:00 – 21:30 Fri & Sat 07:00 – 22:00 Sun 07:00 – 21:30
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Arnold Garage also has an ongoing open planning application to fell 2 Ash trees in the Conservation Area.

Ref: 17/03174/TCA | Notification of intention to fell 2 no. Ash tree. | Arnolds Garage Camelsdale Road Camelsdale Linchmere GU27 3RB Deadline for comments is 24/1/17.

### **Sturt Avenue Allocation**

The Planning Inspector is minded to agree to CDC's modification (which removal the PC and Ward Members actively supported at the Hearing in September) to remove the Site from the Approved Allocation. This will go to Full Council on 23 January 2018.

**Philippa Hardwick: phardwick@chichester.gov.uk or 01428 661866**

**Norma Graves: ngraves@chichester.gov.uk or 01798 342881**

**Chichester District Council Ward Members for Fernhurst & Lynchmere**

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**ANNEXE B –**

**Minutes of the PLANNING committee held at 7:45pm on 09.01.18 in Camelsdale School**

**Present: PA, CD, EH, SMC, CR**

The following applications were considered by planning committee and it was agreed to propose the following to full Council.

**Applications**

	<b>APP NO</b>	<b>PROPERTY</b>	<b>DETAIL</b>	<b>PC COMMENT</b>
<b>1</b>	LM/17/03174/TCA	Arnolds Garage	Notification of intention to fell 2 no. Ash tree.	Noted that the photographs in the application do show some holes in the trees but the tree warden will look at this and report bac
<b>2</b>	Application: LM/17/03659/DOM	19 Springfarm Road,	Single storey rear extension with replacement external stair and balcony area.	No objection

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**SIGNED.....**

**DATE.....**

## Annexe C – Revised R&P sheet

LYNCHMERE PARISH COUNCIL R & P as at 29.12.17								
ITEM	Budget 17-18	Act at 29.12.17	% budget	ESTD.29.12..17-31.3.18	ESTD. 31.3.18	EST % budget	Budget 18-19	NOTES
<b>Est Bank Balances B/F</b>				<b>70887</b>	95508		<b>25160</b>	
Add Income Received During Year								
<b>Receipts</b>								
Precept	66517	66517	<b>100</b>	<b>0</b>	66517	<b>100</b>	<b>71505.63</b>	
CDC GRANT (for Council tax)	<b>300</b>	532.34		<b>0</b>	532.34		<b>300</b>	
Burial Ground Income	<b>3500</b>	1758	<b>50</b>	<b>1742</b>	3000	<b>100</b>	<b>3000</b>	
Other Income	<b>2500</b>	4323.44	<b>173</b>	<b>180</b>	4503.44	<b>180</b>	<b>2930</b>	
VAT	<b>5000</b>	5452.93	<b>109</b>	<b>6611.48</b>	12064.41	<b>241</b>	<b>5000</b>	
Bank Account Interest	<b>0</b>	0	<b>0</b>	<b>0</b>	0	<b>0</b>	<b>0</b>	
Receipts to date	<b>77817</b>	78583.71	<b>101</b>	<b>8533.48</b>	87117.19	<b>112</b>	<b>82735.63</b>	
Total receipts				<b>79842</b>	182041	<b>0</b>	<b>107895.63</b>	
<b>Grounds Committee</b>	<b>27820</b>	20273.22	<b>73</b>	<b>7546.78</b>	27820	<b>100</b>	<b>28205</b>	Includes £1,200
Administration, stationery & Misc	<b>1500</b>	725.81	<b>48</b>	<b>774.19</b>	1500	<b>100</b>	<b>1500</b>	
Employee costs	<b>20000</b>	16593.64	<b>83</b>	<b>3406.36</b>	20000	<b>100</b>	<b>24000</b>	Includes pay i
Insurance	<b>3000</b>	2378.16	<b>79</b>	<b>0</b>	2378.16	<b>79.272</b>	<b>3000</b>	Includes STM
Streetlighting	<b>2200</b>	0	<b>0</b>	<b>2200</b>	2200	<b>100</b>	<b>2200</b>	
Training	<b>250</b>	0	<b>0</b>	<b>250</b>	250	<b>100</b>	<b>250</b>	
Audit	<b>650</b>	765	<b>118</b>	<b>0</b>	765	<b>118</b>	<b>750</b>	
Office allowance/Broadband	<b>420</b>	420	<b>100</b>	<b>0</b>	420	<b>100</b>	<b>420</b>	
Telephone	<b>200</b>	180.62	<b>90</b>	<b>43.55</b>	224.17	<b>112</b>	<b>220</b>	
Chairman's allowance	<b>300</b>	167	<b>56</b>	<b>100</b>	267	<b>89</b>	<b>300</b>	Inc. piper
<b>SUBS</b>								
SALC NALC	<b>725</b>	706.75	<b>97</b>	<b>0</b>	706.75	<b>97</b>	<b>725</b>	
SLCC	<b>167</b>	157	<b>94</b>	<b>0</b>	157	<b>94</b>	<b>160</b>	
AIRS	<b>50</b>	50	<b>100</b>	<b>0</b>	50	<b>100</b>	<b>50</b>	
CPRE	<b>36</b>	36	<b>100</b>	<b>0</b>	36	<b>100</b>	<b>36</b>	
Open Spaces Society	<b>36</b>	0	<b>0</b>	<b>0</b>	0	<b>0</b>	<b>36</b>	
FIT	<b>50</b>	0	<b>0</b>	<b>0</b>	0	<b>0</b>	<b>50</b>	
<b>SUBTOTAL</b>		42453.20						
<b>Other items</b>								
Neighbourhood Plan	<b>1500</b>	0	<b>0</b>	<b>0</b>	0		<b>0</b>	
Election Costs	<b>0</b>	0		<b>0</b>	0		<b>0</b>	
Press adverts	<b>200</b>	0	<b>0</b>	<b>100</b>	100	<b>200</b>	<b>200</b>	
Parish Newsletter	<b>400</b>	0	<b>0</b>	<b>0</b>	0	<b>0</b>	<b>400</b>	
Pavilion		42538		<b>0</b>	42538			
Defibrillators	<b>0</b>	2778			2778		<b>400</b>	
St Michael's	<b>1000</b>	7064	<b>706</b>	<b>30000</b>	37064	<b>3</b>		
St Michael's lease	<b>2700</b>		<b>0</b>				<b>10000</b>	
loan	<b>7000</b>		<b>0</b>					
Expenditure - discretionary								
Grants S137	<b>4850</b>	7350	<b>152</b>	<b>0</b>	7350	<b>66</b>	<b>250</b>	
Other grants & S142	<b>150</b>	150	<b>100</b>	<b>0</b>	150	<b>100</b>	<b>0</b>	
Addition to Asset replacement reserve	<b>0</b>	0		<b>0</b>	0		<b>0</b>	
Grounds discretionary	<b>1200</b>	0	<b>0</b>	<b>0</b>			<b>0</b>	
<b>Net total</b>		102333.20		<b>53179.8</b>	197966		<b>73152</b>	
VAT		12064.41		<b>1,500</b>	12605		<b>5000</b>	
<b>Total Expenditure for Year</b>	<b>77704</b>	114397.61	<b>147</b>	<b>54680</b>	156881	<b>121</b>	<b>78152</b>	
Estimated cashbook balance		59694.25		<b>25162</b>	25160		<b>29744</b>	
<b>RESERVES as at</b>		29.12.17			31.03.18		31.03.19	
Election Reserve		1000			1000		1000	
Copse Road Reserve		2534			2534		2534	
Camelsdale Recreation Reserve		1406			1406		1406	
Pavilion grant		0			0		0	
Hammer Recreation Ground Loan		8876			7976		6776	
Reserve - 14-15 Scout carpark grant		2500			2500		2500	
Pavilion use reserves (clubs)		240			240		240	
Asset replacement		3000			3000		1500	
General Reserve		40138.25			6504		13788	
<b>1917 Lynchmere Parish Council minutes 09.01.18</b>		59694.25			25160		<b>29744</b>	