



Lynchmere Parish Council – Minutes of the meeting held on Tuesday 3rd April 2018 at 8pm in Camelsdale School

Present-Parish Cllrs: H. Elliott [HE] E. Hackett [EH] S. McCallum (Chairman) S. Moore (Vice-Chairman) [SMO]

C. Randall [CR] **In attendance:** K. Bain Clerk [KB] County Cllr. D. Bradford [DB]. 4 members of the public; (C. Pescod, C. Pooley, C. & E. Niel.

17/18

154. Apologies: S. Bennett [SB] A. Thornhill [AT] C. Duckworth [CD] District Cllr N. Graves [NG].

155. Code of conduct – Declarations of interests in any matters on agenda: CR declared a non-pecuniary personal interest in planning application number SDNP/17/06107/FUL as she knows the applicant.

156. Visitors' Questions:

C. Pescod noted that vehicles were regularly parking on the verges in Copse Road and requested that something was done to stop this, she suggested that a sign could be put up. KB will contact Highways to find out the policy.

It was noted that the no-entry sign is still regularly being ignored at the turning into Copse Road from Lynchmere Road. DB suggested contacting 'Lovewestsussex', he will also raise it with relevant officers. **ACTION: DB/KB**

C. Pooley asked DB to explain the adult social care increase in the Council Tax. DB noted that costs are increasing so the 2% is the extra monies being put in by WSCC. C. Pooley noted that WSCC needed to be more transparent as the 2% is not an extra on the figure for the previous year. DB suggested that an email was sent to Pat Arculus at County Hall, she should be able to explain how the figures worked.

157. Minutes - To agree and sign the minutes of the Parish Council meeting held on 06.03.18

Minutes approved: Proposed by SMO, seconded by CR. *Noted that the agenda stated that the minutes were of the 'Annual' Parish Council Meeting; 'Annual' was deleted from the agenda as this is incorrect.*

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

-Speedwatch: KB has advertised this, she has had 1 response from the circulated bulletin. EH will put it on the MarleyCombe facebook page and when a solid group of volunteers is confirmed, training will be set up.

DB will talk to Jon Forster again and asked for suggested sites to be emailed to him. **ACTION: KB/EH/DB**

-GDPR: Ongoing, KB noted that she has done a couple of webinars and will circulate a report & plan for the May meeting. She explained that if the Council had a plan in place, that actions to comply with GDPR did not necessarily have to all be completed by 25.05.18. -HE noted that electronic records particularly needed checking.

-APM: Noted that a police attendee is still expected.

- Correspondence policy: Deferred to May meeting.

- Work days: KB reminded Councillors about the Parish Work day on 14.04.18 **ACTIONS: KB**

SMO noted that CDC was starting a 'litter initiative and had asked for a report after the litter picking day on 14.04.18.

159. District Councillor's report: No report:

160. County Councillor's report: DB

~ Broadband- he suggested that if possible specific property names and speed figures were sent through as it seems to vary a lot. SMO noted that the Hamlet also has some problem areas.

~ Bus timings: He noted that a bus service survey had started on 29.03.18. KB will circulate the link. **ACTION: KB**

~ Potholes: SMO reported that the B2131 potholes had been done, but had immediately come out again and asked what controls were in place to follow upon works quality. He will follow this up. **ACTION: DB**

~ He noted that he could always be contacted through his WSCC email- david.bradford@westsussex.gov.uk

-SMO reported that she had had a meeting with SSE and Durkin about the underground electricity cable installation works along Vann Road. The works had apparently been under discussion with Highways for about 3 years and disappointment was expressed that residents and Parish Councils were only notified just before they commenced. The Meeting was constructive and it was agreed clearer signage would be put up throughout the anticipated 6-week period of road closures. Some of the damaged HGV signs would be replaced by Durkin once the works were complete.

161. Planning

(i) Applications and decisions - 06.03.18 – 03.04.18

All comments/actions as below proposed by planning committee to Council and agreed by all Councillors present. Planning minutes of 03.04.18 – attached at 'Annexe A'.

APP NO	PROPERTY	DETAIL	COMMENT/ACTION
LM/18/00482/DOM	17 Heath rd.	Double storey rear extension, single storey rear extension added to existing, single storey front/porch extension and associated skylights in roof	No objection, but obscured glass would be suggested for the overlooking window.
LM/18/00560/DOM	8 Springfarm Rd.	Single storey rear extension to replace existing conservatory.	EH to look & report back
SDNP/18/00575/HOUS	11 Hammer Hill	Drop kerb.	No objection
SDNP/17/06107/FUL	Broomfield House Vann Rd.	Demolition of outbuilding and construction of double garage and workshop with loft storage above	Noted that CR declared a non-pecuniary personal interest as she knows the applicant. No objection raised by other committee members.
SDNP/18/01277/DCOND	Lower Lodge Farm Lower Lodge Rd.	Removal of conditions	Agreed that SMO's draft comment would be circulated.
<u>Decision</u>			
SDNP/18/00027/HOUS	Shulbrede Priory, Lower Lodge Rd.	Demolition of outhouse reconstruction of single storey outbuilding	PC - No Objection / SDNPA - Approved

(ii) Approval of planning minutes of 06.02.18: **Approved:** Proposed by: EH, seconded by SMC.

(ii)) Approval of planning minutes of 06.03.18: : **Approved:** Proposed by: EH, seconded by CR.

(iii) Other Planning Matters: KB had circulated an email from a parishioner raising concern over tree cutting and works at Upper Covers. SMO reported that SDNPA officers had visited the site and confirmed that the appropriate felling licence is in place. There is still uncertainty about any possible diversion of the springs which would affect the pond, it was agreed that Council could contact the relevant agency to ask what permits might be required for this type of works.

-SMC/SMO reported that the Highfield whole estate plan had been approved by the SDNPA.

-SMO reported that she has been contacted by Liphook Council who has confirmed that the field opposite the school will not be considered for housing at the moment, however Liphook were going to review all possible sites under a points system in their next round of Consultation

Noted that the CDC planning committee are making a site visit to the Stonepit site on 16.04.18, prior to the planning committee meeting to be held on 18.04.18. KB will confirm if any councillors can attend the site visit.

ACTION: KB

No Councillors are available to attend the planning committee meeting.

162. St. Michael's Hall: SMC reported that a revised lease had been received from the Council solicitor, comments have been sent back and when a response is received it will be reported to Council. Noted that an incomplete asbestos survey from 2014 had been received, the original company carried out an update survey and verbally confirmed that there is no licensable asbestos so costs of removal/management should not be too excessive.

163. Hammer Recreation Ground: SMC reported that the Hammer Rec committee had met and agreed the principles of leasing the ground; this has been ratified by a solicitor. The Trustees now need to agree the solicitor to use. No response has been received from Cowdray; they will be chased. The Trustees will confer before the APM to agree the report to be made. **ACTION: HR TRUSTEES/KB**

164. Correspondence & Invitation -06.03.18 – 03.04.18

FROM	DETAIL	ACTION
Parishioner	Confirmation of removal of steps into Camelsdale car park	Note/File
Parishioner	Concern over tree felling at Upper Covers Lynchmere	<u>Circulated as per item 161(iii)</u>
WSCC	Information letter on Velo South	At present the route is not through the Parish so no comment made until final route confirmed.
Ifold & Plaistow PC	Concern about Velo South	
Tesco bags of help	Confirmation of £1000 grant	Noted. SB thanked (in his absence) for suggesting the scheme.
Open Spaces Soc	GDPR communication confirmation	Noted
SE WATER	Business plan consultation	Comments by 30.04.18
Southern Water	Draft management plan consultation	Comments by 30.05.18
NALC	Census survey	Circulated – Cllrs to complete
DCLG	NPPF consultation	Circulated-comments by 10.05.18
NALC	Committee on Standards in Public Life	Cllrs to complete by 18.05.18
NALC	Statutory Guidance on Local Government Investments	Circulated to Finance cttee
CDC	WW1 Centenary beacon grant of £250	Noted that the date in question is the same as the bonfire night at Hammer Hill And that as beacon is a permanent fixture a bonfire might be more appropriate; the HHRA will be contacted to discuss use of the grant towards a bonfire. ACTION: KB
Surrey Hills Solicitors	St Michaels - various	As per item 162
Open Spaces Society	Open Spaces' Spring '18	Circulated
CPRE	Countryside Voice' Spring '18	Circulated
Invitation	All Parishes Meeting'-30.04.18 in CDC offices at 18:00	SMC to attend

KB will circulate a consultation update in due course.

ACTION: KB

165. Finance

i) Bank balances as at 20.03.18: NATWEST - £19365.63. LLOYDS - £30456.17. Total Bank Balances - £49821.8. Less unpresented cheques - £2128.16. Total as per cashbook as at 20.03.18 - £47693.64.

(ii) Estimated end of year balance: KB reported that Finance Committee would meet shortly to agree end of year balance and Finance Report for the APM.

(iii) Approval of payments & receipts for the period - 06.03.18 – 03.04.18

	TO	DETAIL	£ NET	VAT	£ GROSS	PAY TYPE
PAYMENTS MADE	K BAIN	Salary Feb '18		ON FILE		SO
	ANVIL	'Fone Feb '18	17.85	3.57	21.42	DD
	SURREY HILLS SOLICITORS	STM Legal advice	1104	220.80	1324.80	Chq: 678
	NATIONAL TRUST	Allotment site rent Mar – Sep '18	100	0	100	Chq: 679
	S E WATER	Pavilion water Sep '17-Mar '18	31.45	0	31.45	Chq: 680
	CDC	Bins Mar '18	73.70	0	73.70	Chq: 681
	CDC	Dog warden Dec '17-Jan ,18	134	0	134	Chq: 681
	K BAIN	Reimbursement for Cilca & allotment water bill	277.43	0	277.43	Chq: 682
	VALLEY	Salt	262.50	52.50	315	Chq: 683
PAYMENTS DUE	HMRC	Tax Apr '18	407.62	0	407.62	Chq: 685
	AIRS	Consultancy for STM	598.20	119.64	717.84	Chq: 686
	SLCC	Webinar	30	6	36	Chq: 687
	CDC	Bins Apr' 18	80	0	80	Chq: 688
	FUNCTION 28	Website hosting	20	4	24	Chq: 689
	K EDWARDS	Litter Mar '18	26.54	0	26.54	Chq: 690
	K BAIN	Expenses Apr '18	34.1	6.14	40.24	Chq: 691
	CDC	Litter bins 17-18	1206.92	241.38	1448.30	Chq: 692
	PROTEC	Patrol Feb '18	62.50	12.50	75	Chq: 693
	A DAVIES	Maintenance invs: 644 & 638	1100	220	1320	1320
RECEIPT	LUFFS	Interment fee		478.40		

-The A Davies invoices will be checked with AT before the cheque is sent.

-SMO asked for information regarding the number of man hours done in the Churchyard. **ACTION: KB**

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

166. Grounds committee:

Noted that there would be a Grounds meeting on 08.05.18 before the full Council meeting.

- (i) Copse Road Recreation Ground: HE reported that a fallen tree had not been removed.
- (ii) Camelsdale Recreation Ground: No further report.
- (iii) Churchyard: No further report.
- (iv) Allotments: No further report.
- (v) Burial Ground: No further report.
- (vi) Other Properties: Lynchmere Green

SMO noted there was increasing concern that we now have oak disease in the area and some of the trees near the Green may have been affected and have either already been felled or will have to be removed in the next few years. Some but not all are Cowdray's responsibility. So far, the ancient oaks seem alright but the tidying up and removal of the silver birch has still not been authorised.

167. Chairman's Report: No further report.

168. Parish Matters

-HE asked about the rules of parking on grass verges; as per item 156- KB will find the policy.

A suggestion was made that replacing verges with parking spaces might be worth investigating.

-SMO asked that Cowdray was contacted again about the silver birch on Lynchmere Green. **ACTIONS: KB**

Meeting closed at 9.19pm.

Signed.....

Date.....

Next Meetings:

The Annual Parish Meeting – Thursday 26th April 7 for 7.30pm in Camelsdale School;

The next Parish Council meeting will be the Annual Parish Council meeting – on Tuesday 8th May at 8pm in Camelsdale School.

Annexe A

Lynchmere Parish Council - Minutes of Planning Committee Meeting held at 7.40pm on 03.04.18 in Camelsdale School

Present: E. Hackett [EH] S. Moore [SMO] C. Randall [CR] **In attendance:** K. Bain Clerk) [KB]

Apologies: C. Duckworth] [CD] S. McCallum [SMC].

Noted that CR declared a non-pecuniary personal interest in application: SDNP/17/06107/FUL as she knows the applicant.

Applications on agenda: The following applications were considered and the committee agreed to propose the actions/ comments to full Council for approval:

	APP NO	PROPERTY	DETAIL	COMMENT/ACTION
1	LM/18/00482/DOM	17 Heath road-	Double storey rear extension, single storey rear extension added to existing, single storey front/porch extension and associated skylights in roof.	No objection, but frosted glass would be suggested for the overlooking window.
2	LM/18/00560/DOM	8 Springfarm Road	Single storey rear extension to replace existing conservatory.	EH to look & report back
3	SDNP/18/00575/HOUS	11 Hammer Hill	Drop kerb.	No objection
4	SDNP/17/06107/FUL	Broomfield House Vann Road.	Demolition of outbuilding and construction of double garage and workshop with loft storage above	Noted that CR declared a non-pecuniary personal interest as she knows the applicant. No objection raised by other committee members
5	SDNP/18/01277/DCOND	Lower Lodge Farm	Removal of conditions	Agreed that a comment would be submitted as per the draft from SMO.
<u>Decision</u>				
	SDNP/18/00027/HOUS	Shulbrede Priory, Lower Lodge Road	Demolition of outhouse reconstruction of single storey outbuilding	PC - No Objection / SDNPA - Approved

Signed..... Date.....