



Lynchmere Parish Council – Minutes of the Annual Parish Council Meeting held on Tuesday 8th May 2018 at 8pm in Camelsdale School

Present-Parish Cllrs: S. Bennett [SB] H. Elliott [HE] E. Hackett [EH] S. McCallum (Chairman) [SMC]
S. Moore (Vice-Chairman) [SMO] C. Randall [CR] A. Thornhill [AT]

In attendance: K. Bain Clerk) [KB] District Cllr. P. Hardwick [PH] 4 members of the public.

A Grounds Committee meeting was held at 7pm – minutes at Annexe C.

18/19

1. (i) To Elect a Chairman for 2018-2019: It was proposed by SB, seconded by AT that SMC be elected Chairman for 2018-2019; she accepted, completed the form and took office.

(ii) To receive the Chairman's Declaration of Acceptance of Office: Received

2. (i) To Elect a Vice-Chairman for 2018-2019: It was proposed by AT, seconded by SMC that SMO be re-elected Vice- Chairman for 2018-2019; she accepted, completed the form and took office.

(ii) To receive the Vice-Chairman's Declaration of Acceptance of Office: Received.

3. Apologies: C. Duckworth [CD] County Cllr. D. Bradford [DB]

4. Visitors' Questions:

A resident of Hammer Hill asked if some notices advertising CPR training at hammer Hill on 23rd June could be displayed; she also noted that at a previous meeting she had asked about possible funding for the rural Hoppa bus service PH noted that she had looked into this, but as transport is a WSCC matter, District Council probably could not grant to it. She suggested that DB be asked to investigate as it needed to be coordinated with Surrey CC, which is currently funding the service to Hammer Hill.

SMO suggested that the current bus survey might be a useful vehicle to confirm support for this bus service.

SMO noted that she was trying to gather information on broadband issues and asked if any particular problem areas could be communicated to Council.

A Parishioner was present to inquire about St. Michael's – he noted that he had that day sent an email to Council (item 16) inquiring about land behind the hall. It was explained that Council was in negotiations with the diocese regarding the property, but this was only for a lease (albeit of 999 years) so it was unlikely that any assignments would be permitted. However, when Council took control of the hall, the land in question would be cleared, which should alleviate the pest issue. It was noted that his query would remain on file and might be considered if appropriate at some point.

He also noted concern about littering as he regularly picks up items in the area and asked who was responsible for any flytipping in Sandy Lane; it noted that this is EHDC responsibility. He was thanked for his efforts and given information on the new CDC 'Against Litter Campaign'.

He also noted that the railings on the railway bridge at the end of Hammer Lane are rotten; noted that this was also EDHC; KB will contact them to ask if they will be repaired. **ACTION: KB**

5. Code of conduct – Declarations of interests in any matters on agenda: EH declared a non-pecuniary personal interest in any discussion on the allotments as she is now an allotment tenant.

6. Minutes - To agree and sign the minutes of the Parish Council meeting held on 03.04.18

An amendment made to Item 156 line 7- 'he' changed to DB. Subject to this change the minutes were approved: **Proposed by SMC, seconded by CR.**

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

- **GDPR:** Noted that KB had circulated a lengthy document to Councillors; it was agreed that as the details for Parish Councils were still unclear, Council would for the present record that it is aware of the implications and will pursue a step by step plan (as outlined in the circulated summary and action plan) to ensure compliance.

KB will contact the Parish Council contacts to offer an 'Opt-in to keep in touch'. Noted that Councillors would not have to change email addresses; but some guidelines would have to be followed to mitigate risk. KB will draw up simple policies for this. HE noted the one key principle is not to keep anything that is not necessary, this includes electronic and paper data.

Noted that if it is required HE would act as DPO.

-**Community Speedwatch:** EH noted that the response has been disappointing but she and KB will contact the few people that have offered to help and get them to do the training.

8. To elect committees for 18-19:

All Councillors present were asked if they wanted to join or step down from any committees; KB noted that the Finance Committee should have another member; CR offered to join this committee: **Proposed by SB, seconded by SMO.** All Councillors present agreed that the Committees for 2018-2019 would be as below:

MAIN COMMITTEES	Finance Committee	Grounds Committee	Planning Committee
	SB, SMC AT, CR	SB, HE, EH, SMC, SMO, AT	CD, EH, SMC CR (SMO)
SUB COMMITTEES	St Michael's Hall	Hammer Recreation Ground Committee of Managers	Lynchmere Society
	SB, SMC, SMO, AT	HE, SMO, SMC, CR	SMO

9. District Councillor's Report: Full report attached at Annexe A.

-SMO noted that Waverley is consulting on possible development sites, one of which is the land behind Ted Orchards old land; this consultation is open and Councillors should respond.

-SMO noted that she had contacted the planning officer regarding the amendment to conditions application for the yurt camp as the deadline had passed.

-SB noted that Council had received a statutory guidance note on local government investments, issued under (Section 151a LGA 2003) effective 01.04.18; this was only received 4 days before the effective date. He noted that it is an overly complicated document unsuitable to a parish council. PH will be sent a copy for information. Agreed that an outline policy would be drawn up.

-AT asked if there was any progress on the families who wanted to swap properties on Hammer Hill. PH noted that CDC were powerless, but had contacted Hyde. It was agreed that KB would check with NG on the status and if appropriate get consent from the families concerned to ask if the Council should write to Hyde on their behalf.

- AT pointed out that one of the houses had been empty for a year.

ACTION: KB

-PH noted that she had raised the matter of residents not receiving a council tax explanatory leaflet with the CDC corporate Governance committee.

10. County Councillor's report: No report.

11. St Michael's: SMC noted that the committee was still waiting for the latest response from the diocesan solicitors and there was no further report at present.

12. Hammer Recreation Ground: Noted that the ground will be marketed on a leasehold basis so the Council can retain control to ensure the best interests of the charity and the parish are met. No further update from the APM meeting.

13. Planning: *Noted that a planning committee meeting had not been held prior to Full Council due to time shortage.*

i) Applications and decisions – 03.04.18 – 08.05.18

APP NO	PROPERTY	DETAIL	COMMENT
SDNP/18/01648/HOUS	Bridge, Haslemere Rd.	Internal alterations and mezzanine floor to create home office	No objection
SDNP/18/01649/LIS – AS ABOVE	Bridge, Haslemere Rd.	Internal alterations and mezzanine floor to create home office	No objection
LM/18/00813/DOM	31 Marley Combe Rd.	Ground floor extension to the front of the property to create and open living kitchen area.	TBC
LM/18/00809/DOM	18 Linchmere Rd.	Two storey side extension, front porch and render finish to house	TBC
LM/18/00761/TPA	Mousehill Marley Ln.	Remove 1 no. limb (back to the trunk) and reduce 2 no. limbs by 4m (all located on the lower to mid third of the main trunk at around 6m) on the eastern sector on 1 no. Wild Cherry (Gean) tree	Tree warden to comment KB will circulate his response when received.
SDNP/18/01881/TCA	Dormer Cottage, Lower Lodge Rd.	Notification on intention to crown reduce by 3m (in height and width) on 1 no. Copper Beech tree and 1 no. Silver Birch tree. Remove stem on southern sector near to ground level on 1 no. Silver Birch tree. Crown reduce by 4-5m (in height and width) on 1 no. Horse Chestnut tree	Tree warden to comment KB will circulate his response when received.

ii) **Other planning matters:** AT noted that there are numerous double garages in the Parish and some have been given permission to convert to separate dwellings; these conversions exacerbate parking issues and there seems to be no continuity for these applications. It was noted that the Council response for such applications is usually to request that such proposals were not to be used as separate dwellings, and that parking is retained. KB will look into these applications and a note will be written to the District Councillors to note these concerns. **ACTION: KB**

Planning contd.

Decisions			
APP NO	PROPERTY	DETAIL	PC COMMENT/CDC/SDNPA DECISION
LM/18/00321/PLD	6 The Spinney Hammer Ln.	Proposed lawful development - loft conversion with side dormer. PERMIT	No objection/PERMIT
LM/18/00184/TPA	24 School Rd.	Reduce the laterals by 2m overhanging the rear garden on 1 no. Oak tree within Woodland, W1 subject to LM/07/00148/TPO.	No objection /PERMIT
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/PERMIT
SDNP/18/00688/HOUS	Marley Hs. Marley Cmm	Installation of a lift to existing four storey dwelling. Construction on the roof (similar to a windowless dormer) to contain the top of the lift shaft.	No objection / APPROVED
SDNP/18/00704/HOUS	Marley Hs. Coach Hs. Marley Cmm.	Addition of 7 no. dormer windows and chimney, replacement of existing garage doors with new fenestration and internal alterations,	No objection /REFUSED
LM/18/00411/FUL	The Mill	External fire escape and internal alterations	No objection / Withdrawn
SDNP/16/03326/FUL	Garden of 1 Stone Pit Cottages, Marleycombe Rd.	Proposed dwelling.	Objection/REFUSED
LM/18/00560/DOM	8 Springfarm Road	Single storey rear extension to replace existing conservatory	No comment submitted. PERMIT
SDNP/17/06107/FUL	Broomfield House, Vann Road	Demolition of outbuilding and construction of double garage and workshop with loft storage above	No objection/Approved

14. Finance

(i) Bank balances as at 28.04.18: NATWEST - £56248.36. LLOYDS - £30481.17. Total Bank Balances - £86729.53. Less unrepresented cheques - £1687.09 Add unbanked receipt £45.82. Total as per cashbook as at 28.04.18 - £85088.26.

(ii) Approval of payments & receipts for the period 03.04.18– 08.05.18

	TO	DETAIL	£ NET	VAT	£ GROSS	PAY TYPE
PAYMENTS MADE	K Bain	Salary Mar '18		ON FILE		SO
	Anvil	'Fone Mar '18	17.49	30.57	20.99	DD
	AC environmental services	Asbestos update survey - STMH	195	39	234	Chq: 695
	K Bain	Salary Apr 18		On file		SO
	SSALC LTD	SSALC & NALC Sub 18-19	722.09	0	722.09	Chq: 696
	SSALC LTD	LCR Review 18-19	17	0	17	Chq: 697
	PROTEC	Patrol Mar '18	62.50	12.50	75	Chq: 698
	A DAVIES	Maintenance invs: 649, 657	270	54	324	Chq: 699
	VALLEY	Re-issue of chq no: 693 for salt bin works as incorrect payee	262.50	52.50	315	Chq: 700
PAYMENTS DUE	SSALC	Training	78	9.60	57.60	Chq: 701
	Surrey Hills solicitors	STM advice	736	147.20	883.20	Chq: 702
	R S Hall	Payroll 18-19	40	8	48	Chq: 703
	HMRC	Tax April '18	401.09	0	401.09	Chq: 704
						Chq: 705
	Camelsdale pre-school	S137 grant 18-19	250	0	250	Chq: 706
	CPRE	SUB '18	36	0	36	Chq: 707
	K Edwards	Litter Apr '18	19.5	0	19.5	Chq: 708
	L Turner	Litter Apr '18	38.44	0	38.44	Chq: 709
	SSE	Hammer Hill streetlight changes	395.94	79.11	474.65	Chq: 710
	K Bain	Office & broadband allowance 18-19	420	0	420	Chq: 710
	K Bain	Shredder	82.49	16.50	98.99	Chq: 710
	K Bain	Paper, ink, postage & storage	105.69	0	105.69	Chq: 710
	NEST	Pension	50.77	0	50.77	DD
RECEIPTS	HMRC	VAT REFUND			7107.34	Bacs
	CDC	1 st Precept instalment 18-19			35753.63	Bacs
	CDC	Refund for overpayment of invoice			80.30	Bacs
	LUFFS	Interment fees			618.40	Chqs
	VARIOUS	Allotment renewal fees			771.64	Bacs/Chqs

All payments & receipts approved: Proposed by SMC, seconded by SB.

(iii) Other Financial Matters:

Noted as per item 9 that Council had received a statutory guidance note on local government investments and would draw up an investment policy; this and other Council policies would be reviewed by Finance committee and presented to Full Council for approval. **ACTION: KB/SB**

-Noted that an invoice for the 17-18 streetlighting had still not been received, despite KB requesting one.

KB noted that if any other Councillors wanted to help with Asset inspections – they should let her know. HE offered to look at the playgrounds.

15. Correspondence 03.04.18-08.05.18

FROM	DETAIL	ACTION
CDC	Statement of Community Involvement	Circulated - To note
CDC	Community Facilities audit	Completed & returned
CDC	'Adopt an area against litter campaign info	To consider & send a report of the work day.
Peter Allen	Concern about pests by St Michael's	Noted
Robert Windle	Draft details for Hammer Rec	HR Trustees to consider
CPRE	Membership renewal 2018	Agreed
VELO SOUTH	Event information	Noted that neither the organisers, CDC nor WSCC had done any consultation prior to publicising the route.
NALC	Updated Financial Regulations & Standing Orders	KB to update & circulate for approval on 07.06.18
NALC	Local council charter for trees woods & people	Noted
ZURICH	Updated Insurance policy for renewal	To consider/approve
CDC	Notice of uncontested vacancy	Noted/filed
Parishioner	Query about installing a mirror on Marley Lane	Noted this had been passed to Highways for clarification.
Parishioner	Query about land behind St Michaels	As per item 4
Consultations		
DCLG Revised-NPPF	Link: https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework	Respond by 10.05.18
NALC Review of Local Government Ethical Standards Stakeholder Consultation	Link: https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation	Respond by: 18.05.18
WSCC Draft Post-16 Transport Policy Statement - 2018/19 Link	Link: https://haveyoursay.westsussex.gov.uk/highways-and-transport/post-16-transport-policy-statement-2018-1/consultation/intro/	Respond by: 25.05.18
WSCC (WSFRS) draft Integrated Risk Management Plan	Link: https://haveyoursay.westsussex.gov.uk/risk/west-sussex-fire-rescue-service-risk-management-pl/	Respond by: 28.05.18
WSCC Bus strategy	Link: https://haveyoursay.westsussex.gov.uk/highways-and-transport/bus-strategy/	Respond by: 10.06.18
WSCC What Matters to You	Link: https://haveyoursay.westsussex.gov.uk/policy-and-comms/wmty2018/	Respond by: 16.07.18

16. Grounds committee: As per Grounds meeting on 08.05.18 Attached Annexe B

-AT noted that she proposed to purchase a new fridge; this had been agreed by Grounds Committee and was agreed by all Councillors present.

-Noted that Grounds committee had agreed that Council should have the final say on maintenance of the Green and the Hamlet Association will be notified of this; agreed by all Councillors present.

-Noted that Grounds Committee had agreed to write to Cowdray outlining concerns over the management of Lynchmere Green.

ACTION: KB

As per Grounds minutes (08.05.18) item 3: No resolution was passed at the full LPC meeting because some Councillors had doubts, but it was agreed that the matter should be given more consideration, so will be put onto the next agenda. Noted also that Council needed to consider its specific stance on Lynchmere Green and whether it would support installing posts if design and funding can be agreed and Cowdray gives consent; the advice from the police is that the problem is likely to recur and has been going on repeatedly for 3 years.

SB proposed on the recommendation of the Grounds Committee that Full Council should competitively tender the maintenance contract on a regular basis; seconded by AT; **agreed.**

17. Chairman’s Report: SMC reported that she had attended the All Parishes Meeting on 28.04.18.

18. Parish Matters:

-AT requested that an order was put onto Mr Holloway’s land as the boundary fence is dangerous and the vegetation is encroaching onto the footpath.

ACTION: KB

- AT noted that the National Trust sign is still missing at Marley Common.

ACTION: KB

- HE asked about the ‘parking on the pavements and verges policy’ as it is regularly impossible to walk down the pavement in Heath Road because residents are unnecessarily parking on the pavements. It was agreed to put something into the next bulletin, ask CDC to intervene, and put something into the school newsletter.

ACTION: KB

Meeting closed at 9.29pm.

NEXT MEETING – TUESDAY 5TH JUNE @ 8PM IN CAMELSDALE SCHOOL

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

Annexe A – District Councillors report

Cllr. Philippa Hardwick Chichester District Council Report to Fernhurst Ward May 2018

Stonepit Cottages (SDNP/16/03326/FUL)

After a site visit, the CDC Planning Committee voted against CDC officers' recommendation and refused this application, agreeing with objectors including this PC, that the proposed development was not suitable.

Stakeholder Groups?

Our consultation officer is currently reviewing our stakeholder list and making sure that we have all of details of the key community groups and residents' associations within our district. Can you give me or CDC the details of any resident or community groups that work with or amongst our community which you as a PC are aware of. Please share this information with CDC, so that we can make sure we are capturing as much information as possible. If you can help, please can you contact either Norma or I or CDC's officer, Sophie Gregory: sgregory@chichester.gov.uk or 01243 521261.

Housing Delivery Stats

In the CDC district during the 17/18 period, a total of 165 affordable units were delivered (144 on market sites and 21 additional units enabled by CDC).

Over the past 5 years 879 affordable homes have been delivered, exceeding the overall 700 unit target set out in the CDC Housing Strategy:

- Target of 550 units on market sites – 640 delivered
- Target of 150 units enabled by the council – 239 delivered

It is estimated that in excess of 200 affordable units will be delivered in the 18/19 period.

The Housing Delivery Team has now appointed **James Brighden** as the new Community Led Housing Officer who will be the main contact for groups wishing to deliver community led housing

Health Protection Warning Notice

In conjunction with Public Health England and Arun DC, CDC's Health Protection Team have been investigating a large Cryptosporidium outbreak centred around Gaston Farm, Slindon (which has a lambing visitor facility).

Several cases of illness affecting CDC residents were reported to the team in mid April.

Cryptosporidium is a protozoan parasite which causes severe diarrhoea, sometimes accompanied by abdominal pain, nausea, vomiting and fever. Symptoms can last up to a month. Infection occurs through the faecal oral route both from farm animals and infected people so handwashing is of paramount importance. Those that have been ill can continue to excrete the organism after they feel well so are prohibited from swimming for two weeks after recovery. Swimming pools that have been visited by an infected person are often a source of transmission because the parasite is chlorine resistant. Similarly, water supplies can become infected requiring that a "boil notice" be issued. At this time the exact route of infection at Gaston Farm has not been determined.

Be vigilant and if any of this community may have been affected, they should notify their doctors of any possible link to the known outbreak at Slindon.

Major Strategic Developments in the District

On 11 April 2018 outline planning permission for 750 homes and associated infrastructure was issued for Phase 1 of the Council's Strategic Development Site at Land West of Centurion Way, Chichester, a key part of the existing Local Plan.

Major Strategic Developments in the Neighbouring District

The Secretary of State has given his consent for a new settlement comprising 1,800 dwellings and associated uses at Dunsfold Park (formerly known as Dunsfold Aerodrome) which is located approximately 3 miles to the north of Loxwood and Ifold (CDC parishes) in neighbouring Waverley Borough. Further details, including the

decision, can be viewed in the following link:

http://www.waverley.gov.uk/info/485/planning_applications/1811/dunsfold_park_new_proposal . The development will include:

- Part Outline proposal for a new 1,800 unit residential settlement.
- 7,500sqm care accommodation.
- A local retail, financial and professional centre with cafes/restaurant/takeaway and/or public house.
- New business uses including offices, and research and development industry, light and general industry, storage and distribution.
- New health centre, relocation of existing Jigsaw School into new premises and provision of new community centre.
- A new two-form entry Primary School.
- Open space including water bodies, outdoor sports, recreational facilities, canal basin and nature conservation areas.
- Public transport routes, footpaths and cycle ways and landscaping.

New CDC Website

- The new look website is expected to be live from 24 April.
- The new design will make it quicker, easier and more usable for customers to access our council services.
- We have increased the prominence of our most requested transactions with eye catching icons. In doing this, customers will find it easier to carry out tasks online - whether that's pay a bill, apply for something, report a problem, or just find information.
- Enhanced designs to our templates mean that customers will be able to access our services at any time and place via smartphones, tablets, laptops or PCs.
- The site has been designed and developed in-house and is part of a drive to improve communication and efficiency (so called "channel shift")

Philippa Hardwick: phardwick@chichester.gov.uk or 01428 642464

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

Chichester District Council Ward Members for Fernhurst & Lynchmere

Annexe B

Minutes of the Grounds Committee meeting held at 7.10pm on 08.05.18 in Camelsdale School

Present: SB, HE, EH, AT, SMC, SMO, SMC **In attendance:** KB. **Apologies:** None

1. Review of expenditure 2017-2018:

KB noted that a summary of Grounds expenditure for 2017-2018 had been circulated with the agenda; the following points were made:

- Although overall the expenditure was within budget, it needed to be noted that the vert-draining had not been carried out in the 17-18 financial year.
- The dog warden had been more expensive than anticipated. It was noted that although expensive the service appeared worthwhile.
- Noted that now that dog waste could be put into normal bins that the necessity for separate dog bins and collections would be considered. KB will source notices for the litter bins to ensure dog owners know they should use the litter bins for dog waste.
- The Tree work budget was well below expected.
- Pavilion utilities were higher than expected; AT noted that on several occasions she had found lights left on in the pavilion; it was agreed that the football club would be contacted and told to make sure the utilities were sensibly managed or they could incur extra costs. Albert at HTYFC will be contacted to arrange a meeting.

AT also noted that one of the new changing room shutters is damaged, possibly by a ball; the shutter company will be asked to look at it to assess whether it is under guarantee or if a they can get the dent out and put it back in its track. Depending on cost of repair an insurance claim could be made if necessary.

- Noted that with the grant from Tesco bags of Help of £1000 there was a sum left in the Camelsdale Reserve which could, if appropriate, be used to update the pavilion kitchen area; AT will ask Chris Pooley to look at the plumbing implications so quotes can be obtained.
- AT asked for approval to remove and replace the broken under counter fridge; this was agreed by all members of the committee.
AT asked that the Hampshire DC who are issuing; 'rubbish tickets' be asked to visit Lynchmere Parish; this will be looked into.
- Bench signs stating that is illegal to drop litter will be sourced.
SB noted that these items needed to be noted for the 18-19 budget consideration.

2. General maintenance:

Noted that the cutting is good, but the general handyman maintenance does sometimes get backlogged.

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3. Lynchmere Green-SMO:

SMO noted that the travelers are back on the green and proposed that the grounds Cttee passed a resolution that LPC would discourage unauthorised encampments on any of its sites and should they occur, LPC would take all reasonable steps to prevent the problem recurring. The Grounds Committee in attendance agreed to this in principle and felt that it should be considered for adoption by the full Council. She has been in touch with Piers Taylor who has been very helpful and suggested that the WSCC volunteers would do the work to put any posts in, but, as she has been informed that Cowdray has agreed to 'tolerate the travelers', nothing can be done at present until the statutory time has lapsed. Cowdray has also now stated that despite offering last year, that they will not contribute to any posts.

Item 3 contd.

She noted that the post issue is complicated further by a split view amongst Hamlet residents on this. It was agreed that KB would contact Cowdray to state that as the licence holder the Parish Council should have free and unfettered access to the Green, so they should not give permission for others to use the land.

It will be investigated whether as licence holder the Council is able to erect posts. Agreed that quotes for purchase of posts would be sourced so that the information is available once a decision is made. EH noted that as posts had been put in at Camelsdale to deter travellers, the policy should be uniform throughout the Parish. SMO noted that Piers Taylor has suggested holding a meeting with Cowdray once the travelers have moved on. Prior to this meeting all the post information and other issues will be listed and circulated to Council for comment. It was noted that the protocol is that the Police should inform a Parish Council about travellers, this has not yet been officially done. SMO proposed that as the licence holder the Parish Council should have the final say on maintenance on the Green. This was proposed by AT and seconded by EH. and agreed by all Councillors present. It would be put to full Council for resolution.

Burial Ground fees 18-19 & Burial Ground:

- It was agreed that the usual 10% increase would be implemented for the next year.
- SB noted that the Burial Ground fence was leaning in areas; KB noted that some posts had been rescued from fallen trees to shore up the fence and this would be done soon.
- It was noted that the Burial Ground income was lower than expected.
- AT asked about replacement grave markers – KB noted that the cost difference between replacing old markers and having a full new set made up was minimal; committee agreed that the the old type markers were preferable; KB will contact the company in Godalming again and progress the matter.
- AT asked if more ground needed to be consecrated; KB noted that she had made initial inquiries into the costs and timings of this, but at present if the space behind the shed was used (which is already consecrated) that there was probably enough space for the next few years. It was noted that a fund should (as discussed previously) be started).

Allotment fees 19-20: *Noted that as an allotment holder, EH did not take part in any discussion on this item.* It was proposed by SB And seconded by SMC that the fees would remain at the same level, for the next year. It was noted that most plot holders do not dig their plots over when they vacate and a system needs to be put in place to manage this.

• **Other matters:**

SB proposed that a recommendation should be made to Full Council to competitively tender the maintenance contract on a regular basis; to this end it was agreed that the contract would be reviewed and tendered for the next financial year. Noted that a policy should be put into place to state that periodically all contracts would be competitively tendered- (every 5 years unless issues arose during the term).

Signed.....

Date.....

Lynchmere Parish Council Grounds expenditure vs Budget 2017-2018

Item	17-18 budget	Actual 31.03.18	% budget	Notes
INCOME				
Burial Ground	3500.0	1837.5	53	
Donations	80.0	50.0	63	
Allotment rents	900.0	718.8	80	
Football match fees	800.0	1225.0	153	
Other	400.0	400.0	100	
Total	5680.0	4231.3	74	
EXPENDITURE				
Cam Rec				
Pitch mowing	1400.0	1120.0	80	
Playground & bike track Maintenance	1200.0	1590.0	133	
Pavilion repairs	500.0	200.9	40	
Pavilion electricity	200.0	493.2	247	
Pavilion water	160.0	292.8	183	
Work day	100	0	0	
Rospa Annual	75.0	68.8	92	
Bike Track Rospa Annual	0.0	68.8	0	
Refuse collection	300.0	366.7	122	
Dog Warden	275.0	634.5	231	Includes 150 from 16-17
Verti draining/sandspreading	4500.0	0	0	
Playground	1500.0	195.0	13	Out of Asset repl res.
Petanque pitch	200.0	0.0	0	
Car park	0.0	500.0	0	
Riverside work	800.0	1575.0	197	
Security services	900.0	787.5	88	
Copse Rd				
Maintenance A Davies	1200.0	1080.0	90	
ROSPA Annual	75.0	68.8	92	
Other	400.0	250.0	63	
Burial Ground				
Maintenance A Davies	1500.0	1881.6	125	
Refuse collection	270.0	357.5	132	
Fence repairs	300	150	50	
Other	1000.0	900.0	90	
Other Properties				
Heathcote corner	1080.0	990.0	92	
Hammer Recreation Ground -Maintenance legal fees ..	1500.0	932.0	62	
Lynchmere Green Rent & maintenance	700.0	525.0	75	
Churchyard maintenance	700.0	780.0	111	
Allotments				
Rental	200.0	200.0	100	
Water	150.0	98.7	66	
Refuse collection	265.0	351.9	133	
Misc	200.0		608	Discretionary
Grass/hedge cutting	420.0	1215.0	0	
Treework	3000.0	700.0	23	
		1177.2		
Litter & dog bin bin collection	1250	8	94	
Litter wardens	1700	1288	76	
Noticeboards	0.0	1195.1		£400 donation rec'vd
A Davies other general repairs & Misc	1000	1420	142	Discretionary inc. boundaries & chipping
Total Grounds excl. discretionary	27820.0	23454.4	84	
Total grounds discretionary	1200.0			
	29020.0			
Total grounds budget incl. discretionary	0			

