



Lynchmere Parish Council – Minutes of the Parish Council Meeting held on Tuesday 5th June 2018 at 8pm in Camelsdale School

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

In attendance: K. Bain (Clerk) [KB] County Cllr. D. Bradford [DB] District Cllr. N. Graves [NG] 3 members of the public.

A Planning Committee meeting was held at 7.40pm – minutes at Annexe A.

18/19

19. Apologies: H. Elliott [HE] District Cllr. P. Hardwick [PH]

20. Code of conduct – Declarations of interests in any matters on agenda: EH declared 2 non-pecuniary personal interests as an allotment tenant and parent of 2 of the litter wardens, listed on the payments list.

21. Visitors' Questions:

~ A Parishioner asked if all tree work needed to go through the planning application process; he was advised that it depended on whether the tree(s) in question were in a TPA, conservation area or subject to a TPO; this information is available from CDC when needed. He was also advised that if any trees on Parish land were of concern, he should contact the Parish Council initially.

~ A Parishioner noted that there is a large fir tree half on his property and half on Highways land which has an electricity cable running through it. He noted he had contacted SSE but they would not carry out any work. He was advised to contact Highways as or when necessary.

~ A Parishioner was present to ask about St. Michael's Hall; SMC reported that the Council was still in discussion with diocese but hoped to bring the matter to a conclusion soon. He noted that the allotment area behind the hall was now being cleared.

22. Minutes - To agree and sign the minutes of the Annual Parish Council meeting held 08.05.18

Minutes approved: Proposed by CR, seconded by EH.

23. Matters arising from the minutes - not included on the agenda

- **Speedwatch:** KB & EH reported that the response for volunteers was still disappointing, the details will be circulated to Councillors as 6 people are needed to organise the training.

GDPR: KB noted that the new privacy policy was on the website and that she had had a fairly good response to the 'Opt-in' email; future bulletins & newsletters should encourage people to re-join the mailing list.

-SMO reported that Hammer Hill Residents have restarted a NHW scheme on the Estate and had a successful cleanup day and party; residents thanked the Council for their help. At present they would not require more help from Piers Taylor's volunteer team.

-She also noted that there had been reports of motorbikes using the path on the Cowdray land by commons (recently unblocked to enable logging work) Cowdray estate will be asked to reinstate the posts to deter the bikes.

-Grounds minutes matters: KB reported: (i) that she has had a reply from the EDHC litter department and would be sending them some more information prior to them arranging a time.

-(ii) CDC will be issuing some signs; these will be laminate initially, but Council can order plastic signs for benches as required. (iii) Noted that CDC had been contacted regarding the need to retain dog-bins and had advised that at present they recommended that these remained in-situ as the level of dog waste permitted in normal litter bins is only a small percentage.

ACTIONS: KB

Matters arising contd.

-Management of Lynchmere Green: Pursuant to minute 18/19 (16)

SMO proposed a resolution that LPC would discourage unauthorised encampments **and occupation of any land managed, or owned by the Council.** on any of its sites and take all reasonable steps to remove them. **This was seconded by CR and agreed by all Councillors present.**

With the help of Piers Taylor LPC would liaise with the Police, CDC, Westhampnett Transit site and Cowdray to try and prevent the problem from regularly recurring on Lynchmere Green where the same Travellers had stayed three years running. The possibility of putting posts on the Green would be reconsidered but there may be other alternatives.

24. District Councillor's report: NG

~ The new enterprise centre in Chichester, near New Park (run by basepoint), which provides space for new businesses is open and proving very successful; another site in Terminus Road is also being developed to meet demand.

~ The 2 options for the A27 (North & South) are s being discussed at CDC on Friday 9 June; NG/PH will report back after this date.

~ A grant scheme of up to £2,500 for enabling small business start-ups is available.

~ She noted that the Landlord & Tenant act is being revised; to ensure that landlords keep rental properties in an acceptable state; CDC is working to keep this enforced.

Community Led Housing meeting will be held on 02.07.18 at CDC offices. Public can attend if interested.

~ The Priory Park Centenary festival will take place in late September; the details will be publicised on the website.

~ The Inspector's decision on the Sturt site has been delayed until at least late June due to illness.

~ CDC has started discussions for the 5-year revision of the Local Plan to allow an extended consideration period.

SMO asked if on-going progress was also reviewed regularly as often permitted developments stagnated. NG noted that they are monitored but not at CDC. and delays in completion of developments are not really enforceable.

~ The Chichester Magistrates court is due to be closed so pop-up court hearings will be held at East Pallant House when necessary.

~ SDNP has submitted their Local Plan to the Secretary of State and is waiting for the response.

~ Universal credits are due to roll out across the District on 08.07.18.

~ The 'Adopt an area' litter campaign is proving very successful.

25. County Councillor's report: DB

~ Noted that the 'Velo South' event in September was proving very controversial across the board and WSCC Councillors had not even been given the opportunity to discuss the event before it was agreed. Fernhurst (& Vann Road) would be greatly affected, particular concern was raised as the cable laying works in Vann Road might not even be finished by then. It was agreed that communication to residents would be essential. Noted that the organisers are holding an information event at Fernhurst Collage Hall on 20.06.18.

~ Potholes: Noted that there are now 13 gangs doing reported potholes along with 2 roving teams who will do unreported potholes. SMO asked in addition to emergency repairs could potholes and other highways maintenance be done by teams visiting individual Parishes for a day or two at a time as this might be more efficient than the present system. DB did not know how the work schedule was arranged, but would raise it. He noted that Chris Dye was very effective and could be asked to attend the Parish again to look at pothole issues and other matters.

~ He noted that Rumbolds Hill in Midhurst was undergoing serious repair work so is closed to traffic; EH noted that this is affecting the school bus timings so pupils going to exams are having to get buses at much earlier than necessary. ~He will be attending a meeting to discuss the results of the recent bus survey and will report back. EH noted that she had responded to the survey but has serious concerns about the safety of the buses; they are often overcrowded and driven dangerously. It was pointed out that seatbelts should be worn on the public buses, as they are on the rural minibus school services. She also noted that the bus times are put earlier and earlier so the schoolchildren have to hang around in Midhurst before school.

County Councillor's Report contd.

~ Noted that there are more funds available for rural broadband. Broadband SMO noted that Sandra Brewin at WSCC had been very helpful although there was still no date for when the second tranche of superfast fibre broadband would be installed in the Hamlet area.

~ SB noted that as raised under minute 18/19 (9) that the Council had received a new statutory guidance on investments which is compulsory and applicable to all local authorities and was inappropriate for a small Parish Council. He asked what advice CDC and WSCC could offer and asked what actions the authorities were taking? Nether NG nor DB were aware of this; KB will re-circulate the document. **ACTION: KB**

26. Planning

(i) Applications and decisions – 08.05.18 – 05.06.18

APP NO	PROPERTY	DETAIL	COMMENT
LM/18/01255/TPA -	Bargate House, Marley Ln.	Fell 1 no. Goat Willow tree within Group, G4 subject to LM/95/00628/TPO.	Tree warden to advise
LM/18/01285/DOM	17 Springfarm Rd.	Single storey rear extension, with bi fold doors and decking. Change use of garage to habitable accommodation. Various alterations and additions.	No objection
Decisions			PC COMMENT/ DECISION
	11 Hammer Hl.	Drop kerb	No objection/Approved
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 side at main union down to 5/6m (above ground level) on 1 no. Silver Birch tree. Crown reduce by 4-5m (in height and width) on 1 no. Sweet Chestnut tree.	No objection/Approved
18/00809/DOM	18 Lynchmere Rd.	Two storey side extension, front porch and render	No objection/ PERMIT

As per Planning committee minutes (Annexe A) it was proposed that a 'No objection' comment was submitted to application no: LM/18/01285/DOM; this was agreed by all Councillors present.

(ii) Other Planning Matters: SMO noted that the issue of the ponds at Upper Covers was still being investigated. She noted that further to the refusal of the Yurt camp application to amend conditions, that the applicants were in discussion with the SDNPA prior to any resubmission. NG was thanked for her work on this matter. Noted that she had asked the planning officer to confirm that Lynchmere would be informed as well as Fernhurst when an revised application was submitted.

KB noted she looked up the application at 12 Marleycombe road as discussed *Minute 18/19 (13ii)* and reported that the Council had objected to this. It was noted that the garage in question appears to be used as a separate dwelling, not ancillary. KB will send the original application to NG to review. **ACTIONS: KB**

27. St Michael's: As per item 21.

28. Hammer Recreation Ground: Noted that the land needs to be registered – KB is dealing with this. The draft sales details are being amended and committee will report back in due course.

29. Correspondence & Invitations -08.05.18 – 05.06.18

ITEM NO	FROM	DETAIL	ACTION
1	DIOCESAN SOLICITOR	Responses to queries & amended lease	As per item 21.
2	Came & CO	Insurance policy 18-19	New insurance policy with different company as agreed by Finance cttee noted.
3	CLERKS & COUNCILS DIRECT	May '18	Circulated
4	PARISHIONER	Query about Hammer Rec situation & progress	KB replied
5	AUDITING SOLUTIONS	Internal Audit report 17-18	FC cttee to consider & report
6	WSCC	Request to cut back tree in Copse Road	AT & KB have inspected & quotes will be obtained.
7	PLAYSAFETY	Notification of Rospa inspections	Noted
8	PARISHIONER	Request to reserve ashes plot in H section	Agreed
9	SOUTH EAST WATER	Transfer of allotment water supply to South East Water Choice	Noted
10	PARISHIONER	Concern about damage to wildlife caused by clearing behind St Michael's Hall.	KB had informed them that it was not a Parish Council matter as the land belongs to the church
11	A SHAXSON	Velo South communication	Noted that there is a consultation meeting in Fernhurst on 20.06.18 & that after this Council would write with concerns if agreed.
12	PARISHIONER	Concern about use of Cam Rec car park by youths and report of fly tipped fridge; request to lock the gate at all times.	As per item 31.

Consultations			
	WSCC - BUS STRATEGY	Link: https://haveyoursay.westsussex.gov.uk/highways-and-transport/bus-strategy/	Respond by: 10.06.18
	WAVERLEY	Preferred Options Consultation on Local Plan Part 2 Link: www.waverley.gov.uk/LPP2 .	Respond by 09.07.18
	WSCC WHAT MATTERS TO YOU	Link: https://haveyoursay.westsussex.gov.uk/policy-and-comms/wmt2018/	Respond by: 16.07.18
	WSCC	School Effectiveness Strategy Link: https://haveyoursay.westsussex.gov.uk/children-adults-families-health-and-education/draft-school-effectiveness-strategy-2018-2022/	Comment by 25.06.18
Invitations			
	WSCC - CLC	7pm-19.06.18. Elsted village hall	
	SDNPA WEST SUSSEX PARISHES WORKSHOP	06.06.18.18:30-21:00. Memorial Hall, South Downs Centre, Midhurst: 18:30 – 21:00	
	RIVER WEY TRUST	Annual Fundraiser at Foley Manor Estate Porstmouth Road Liphook - 30.06.18 / 12-3pm	
	WSCC	North Chichester CLC - Elsted Village Hall 19.06.18 7pm	
It was noted that there is a CDC community networking event on the 7 th June, but very little was known about it.			

30. Finance 08.05.18-05-06.18

(i) Bank balances at 25.05.18: Nat West: £51664.98 / Lloyds: £30481.17. total bank balances: £82146.15. Less unrepresented cheque(s) £2366.79. Add unbanked receipt(s) £585.00. Total as per cashbook as at 25.05.18. £80364.36.
 (ii) Payments & Receipts 08.05.18-05.06.18

	<u>TO</u>	<u>DETAIL</u>	<u>NET</u>	<u>VAT</u>	<u>GROSS</u>	<u>PAY TYPE</u>
Payments Made	ANVIL	'Fone Apr 18	14.45	2.89	17.34	DD
	SSE	Pavilion LX Qtr 1	77.80	3.89	81.69	Chq: 711
	A DAVIES	Maintenance invs: 681,682	200	40	240	Chq: 712
	FUNCTION 28	Hosting Apr-May '18	20	4	24	Chq: 713
	CDC	Bins Apr '18	84.40	0	84.40	Chq: 714
	CAME & CO	Insurance 18-19	1647.86	0	1647.86	Chq: 715
	A DAVIES	Maintenance invs: 680, 703	1040	208	1248	Chq: 716
	K BAIN	Salary Apr '18		ON FILE		SO
Payments Due	AUDITING SOLUTIONS	Internal Audit 2018	375	75	450	Chq: 717
	PROTEC	Patrol Apr '18	75	15	90	Chq: 718
	CDC	Bins Jun '18	84.80	0	84.80	Chq: 719
	L TURNER	Litter May '18	59.28	0	59.28	Chq: 720
	K EDWARDS	Litter May '18	58.50	0	58.50	Chq: 721
	S HACKETT	Litter Mar - May '18	61.75	0	61.75	Chq: 722
	L HACKETT	Litter Mar - May '18	61.75	0	61.75	Chq: 723
	HMRC	TAX Jun'18	452.06	0	452.06	Chq: 724
	HAMMER HILL REC ASSOC	Contribution to insurance	350	0	350	Chq: 725
		<u>Finance contd.</u>				
	FUNCTION 28	Hosting Jun- Jul '18	20	4	24	Chq: 726
	K BAIN	Expenses	322.27	4.17	326.44	Bacs
RECEIPTS	LUFFS	Interment fees			580	Chqs
	PARISHIONER	Allotment renewal fee			25	Chq
	GREENWOOD	Interment fee			543	chq

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

(iii) Other Financial Matters: Noted That Finance Committee would meet before the July meeting to review policies for proposal to Full Council.

Council approval of the Annual Return 2018: A copy of the return had been circulated with the agenda. All Councillors present agreed to approve the Annual Governance statement 17/18 – section 1, and the Annual Accounting Statements 17/18 section 2; and agreed that it should be signed.

SMC and KB signed it. KB will dis play the exercise of Electors Rights and return the form to the External Auditor.

ACTION: KB

31. Grounds committee:

(i) Grounds Minutes of 08.05.18: **Approved; proposed by AT, seconded by SMC.**

(ii) Copse Road Recreation Ground: No further report.

(iii) Camelsdale Recreation Ground:

-Regarding the correspondence about the Camelsdale Rec car park from the parishioner in which concerns had been raised over fly tipping and suspicious vehicles using the car park and a suggestion made that the gate was locked at all times and users were given a key. It was agreed that it was not practical to lock the gate at all times.

-EH suggested that the gate could be locked earlier, but it was noted that the volunteer 'gate lockers' would need to be contacted to discuss this. Noted that AT has reported the fly tipped fridge, and notified the police about the erratic driving of the suspicious vehicle. KB will look into deterrents (CCTV) In addition AT/SMO would contact Piers Taylor and ProTec. AT will speak with the parishioner and thank them on behalf of Council for being vigilant.

It was agreed that at present the matter will be monitored and kept under review. SMO noted that residents should be told to contact the police initially to report any suspicious activity.

ACTION: KB

-AT reported that she and Mr Appleby had done a lot of clearing on the 14th May workday, but there would not be any more this year.

- She has asked C. Pooley for a quote for the pavilion kitchen and will report back when this is received.
- The football club has used the pitch regularly and had a few extra events.
- The verti-draining and sand spreading should be done shortly.
- She noted that volunteers were needed to help paint the pavilion.

Grounds contd

(iii) Churchyard: No report.

(iv) Allotments: EH noted that the cutting crew have twice recently damaged the netting of an allotment holder, KB will speak to A Davies. She noted that at present A. Davies is not keen to take on more general 'handyman type' maintenance at present, although he will continue with cutting as agreed.

(v) Burial Ground: Noted that the 18-19 burial fees as agreed under the Grounds Minutes of 08.05.18 would be published and circulated.

(vi) Other Properties:

-SMO said Lynchmere Hamlet were hoping there would be more wild flowers on the verge outside Stonefield now overhanging branches had been cut back and it was wider but at the moment it was becoming overgrown with weeds and brambles.

A. Davies will be asked to do this strimming. KB noted that if the extra strimming would become regular that A. Davies needed to quote for this.

It was also noted that the unclaimed rubble is still on the verge and that area is getting very overgrown as A. Davies is unwilling to cut around the rubble.

She has recently contacted Cowdray about the treework on the Green, but was advised by Lucy at the estate office (contrary to the to the earlier opinion of the Cowdray Forester) that the trees might not need any work. As previously discussed a letter would now be written to Cowdray listing the issues that needed to be dealt with.

32. Chairman's Report: Noted that the recent twinning week with the Germans from 'Horb am Neckar' had gone very well. AT noted that the Parish is also twinned with 'Nogent Le Rotrou', and 'Baiersbronn'. KB will look in the files to find more information.

ACTIONS: KB

33. Parish Matters: None

Meeting closed at 9.47pm: NEXT MEETING – Tuesday 3rd July @ 8pm In Camelsdale School – the Annual Inspection of the Burial Ground Will Take Place at 7pm.

Signed.....

Date.....

Annexe A

**Minutes of the Planning Committee meeting held at 7.40pm on 05.06.18 in
Camelsdale School**

Present: EH, CD, SMC, CR In **attendance:** KB. **Apologies:** None

1] Application no: LM/18/01285/DOM - 17 Springfarm Rd. – Single storey rear extension, with bi fold doors and decking. Change use of garage to habitable accommodation. Various alterations and additions.

It was noted that as this is an integral garage, it is unlikely that the conversion could be used as a separate dwelling. As there is plenty of parking on the road and no neighbour objections are posted on the portal. Committee agreed to recommend to Council a comment of ‘No objection’

2] LM/18/01255/TPA - Bargate House, Marley Ln. - Fell 1 no. Goat Willow tree within Group, G4 subject to LM/95/00628/TPO. Noted that the tree warden would be asked to advise on this application.

Signed.....

Date.....