

LODSWORTH PARISH COUNCIL

**DRAFT Minutes of the Parish Council Annual Meeting held virtually due to Co-vid 19
On Monday 11th May 2020 at 6.30pm**

Present: Councillors Emma Davies, Chris Fairclough, Justina Leitao, Caroline Neville (Chair), Paul Phillips, James Rees, Tom Richardson and Jim Summers

In attendance: Mrs Helen Cruikshank, Parish Clerk

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. To Elect a Chairman

Nominations for Chairman were invited for the ensuing year. Caroline Neville was proposed by James Rees and seconded by Paul Phillips. There being no other nominations it was **RESOLVED** that Caroline Neville be elected as Chairman of Lodsworth Parish Council.

2. To Elect a Vice-Chairman

The Chairman invited nominations for Vice-Chairman and James Rees was proposed by Paul Phillips and duly seconded by Chris Fairclough. There being no other nominations, it was **RESOLVED** James Rees be elected Vice-Chairman for the ensuing year.

The Chairman said that on behalf of this Parish Council and several former incarnations of Lodsworth Parish Council over the last 9 years, she would like to thank Councillor Paul Phillips for his tireless hard work for the Parish as Vice Chairman. What he doesn't know about this area, the houses and much more is really not worth knowing. He has been a tremendous support to me since I became Chair and I thank him for that. Having said all this, we won't be losing him completely as he remains as a Councillor- we are lucky to have an excellent team at the moment.

3. To Elect members of the Working Parties and Other Committees

It was agreed the responsibilities and Committees 2020/21 would be as follows:

Highways: Tom Richardson

Speedwatch: Emma Davies

Allotment Management: Paul Phillips and Chris Fairclough

Footpaths and Rights of Way: James Rees

Play Area: Emma Davies

Winter Plan: Justina Leitao

Parish repairs: Chris Fairclough and Deryck Hamon (non-Councillor)

Website: Parish Clerk

Safety & Environment: Mark Reed

Specific projects:

Lickfold Bridge Flooding: Jim Summers

Representatives:

Village Hall Committee: James Rees

SDNP: James Rees and Justina Leitao

Cowdray Estate liaison: James Rees

Committees

Planning: All Councillors.

Finance: Caroline Neville, Paul Phillips and James Rees

(Cheque signatories: Caroline Neville, Paul Phillips and Chris Fairclough : to be added)

4. To affirm dates of future meetings 2020/21

The following meeting dates were agreed for the year:

Monday 13th July 2020

Monday 14th September 2020

Monday 9th November 2020

Monday 14th December 2020 (Finance/precept only meeting)

Monday 11th January 2021

Monday 15th March 2021

Monday 10th May 2021 (Annual Meeting)

All meetings are held at 7.30pm at Lodsworth Village Hall. Planning meetings are held as and when necessary. Contact the Clerk for details of these.

PARISH COUNCIL AGENDA

Comments and Questions from members of the Public

There were no members of the public present.

23/20 To note apologies for absence

Apologies had been received from Parish Councillor Mark Reed and County Councillor David Bradford. Thanks were given to David for sending through a written report in his absence.

24/20 Declarations of interest

The Chairman reminded members of the code of conduct.

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25/20 Minutes of the previous Parish Council Meeting

The minutes of the meeting held on Monday 9th March 2020 were approved and signed as a correct record.

26/20 Reports from elected representatives of WSCC and CDC

District Councillor Francis Hobbs said CDC are doing a lot of its meetings via Zoom. He said it was important to keep positive during the current Co-vid 19 crisis, lots of things can be and are being done more locally, it is important to keep safe. CDC had been mentioned in the Government briefing as being one of the top 3 Councils to hand out their business grants. He has nothing but praise for the staff at CDC. The Council is due to lose £6-8 million because of Co-vid 19 which will mean dipping into its reserves. It is hoped that all main services will be retained. There are currently no car parking charges until 1st June but sadly this is not sustainable and there will be some charges re-introduced. Careful thought must go into opening beach and beauty spot car parks. Francis Hobbs added he had been asked to red card the St Peters Well planning application by the applicants. Visit Chichester had been renamed “The Great Sussex Way” to be more inclusive of all businesses and anyone and anything in the whole district.

If you have any issues of a District nature then please do not hesitate to contact Francis on fhobbs@chichester.gov.uk or 01730 813313.

Francis Hobbs left the meeting at 6.55pm

In his absence, County Councillor David Bradford had sent a written report as follows:

It's a great shame we cannot meet in person, but we all know why! Not many of us are untouched – my stepdaughter and her partner have both contracted the virus but as they are Senior Nurses, the NHS paid them a visit, tested fully and now they are back at work. West Sussex has had 299 deaths from the virus regrettably. But currently we have enough PPE, I am told. The great team at the Fire Service have been doing the deliveries where needed.

I am still working hard on all sorts of WSCC matters, the latest being to try and save some of the jobs at Gatwick Airport. Hundreds of families depend on the strength of our local economy. We are lobbying hard.

The County Council will not let me use zoom to communicate with you; they think it is not secure enough. So I will contact you all directly. With Boris's announcement of last night, we seem to have moved from 'crystal clear' to 'fuzzy'.

The main group of County Councillors meet 'virtually' via Skype every Monday morning without fail. Then in the afternoon I often meet on matters such as Pensions; (we run a £4.2Billion fund which has done well under the circumstances; we are usually in the top 3 Councils in the UK).

WSCC discuss all relevant matters. Remember that lots of answers to your problems can be found on the WSCC website. But the situation is 'fluid' and constantly changing and WSCC are not miracle workers. For example, most PPE issues are not down to us.

The Government had to go through a sharp learning curve on Care Homes. But we did help 46 homes last week. Most homes are privately run but it is WSCC who have to step in when 'things go wrong'.

I am told that regulations on Garden Centres are easing so traders are unlikely to be prosecuted for transgressions. Enforcement is being moved from Trading Standards to Environmental Services.

WSCC are in touch with all vulnerable children.

Waste & Recycling sites should be reopening on w/c 11th May but I would avoid them at the beginning – it could be chaos if too many descend on the sites. Remember we have to cope with 7,500 visits per day normally. And there will be lots of limitations e.g. you must black bag everything I am told so probably no cardboard. As far as I can see the local guys who collect from your front door have done a magnificent job.

Covid has cost us maybe £85 Million so far in West Sussex and we are only part funded for this and by law we have to balance our books.

If you are a small business, see if the new 'Bounce Back' scheme can help

See you all in happier times. If you have any issues of a County nature then please do not hesitate to contact David on david.bradford@westsussex.gov.uk or 01730 813313

27/20 Working Party Reports

- **Highways:** A complaint had been received about inconsiderate parking on Shepherds Lane. One instance could have caused loss of life as it took an ambulance 20 minutes to manoeuvre out of a driveway. Paul Phillips suggested the Parish Council erect signs to prevent this occurring however it was felt this may set a precedence as it is a problem throughout the village. Tom Richardson said that it is a difficult area as people don't want yellow lines in rural villages but that is the only official way. He suggested residents talk to their neighbours or leave notes on cars as people may be completely unaware of the situation. It was agreed to keep an eye on the situation. Clerk to submit article into Outlook reminding residents to park considerately and use drives and garages where they can.
- **Footpaths and Rights of Way:** James Rees said there had been some more fly tipping in the parish which had been reported and cleared. He added there have been lots of complaints about dog mess on the parish roads and bags being dumped and left. Clerk to put article into Outlook reminding parishioners to clean up after their dogs or risk a fine.
- **Playground:** Both the playground and the outdoor fitness equipment are currently closed due to Covid 19. Emma Davies reported that the annual inspection is due to take place in June. The playground has been cut recently and some additional strimming was required around the equipment itself. The maintenance contract for the outdoor fitness equipment has been taken out by the Village Hall Management Committee and the rust problem would be dealt with once the company is allowed to attend the site.

- **Allotments:** Paul Phillips reported that there had been some unpleasantness at the allotments of late and time wasted on the issue. Chris Fairclough has now come on board the Management Team to replace Mark Reed who has work commitments. Paul gave thanks to Mark for all his help and support over the past year. It was agreed all allotment holders should be reminded of the allotment rules and etiquette especially “To not cause any nuisance or annoyance to the tenant of another allotment”.
- **Winter Plan:** Justina Leitaó had contacted the Active Communities team for advice regarding the problem with many of the grit bin lids not closing and hence filling with water when it rains. She had been given permission to drill holes in the bottom of them to let the water out. However concern was raised that this would also let the salt/grit out which would contaminate the surrounding area. Paul Phillips and Chris Fairclough to take a look at the bins and come up with a solution
- **Planning:** The following applications have been discussed by the Parish Council since the last meeting:

SDNP/20/00772/CND

Lodsbridge Mill, Selham GU28 0PL
Remodelling of existing extension

SDNP/20/01038/HOUS and SDNP/20/01039/LIS

Rose Cottage, The Street, Lodsworth GU28 9DA
Proposed porch to rear of property

SDNP/20/00934/FUL

The Square House, The Street, Lodsworth GU28 9DG
Erection of an agricultural barn

SDNP/20/00786/HOUS

Harthanger The Street Lodsworth GU28 9BZ

Replace existing porch with new pitched roof porch. Removal of tiles hanging to the west and south elevations, replaced with moisture resistant membrane and oak feather edged boarding. Repairs to chimney and replacement of roof tiles.

SDNP/20/00772/CND

Lodsbridge Mill Selham Road Selham Lodsworth GU28 0P

Re-modelling of the existing extension - (variation of conditions 2 and 3 from planning permission SDNP/19/04851/HOUS) - Change of roof material from lead to insulated aluminium panels with no overhang, finished to RAL 7016, new eaves height will be reduced to approx. 2.6m with an overall ridge height of 3.5m and oak cladding changed to horizontal panels.

SDNP/20/01598/HOUS and SDNP/20/01599/LIS

Location: Leggatt Hill Farmhouse River Lane River Lodsworth Petworth West Sussex

Proposal: Demotion and replacement of existing ancillary buildings to provide pool buildings including pool plant, gym and changing facilities and associated landscaping.

SDNP/01405/FUL

Location: Barnetts Cottages Fitzlea Wood Road East Lavington West Sussex

Proposal: Demolition of two dwellings and replacement with one dwelling and associated annexe, restoration and relocation of timber outhouse, relocation of bridleway, landscape design and drainage works including balancing pond.

Since the last meeting, Chichester District Council/South Downs National Park has made the following decisions:

SDNP/19/05721/HOUS

The Old Vicarage, Vicarage Lane Lodsworth GU28 9DF

Construction of a summerhouse, greenhouse, swimming pool, pool house, outdoor seating area and construction of steps.

Decision: Approved

SDNP/20/00714/DCOND

Rose Cottage The Street Lodsworth GU28 9DA

Discharge of conditions 5 and 10 from planning permission SDNP/16/05734/HOUS.

Case withdrawn

SDNP/20/00578/FUL

Village Hall Gills Lane Lodsworth Petworth West Sussex GU28 9BY

Single storey extension.

Decision: Approved

SDNP/20/00220/HOUS

Altnaharrie School Lane Lodsworth GU28 9DG

Demolition of existing single storey rear extension and construction of a new open sided front porch and single storey rear extension.

Decision: Approved

SDNP/20/01038/HOUS and SDNP/20/01039/LIS

Rose Cottage, The Street, Lodsworth GU28 9DA

Proposed porch to rear of property

Decision: Approved

SDNP/20/00772/CND

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Decision: Approved

28/20 Financial Matters

- The Councils current financial position of £30,098 was noted.
- The bank reconciliation as at 4th May 2020 was noted.
- The schedule of accounts submitted for payment were approved as follows; WSCC (Clerk's April Salaries @ £450), Function 28 Ltd (3 monthly website hosting fee @ £36), Zurich Municipal (Insurance renewal 2020/21 @ £761), Mr Paul Phillips (reimbursement of repairs to allotment greenhouse glass @ £50) and Mrs Jean Huggett (Internal Auditor 2019/20 @ £100)
- Clerk had previously distributed the year-end documents which included:
 - a) Income and Expenditure sheet y/e 31st March 2020
 - b) Bank reconciliation as at 31st March 2020
 - c) Annual Internal Audit Report 2019/20
 - d) Sections 1 and 2 of the Annual Return 2019/20
 - e) Explanation of Variances 2019/20

Members considered these; the Accounts for 2019/20 the Annual Return 2019/20 including section 1: the Annual Governance Statement questions and section 2: the Accounting Statement figures. Members noted the Internal Audit had successfully been carried out. The Annual Return statements and figures were duly proposed and seconded, approved by Full Council and signed by the Chairman.

29/30 Clerk's report including any correspondence

Clerk had received a request for financial support from Marie Curie South East. The Parish Council declined to support this as budgets for the year have been set, funds are limited and it is keen to keep support very local.

30/20 Items to be included in the next agenda

Caroline Neville asked that MAC (Midhurst Area Cycling) be added to the next agenda

31/20 Date of next Parish Council meeting

Monday 13th July 2020

The Chairman closed the meeting at 8pm