

LODSWORTH PARISH COUNCIL

**DRAFT Minutes of the Annual Meeting of the Parish Council held at Lodsworth Village Hall
On Monday 22nd May 2023 at 7.30pm**

Present: Councillors Caroline Neville (Chair), Paul Phillips and Mark Reed

In attendance: Mrs Helen Cruikshank, Parish Clerk
County Councillor Tom Richardson

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. To Elect a Chair

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

2. To Elect a Vice-Chair

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

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

It was agreed the responsibilities and Committees 2023/24 would be as follows:

Highways: Tom Richardson
Allotment Management: Paul Phillips
Footpaths and Rights of Way: James Rees
Play Area: Emma Davies
Winter Plan: Caroline Neville and Mark Reed
Parish repairs: Deryck Hamon (non-Councillor)
Health & Safety including Parish Annual Inspection: Mark Reed
Website: Parish Clerk

Specific projects:

Lickfold Bridge Flooding: Jim Summers
Parish Environmental Group: Jim Summers
Parish Tidy ups: Emma Davies

Representatives:

Village Hall Committee: James Rees
SDNP: James Rees and Caroline Neville
Cowdray Estate liaison: James Rees

Committees

Planning: All Councillors.
Finance: Emma Davies, Caroline Neville, Paul Phillips and James Rees

Bank signatories: Caroline Neville and Paul Phillips.

4. To affirm dates of future meetings 2023/24

The following meeting dates were agreed for the year:

Monday 10th July 2023
Monday 11th September 2023
Monday 13th November 2023
Monday 11th December 2023 (Finance/precept only meeting)
Monday 8th January 2024
Monday 11th March 2024
Monday 13th May 2024 (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.

28/23 To note apologies for absence

Apologies had been received from Parish Councillors Emma Davies, James Rees and Jim Summers. Apologies were also received from District Councillor Francis Hobbs.

29/23 Declarations of interest/Code of Conduct

The Chair reminded members of the Code of Conduct. Councillors signed the declaration forms and the Clerk reminded members to send her electronic copies of their register of interest forms plus post their nil return election expense forms to CDC by 1st June.

30/23 Co-option of Councillor

Tom Richardson was co-opted as a Councillor. He signed the declaration form.

The Chair stated that sadly, Justina Leitao has had to retire due to the pressure of her own important work. We shall miss her logical and calm mind. She has been so helpful over the last few years and will be greatly missed as a valued team member. We are looking for two new volunteer members preferably from Lickfold or Bexley Hill.

31/23 Minutes of the previous Parish Council Meeting

The minutes of the meeting held on Monday 13th March 2023 were agreed and signed as a true record.

32/23 Reports from elected representatives of WSCC and CDC

County Councillor Tom Richardson reported the water outage in parts of Horsham and Chichester Districts had highlighted the lack of emergency plans for a number of parishes. Companies do have vulnerable lists but these are all different and sharing of information is not allowed due to GDPR. It is essential that villages have a resilience plan in place in case of disasters. Although Lodsworth has a proactive mindset, it was agreed that Lodsworth Local Care, Lodsworth Village Hall and the Parish Council meet to discuss and formalise a plan.

Update on Midhurst Road Closure following the fire

Specialist contractors started on site on 15 May and work is under way. A crane has been on site this week to enable detailed inspections of the building to take place. This is a complex project with significant health and safety considerations and the project will progress through a series of important stages during the seven-week programme of work. There will be varying levels of activity on site depending where the contractors are in the programme. The specialist contractors have to design and install support scaffolding to the facades of both listed buildings to prevent their collapse. They now have access to the buildings to do so. Support scaffolding has also to be installed to the flank wall of the Angel Inn, adjacent to Angel Yard, to prevent the collapse of this wall and to allow vehicular access into Angel Yard once again for the residents. A number of chimneys at the Angel Inn also have

to be demolished or removed down to a safe height as they are at risk of uncontrolled collapse. It is hoped the road will be opened within 6 weeks. www.southdowns.gov.uk/midhurst-fire-updates/

If you have any issues of a County nature then please do not hesitate to contact Tom on tom.richardson@westsussex.gov.uk

The Chair reported that there has been quite a shake-up of District Councillors in Chichester. The Liberal Democrats have now taken control and the Conservatives have lost all but 5 seats. Whichever party anyone represents, what is most important is to have an effective and supportive Councillor to assist the District Council and the Parish Councils. We are fortunate that Francis Hobbs has been re-elected as he has always been there to advise the parish council and parishioners alike.

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.

33/23 Working Party Reports

- **Highways:** The tree on the small green triangle at the junction of School Land and Shepherds Lane is currently programmed to be felled on 6th July.
- **Allotments:** Paul Phillips reported there was a mowing issue at the allotments due to ill health. It was agreed that someone should be employed to do the general maintenance even if that meant going over the allotment budget this financial year.
- **Playground:** The Clerk reported the annual ROSPA inspection will take place in June.
- **Planning:** There are currently two outstanding planning applications which will be discussed at a later date:

SDNP/23/01702/HOUS

Collyers Farm, Surrey Road, Lickfold
Proposed outdoor swimming pool

SDNP/23/02044/TCA

Woodmancote, Vicarage Lane, Lodsworth
Notification of intention to reduce back 3. No lowest lateral limbs on south sector by up to 1m, to suitable secondary growth points to 1. no Copper Beech tree

The Clerk to email enforcement about parking and change of use for the property opposite Smithbrook Barn.

The following applications have been discussed by the Parish Council since March's meeting:

SDNP/22/05971/HOUS and SDNP/22/05972/LIS

237 Gosdenheath Farm, Gosden Heath Lane, Lodsworth
Demolition of single storey side extension, front and rear porch structures and detached modern garage building. Erection of two storey side extension and single storey rear covered link between house and outbuilding. Alterations to fenestration. Change of use of existing outbuildings to create ancillary annexe accommodation and yoga studio. Erection of single storey outbuilding to create mitigation bat habitat and landscaping of site.

SDNP/23/00588/FUL

The Watermill, Halfway Bridge
Change of use from office to residential to provide 1 no. two bedroom unit with various alterations including new staircases, windows, doors and balustrading

SDNP/23/01119/PA14J

Redens, Surrey Road, Lodsworth
Proposed roof mounted solar panels

SDNP/23/00613/HOUS

Hollihurst, Hollihurst Lane, Lodsworth
Proposed single storey side extension

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

SDNP/23/00109/TPO

Land North of North Court, Lodsworth House, Lodsworth GU28 9BY
Fell 3 no Sycamore trees and 1 no Hazel tree. Crown reduce by 4m and remove 2 no lower limbs on 1 no Chestnut tree. All trees subject to LD/02/00610/TPO
Decision: Approved

SDNP/23/01119/PA14J

Redens, Surrey Road, Lodsworth
Proposed roof mounted solar panels
Decision: Prior Approval Not Required

SDNP/23/00540/LDE

Land adjacent to Hazelnut Cottage, The Street, Lodsworth GU28 9BZ
Existing lawful development certificate for the use of the paddock NE of Hazelnut Cottage as garden land in connection with Hazelnut Cottage for at least the past 10 years continuously
Decision: Refused

SDNP/22/05195/LIS

Hambledon Farm, Surrey Road, Lickfold
Proposed external and internal alterations to existing kitchen including the introduction of oak framed extension and adjustment of 3 windows.
Decision: Approved

SDNP/23/01287/DCOND

Leggatt Hill Farmhouse, River Lane, Lodsworth
Discharge of conditions 8 (batbox), 9 (birdbox) and 10 (external lighting) of householder permission
SDNP/20/01598/HOUS
Decision: Approved

SDNP/23/00613/HOUS

Hollihurst, Hollihurst Lane, Lodsworth
Proposed single storey side extension
Decision: Approved

SDNP/22/05064/HOUS and SDNP/22/05065/LIS

Bounds Cottage, The Street, Lodsworth
Two storey extension to NW elevation and internal alterations
Decision: Approved

34/23 SDNPA Elections

SDNP elections are being held on 26th June. IF there are any councillors who would like to be considered as candidates for the board of SDNP, nominations will be need to be with Trevor Leggo at WSALC by Friday

26th May.

35/23 Annual Parish Meeting 2023

This will be held on Thursday 15th June at 7.30pm. Matt Gamblen, unit leader at Midhurst Fire Station and Adrian Carter, the station manager are coming to talk. The Parish Council requested this after the very sad and serious fire in Midhurst which has devastated The Angel Hotel and neighbouring old buildings on its northern side. It is hoped there will be reports from the various village organisations.

36/23 Financial Matters

- The Council's current financial position of £31,548 was noted.
- The bank reconciliation as at 15th May 2023 was noted.
- The schedule of accounts submitted for payment was approved as follows:
- To sign off year end accounts and the annual return 2022/23. Appendix 5 relates to the Parish Council's finances from the financial year y/e 31st March 2023. The first page shows the income and expenditure sheet. The Parish Council's 2022/23 financial year started with an opening balance of £26,637. During the year, the Parish Council received an income of £27,445. This consisted of the precept at £17,743, allotment rents and grants and donations. The Parish Council spent £31,862 during the past financial year. This consisted of costs to maintain the Play Area and grounds, Clerk's Salary, Allotments, General Admin including insurance plus grants and donations of £6,150 for the year. This leaves a closing balance as at 31st March 2023 of £22,219. Page 2 is the Bank Reconciliation as at 31st March 2023 which shows the year-end figures. This means the Parish Council accounts are in a healthy but not excessive state which should keep both the internal and external auditors happy. The internal audit has been carried out by Mrs Jean Huggett (as can be seen on page 3) and she agreed that all internal control objectives have been carried out throughout the year raising no concerns. Page 4 is Section 1 : Annual Governance Statement and page 5 is Section 2 : Accounting Statements 2022/23. Appendix 6 is the Explanation of Variances : Details the differences on Section 2 and is required by the External Auditor. All these documents will be uploaded onto the website with The notice of the period for the exercise of public rights. All legal information will be displayed on the notice board.
- The Income and Expenditure sheet y/e 31st March 2023, Bank reconciliation as at 31st March 2023, Sections 1 and 2 of the Annual Return 2022/23 and Explanation of Variances 2022/23 were considered by the Councillors. The Annual Return statements and figures were duly proposed and seconded. Section 1 was approved and then Section 2 approved, both by Full Council and signed by the Chair.

37/23 Reports back from meetings attended by Councillors

There have been no recent external meetings.

38/23 Clerk's report including any correspondence

There was nothing further to report.

39/23 Items to be included in the next agenda

Emergency Planning update

Please let the Clerk know of any additional items to be added to the agenda by Monday 3rd July 2023

40/23 Date of next Parish Council meeting

Monday 10th July 20223

The Chairman closed the meeting at 8.10pm