

LURGASHALL PARISH COUNCIL
DRAFT MINUTES OF THE ANNUAL MEETING
OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL
ON THURSDAY 11TH MAY 2023 AT 7.30PM

Councillors Present: Mrs Brett Burkhart (also in attendance as District Councillor), Mrs J Landstrom, Mr Andrew Loughan, Mrs A Martin-Jenkins (Chairman), Mr N Jowett, Mr Adrian Stainton and Dr A Tate

In Attendance: County Councillor Janet Duncton
Mrs H E Cruikshank (Clerk)

The Chairman declared the meeting open at 7.30pm and welcomed all to the meeting.
There were no members of the public in attendance.

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. TO ELECT A CHAIRMAN

Nominations were invited for Chairman for the ensuing year. Mrs A Martin-Jenkins was proposed and duly seconded and there being no other nominations it was **RESOLVED** that Mrs Martin-Jenkins be elected Chairman of Lurgashall Parish Council and she took the chair.

2. TO ELECT A VICE-CHAIRMAN

The Chairman invited nominations for Vice Chairman and Dr A Tate was proposed and duly seconded. There being no other nominations it was **RESOLVED** that Dr Tate be elected Vice Chairman for the ensuing year.

3. TO ELECT MEMBERS OF COMMITTEES

Planning Committee

Mrs Burkhart, Mr Jowett, Mrs Martin-Jenkins, Mr Stainton and Dr Tate

Finance & General Purposes Committee

Mrs Burkhart, Mr Jowett, Mrs Landstrom and Mrs Martin-Jenkins

Highways (including Winter Planning and Village Green) Committee

Mrs Martin-Jenkins, Mr Andrew Loughan and Dr Tate

Special Responsibilities

Systems Audit – Dr Tate

Playground – Mr Andrew Loughan

Allotment Manager – Mrs Landstrom

Lurgashall Link – Mrs Landstrom

Representatives

Village Hall Management Committee – tbd

L.R.A – Dr Tate

4. TO AFFIRM DATES OF FUTURE MEETINGS 2023/24

Thursday 20th July 2023

Thursday 14th September 2023

Thursday 9th November 2023

Thursday 11th January 2024

Thursday 14th March 2024

Thursday 9th May 2024 (Annual Meeting)

All meetings are to be held in Lurgashall Village Hall at 7.30pm unless otherwise stated. Planning meetings are to be held on the first Tuesday of every month at the Village Hall at 7.30pm if required. Contact the Clerk for confirmation of these.

Sadly, the Parish Council has lost two members as they did not stand for re-election. Both will be missed. The Chairman thanked Ray Cooper for his 28 years on the Parish Council and the huge amount of time, hard-work and commitment he has given so generously to the village.

Public Question time

There were no questions.

PARISH COUNCIL BUSINESS

43/23 APOLOGIES FOR ABSENCE

Apologies were received from District Councillor Eleanora Newbery.

44/23 CODE OF CONDUCT PLUS CIVILITY & RESPECT PLEDGE

The Chairman reminded members of their responsibilities under the Code of Conduct. Members agreed to sign up to the Civility and Respect Pledge and the Dignity at Work Policy as at Appendix 2. This is designed to help define the right behaviours within the Parish Council, to prevent bullying and to support councils demonstrating high standards of conduct.

45/23 CO-OPTION OF COUNCILLOR

There was no co-option. There are now two vacancies.

46/23 MINUTES OF THE LAST MEETING

The minutes of the last Parish Council meeting held on Thursday 16th March 2023 were approved and signed by the Chairman as a true record.

47/23 MATTERS ARISING

The Clerk thanked Ray Cooper and Andy Tate for putting the flagpole and union flag up. She has asked CDC whether the Coronation grant could fund this instead of an event.

The Clerk also thanked all the volunteers who gave up their time to help with the parish tidy up at the end of April. It was agreed this should take place twice yearly, once earlier in the year in March with a second session in October/November. The asbestos and gas cylinders will be picked up by specialist contractors in due course.

48/23 COUNCILLORS REPORTS

County Councillor Duncton had sent through a written report as follows:

- Midhurst is sadly still closed to traffic although the car parks north and south are both open for parking as are the shops in the town. Not for parking but for shopping! The main issue is the instability of the front wall of the Angel Hotel. Now to you and me this seems quite simple but with insurance companies and English Heritage involved I'm afraid it's not so simple. Many in Midhurst would just like the façade to be taken down as the chimney has to be. Now we will all have our opinions of this and mine for the record is take it down. It's a Victorian façade to a Tudor building which has gone completely and we dare not let traffic through, as a heavy lorry may shake the foundations and it may cause it to collapse. Now while to some this is acceptable you have to be aware of who may or could be damaged

as this happened. It is not a risk the County Council can take. In the meantime, when the owners structural Engineers have reported and the insurance company have deliberated the South Downs National Park have stepped in to shore the façade up and when that is safe the County will let traffic through. It is hoped the road will open within 7 weeks.

- Now for the other nightmare. The A29. As yet, once again no agreement with the land owners either side and as you know the land is all in the hands of private landowners. However, you will also know that the County has facilitated the opening for one way traffic and whilst not ideal it is working quite well so let's hope some sense rains there soon.
- The patching machine is out and about now but very tied up with the awful state of the small roads around the Midhurst area which have been so badly damaged by so much traffic using highly unsuitable alternatives to going straight through the town.
- I don't yet have the results of the OFSTED report for our Children's Services but will let you have them as soon as I know.
- I attended a workshop regarding the West Sussex Speed Limit Policy which gave guidance on applying for Community TROs and the wider use of 20mph speed limits near schools and the focus on the functional use of the road to help set an appropriate speed limit.
- Really nothing else much to report this month. Elections have got in the way of normal business I'm afraid.

If there is anything anyone needs Councillor Duncton to look into, please contact her directly.

janet.duncton@westsussex.gov.uk or mobile 07979 152898

Mrs Janet Duncton left the meeting at 8.05pm

District Councillor Burkhart had nothing to report as there had been no meetings since the election took place last week. Any queries of a District nature, please do not hesitate to contact Ellie Newbery on enewbery@chichester.gov.uk or Brett Burkhart on bburkhart@chichester.gov.uk

49/23 FINANCE

The Clerk had previously distributed Appendix 4a and b which included:

- a) A statement of the position of the Council's bank accounts as at 4th May 2023 incorporating details of payments which needed to be made, and for which approval was sought.
- b) Budget Monitoring sheet as at 4th May 2023

The Council's current financial position at £39,023, bank account and budget monitoring sheet were noted. The first instalment of the 2023/24 precept of £12,500 has been received plus £424 in allotment rents.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2023 Salary & Expenses) @ £897 and BHIB Ltd (Annual Insurance Renewal 2023/24) @ £643. The Clerk had received a water bill from Leconfield Estates @ £361.85 for Dec 2022 - March 2023 but Mrs Landstrom is looking into this as it seems high for when the water is turned off for the winter. A direct debit has now been set up for the CDC litter bin emptying yearly invoice.

Letters of thanks had been received from all the organisations to whom the Parish Council had made donations at the last meeting.

The Clerk had previously distributed Appendix 4c which included the end of year 2022/23 documents:

- Page 1: Income and Expenditure sheet.
- Page 2: Bank Reconciliation as at 31st March 2023.
- Page 3: The Internal Audit report signed by Mr James Tree.

- Page 4: Section 1 Annual Governance Statement - 9 statements which Councillors must agree to ensure there is a sound system of internal control. This then must be signed by the Chairman.
- Page 5: Section 2 Accounting Statements 2022/23 - Figures on this sheet can be reconciled to the figures on the Income and Expenditure sheet and must be agreed after Section 1 and again signed by the Chairman.
- Page 6: Explanation of Variances: Details the differences on Section 2 and is required by the External Auditor.

The Parish Council's 2022/23 financial year started with an opening balance of £25,770. During the year, the Parish Council received an income of £26,738. This consisted of the precept at £25,000, allotment rents and additional water charges @ £743, the VAT return refund (£673) grant for the platinum jubilee (£250) and bank interest £72. The Parish Council spent £21,875 during the past financial year. This consisted of costs to maintain the Village Green, the Allotments and the Play Area, Clerk's Salary, General Admin plus grants of £8,610 for the year. The donations of £1,000 have been included for reference but were paid in the new financial year hence not included in the totals. This leaves a closing balance as at 31st March 2023 of £30,633. This is a higher than normal at year end but we have playground repairs to pay for which were delayed.

The Parish Council accounts are in a healthy but not excessive state at year end which should keep both the internal and external auditors happy. The internal audit has been carried out by Mr James Tree and he has agreed that all internal control objectives have been carried out throughout the year raising no concerns. The notice of the period for the exercise of public rights and all other legal information will be displayed on the notice board and website from 4th June.

The Clerk to look into moving some PC money into a high interest bank account.

50/23 PLANNING

The Clerk had previously distributed Appendix 4. Mrs Martin-Jenkins stated the following planning applications had been discussed since the last Parish Council meeting.

SDNP/23/00266/FUL

Maverick Farm, Blind Lane, Lurgashall GU28 9ET
Erection of 1 no. wooden barn

SDNP/23/01376/HOUS

Smugglers Cottage, Jobsons Lane, Windfall Wood Common, Lurgashall GU28 9HA
Remodel existing void/undercroft garden store to a garden store, sensory room and exercise equipment room (following refusal SDNP/01576/HOUS)

SDNP/23/01238/FUL

Barfold Farm, Tennysons Lane, Lurgashall GU27 3BN
New gated access and associated works

SDNP/23/01408/FUL

Road adjacent to junction of Quell Lane to Tennysons Lane, Lurgashall
Erection of replacement gates

SDNP/23/01587/TCA

Lurgashall Village Green, Lurgashall GU28 9ET
Notification of intention to fell 1 no. Horse Chestnut tree

DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING

SDNP/23/01126/APNB

Dial Green House, Dial Green Lane, Lurgashall GU28 9HA
Agricultural barn
Decision: Raise no objection

SDNP/22/05648/HOUS

1 The Quell Cottages Quell Lane Lurgashall West Sussex GU27 3BW
Erection of 1 no. domestic potting shed in rear garden
Decision: Approved

SDNP/23/01144/DCOND

Discharge of condition 12 of permission SDNP/22/02798/CND. | Dial Green House Dial Green Lane Lurgashall West Sussex GU28 9HA
Decision: Approved

SDNP/23/00993/DCOND

1 The Quell Cottages Quell Lane Lurgashall Haslemere West Sussex GU27 3BW
Discharge of conditions 7 and 8 from planning permission SDNP/22/05648/HOUS
Decision: Approved

SDNP/23/00936/DCOND

The Hole Brook Hill Blind Lane Lurgashall Petworth West Sussex GU28 9HB
Discharge of conditions 4, 7, 8 & 9 of Planning permission SDNP/22/01077/HOUS
Decision: Approved

SDNP/23/00899/OHL

Land South East of Dial Green House Dial Green Lane Lurgashall Petworth West Sussex GU28 9HA
Consent under Section 37 of the Electricity Act 1989 - upgrade 3 spans of existing 11 kV Overhead Line (OHL) to 3-phase. Requiring a 3rd line to be added to the existing 2-line power supply
Decision: Raise no objection

SDNP/23/00676/DCOND

Dial Green House Dial Green Lane Lurgashall West Sussex GU28 9HA
Discharge of Conditions 3 (schedule of materials) and 7 (rainwater goods) of planning permission SDNP/22/02798/CND. Dressed Stone and Quoins- Bath Stone Stoke Bed Staddle Stones and walling stone at Ground level- Blaxter stone. Walling Stone- Sussex Cropped with Split Face Chimney detailing- Smeed Dean Docklands Yellow Multi Buff Mortar- Heritage Mortar = NHL 3.5 With Morestead 3mm Sand Roofing- Keymer Goxhill Handmade rooftiles- Autumn Brown (60%) & Dark Red (40%) mix- Granny Bonnets on Hips. Rainwater Goods - Heritage Cast Iron in Matt finish- colour TBD- Black, Anthracite Grey (RAL 7016M) or Chestnut Brown (RAL 8015M) Windows- Thermal Broken Bronze windows Window Subframes- Oak External Doors- Painted Accoya Triple Glazed doors. Ovolo bead detailing to match Windows. Boarding- Oak Square edged boarding- Allowed to silver. - Image shows it weathered. Dormers- Cheeks and Flat roofing- Traditional Lead detailing- including Traditional Lead roll detail on dormer roofs. Half timbering with Lime Render infill- Oak timbers with Lime Render infill- as Tilgate colour. Whilst putting this together, I considered the best way to de-risk this as much as is possible with the Planners. I have therefore included 3 options, one for each of the low-pitched roofed areas. Due to the latter two being reproduction stone slates, I have included the natural stone option- which I have ordered a sample to check how nice it is. Due to availability issues, we have 3 options for the low-pitched roofed areas. The preferred option is P31 (Cardinal Slates). P30-Diminishing Natural Stone

Slate-Sandstone. P31-Cardinal Slates (reproduction stone slates)- This is the one we chose on site. P32-Greys Artstone Cotsway (reproduction stone slates)

Decision: Approved

51/23 HIGHWAYS INCLUDING WINTER MANAGEMENT

Mrs Martin-Jenkins stated that WSCC Highways had patched Jobsons Lane very well and the middle line painting would take place 25/26 May. The Clerk to report the surplus planings which have been dumped in the ditches by the contractors.

The pipes under the road by Greenland Farm had been rodded and cleared by WSCC Highways. It was agreed to keep an eye on this and annual clearance was required to ensure that any surface water drained away properly.

The Clerk to report the pothole by Quell Cottages on Jobsons Lane.

52/23 VILLAGE GREEN: NEW SEAT REQUEST

The need to remove the Horse Chestnut tree on the Village Green had been questioned by residents. Both the Head Forrester at The Leconfield Estates and tree surgeons had sadly concluded that the tree on the North side needs felling as it has declined significantly and poses a safety risk. The beautiful handcrafted metal bench which sits around it, will need to be re-located. It was suggested this be moved to go around the chestnut tree on the smaller triangle adjacent to the green. Mr Stainton kindly offered to get a price for extraction and re-siting.

The Parish Council has received a request for a memorial bench to be placed on the Village Green. As there are already nine benches around the Lurgashall Green, the Parish Council wondered whether the requestor would like to consider putting a memorial plaque on the re-sited tree bench as discussed above instead. The Clerk to respond to the request accordingly.

53/23 PLAYGROUND

The Clerk reported that the annual ROSPA inspection will be carried out in June. Mr Loughan would like to attend the inspection. Mrs Semmens had sent through the quote for the playground repairs which she eventually received from Playsafe Playgrounds @ £4,969 plus VAT. She has had huge difficulty getting any other comparable quotes. She would liaise with Mr Loughan and pass over the role. Decisions on repairs and new equipment would be made once the inspection had been carried out and the report received.

54/23 ALLOTMENTS

Mrs Landstrom and Dr Tate agreed to meet at the allotments to investigate the high water bill. The majority of rent monies had been received; the Clerk is chasing the last few outstanding. Mrs Landstrom stated that the allotments were full.

55/23 RIGHTS OF WAYS

Generally, paths are very overgrown with vegetation and in a bad state.

56/23 L.R.A

Dr Tate reported that the L.R.A had raised money at its recent Quiz Night. The moveable junior goals were being well used by parishioners.

57/23 NOTICEBOARD

Mrs Burkhart stated the Parish Council is very aware of the history behind the noticeboard with it being made locally. She had managed to get another quote for refurbishment by a resident's son for £850 however he also quoted for a new bespoke noticeboard for £1,650. Members all agreed that a new noticeboard was preferable, best value for money in the long term and something really special for the village to celebrate the Coronation.

Mrs Burkhart to approach Savills to find out how much money they are willing to put towards the project for sponsorship.

58/23 DEFIBRILLATOR

Dr Tate stated that this was work in progress.

59/23 MOBILE SKIP

The mobile skip in March was once again busy. The next skip is booked for Saturday 10th June at the Village Hall car park between 10am and midday.

60/23 ANNUAL PARISH MEETING 2023

The Annual Parish Meeting is being held at the Village Hall on Wednesday 17th May at 7.30pm

61/23 CORRESPONDENCE

There was no further correspondence.

62/23 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters

63/23 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 13th July 2023

64/23 DATE OF THE NEXT MEETING

The next meeting is on Thursday 20th July 2023

There being no other business, the Chairman closed the meeting at 9.10pm