

**LURGASHALL PARISH COUNCIL**  
**DRAFT MINUTES OF THE ANNUAL MEETING**  
**OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL**  
**ON THURSDAY 9<sup>TH</sup> MAY 2024 AT 7.30PM**

Councillors Present: Mrs Brett Burkhart, Mrs J Landstrom, Mrs A Martin-Jenkins (Chairman), Mr N Jowett, Mr Adrian Stainton, Dr A Tate and Mr P Wilding

In Attendance: Mrs H E Cruikshank (Clerk)

The Chairman declared the meeting open at 7.30pm and welcomed all to the meeting.

There were two 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, Dr Tate and Mr Wilding

Finance & General Purposes Committee

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

Highways (including Winter Planning and Village Green) Committee

Mrs Martin-Jenkins, Mr Andrew Loughan, Mr Adrian Stainton 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 2024/25**

Thursday 11<sup>th</sup> July 2024

Thursday 12<sup>th</sup> September 2024

Thursday 14<sup>th</sup> November 2024

Thursday 9<sup>th</sup> January 2025

Thursday 13<sup>th</sup> March 2025

Thursday 8<sup>th</sup> May 2025 (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.

### Public Question time

The two members of public spoke about the potentially unlawful works that are currently taking place at Coochway Ground, Lurgashall. The land affected concerns an area of woodland of approximately 4-6 acres which has been impacted by tree clearance and logging. There has been no notice and residents are gravely concerned. There are large stretches of Ancient Woodland and Broadleaved Woodland within the site. No-one has overseen the work. It is estimated that 500-1000 trees have been felled. The indiscriminate felling has been reported to the Forestry Commission who are investigating. The tree officer at Chichester District Council has also been informed. As a result of the clearance, parts of the footpath have been destroyed. This has been reported to WSCC.

*Mr Adrian Stainton arrived at 7.15pm*

The Parish Council to assist and contact the Forestry Commission to ask for a review of the extent of the felling licence and to ask its County and District Councillors for updates regarding the footpath issue and TPO request. The Clerk to also contact SDNP.

*The two members of public left the meeting at 7.25pm*

*Mr Neil Jowett arrived at 7.30pm*

## **PARISH COUNCIL BUSINESS**

### 41/24 APOLOGIES FOR ABSENCE

Apologies were received from Parish Councillor Andrew Loughan.

### 42/24 CODE OF CONDUCT

The Chairman reminded members of their responsibilities under the Code of Conduct.

### 43/24 MINUTES OF THE LAST MEETING

The minutes of the last Parish Council meeting held on Thursday 14<sup>th</sup> March 2024 were approved and signed by the Chairman as a true record.

### 44/24 MATTERS ARISING

There were no matters arising which were not on the agenda this evening.

### 45/24 FINANCE

The Clerk had previously distributed Appendix 3a and b which included:

- a) A statement of the position of the Council's bank accounts as at 2nd May 2024 incorporating details of payments which needed to be made, and for which approval was sought.
- b) Budget Monitoring sheet as at 2nd May 2024

The Council's current financial position at £42,055, bank account and budget monitoring sheet were noted. The first instalment of the 2024/25 precept of £12,500 has been received plus £353 in allotment rents.

The members duly approved the payments for Mrs H E Cruikshank (Clerk's March & April 2024 Salary & Expenses) @ £853 and Clear Councils (Annual Insurance Renewal 2024/25) @ £683, The Leconfield Estates (Allotment water charges) @ £34, The Leconfield Estates (50% charge for the supply, plant and guard of replacement Oak tree) @ £49, Goss Mini Skip Hire (Mobile skip) @ £1032 and Mr James Tree (Internal Audit 2023/24) @ £50.

The Clerk had previously distributed Appendix 3c which included the end of year 2023/24 documents:

- Page 1: Income and Expenditure sheet
- Page 2: Bank Reconciliation as at 31st March 2024
- Page 3: The Internal Audit report
- Page 4: Section 1 Annual Governance Statement
- Page 5: Section 2 Accounting Statements 2023/24
- Page 6: Explanation of Variances

The Parish Council's 2023/24 financial year started with an opening balance of £30,633. During the year, the Parish Council received an income of £27,107. This consisted of the precept at £25,000, allotment rents, the VAT return refund (£793), a grant for the Kings Coronation from CDC (£432 for the new flagpole and union flag) and bank interest of £235. The Parish Council spent £24,098 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 £7,350 for the year. The donations of £950 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 31<sup>st</sup> March 2024 of £33,643. This is a higher than normal at year end but we have playground repairs to pay for which have been 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 4<sup>th</sup> June.

Members considered the Accounts for 2023/24, the AGAR 2023/24 including section 1: The Annual Governance Statement questions and section 2: The Accounting Statement figures. The statements and figures were duly proposed and seconded. Sections 1 and 2 were approved by Full Council and signed by the Chairman.

#### 46/24 PLANNING

The Clerk had previously distributed Appendix 4. Mrs Martin-Jenkins stated that no planning applications had been discussed since the last Parish Council meeting.

### **DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING**

#### SDNP/23/05113/HOUS

Location: Foxholes Tennysons Lane Lurgashall West Sussex GU27 3BJ

Proposal: Renovation of dwelling and studio outbuilding including internal works, various window changes, new rooflights on north, south-west and north-west elevations. Amendments to Soil Vent Pipe and stove flue positions. Refurbishment of existing flat roof extension including new rooflight. Replacement of timber decking and balustrades

Decision: Approved

#### SDNP/23/05161/HOUS and SDNP/23/05163/LIS

Location: Cotchet Farmhouse Cotchet Lane Lurgashall Haslemere West Sussex GU27 3BS

Proposal: New window and door openings and alterations to roof on ancillary building. New internal access to bat roof.

Decision: Approved

SDNP/23/05177/FUL

Location: Centre of pond, Near Weyspring Park, Bell Vale Lane, Fernhurst GU27 3DJ

Proposal: Single storey building at the rear of main building for staff restroom and laundry extension

Decision: Approved

SDNP/23/04698/FUL

Location: Meadow Cottage Cotchet Lane Lurgashall West Sussex GU27 3BS

Proposal: Erection of dwelling and detached garage with associated works following demolition of existing dwelling and 3 no. outbuildings

Decision: Refused

47/24 HIGHWAYS INCLUDING WINTER MANAGEMENT

The owner of the Noah's Ark had organised for the drain under the access track leading to Orchard Farm to be rodded out @ £1,400 as it was continually flooding. It was agreed that the Parish Council should contribute £500.

Roundhurst Lane is a disgrace and needs attention. The Clerk to report the potholes which are reappearing opposite Dickhurst Farm.

48/24 VILLAGE GREEN

The Clerk to write and thank Gary Sharp for kindly painting the white posts around the Village Green.

49/24 PLAYGROUND

The Clerk reported that the annual ROSPA inspection will be carried out in June. The Clerk to ask Mr Loughan whether he would like to attend the inspection as he did last year.

50/24 ALLOTMENTS

Mrs Landstrom reported that the allotments are full with a waiting list of 6. There had been a recent tidy up with 15 plot holders helping out.

51/24 RIGHTS OF WAYS: LAND AT COOCHWAY GROUND

It was agreed to hold a separate meeting to discuss further the tree felling issue at Coochway Ground and also the land at Windfallwood Common.

52/24 MOBILE SKIP

The mobile skip in April was once again popular. The Clerk to book the next skip for Saturday 5<sup>th</sup> October at the Village Hall car park between 10am and midday.

53/24 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There were no urgent matters

54/24 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 4<sup>th</sup> July 2024

55/24 DATE OF THE NEXT MEETING

The next meeting is on Thursday 11<sup>th</sup> July 2024 at 7.30pm

There being no other business, the Chairman closed the meeting at 7.55pm