

LURGASHALL PARISH COUNCIL
DRAFT MINUTES OF THE ANNUAL MEETING
OF THE PARISH COUNCIL HELD AT LURGASHALL VILLAGE HALL
ON THURSDAY 14TH MAY 2026 AT 7.30PM

Councillors Present: Mrs Brett Burkhart (also in attendance as District Councillor), Mr Neil Jowett, Mrs Jane Landstrom, Mr Andrew Loughan, Mr Tony Macaulay, Mrs Anthea Martin-Jenkins (Chairman), Mr Adrian Stainton, Dr Andrew Tate and Mr Peter Wilding

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

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

Public Question time
There were no questions.

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. TO ELECT A CHAIR

Nominations were invited for Chair 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 Chair of Lurgashall Parish Council and she took the chair.

2. TO ELECT A VICE-CHAIR

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

3. TO ELECT MEMBERS OF COMMITTEES

Planning Committee

Mr Jowett, Mr Andrew Loughan, 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 Loughan, Mr Macaulay, Mr Stainton and Dr Tate

Special Responsibilities

Systems Audit – Dr Tate

Playground - Mr Loughan

Allotment Manager – Mrs Landstrom

Lurgashall Link – Mrs Landstrom

Representatives

Village Hall Management Committee – Dr Tate and Mr Macaulay

L.R.A – Dr Tate

3. TO AFFIRM DATES OF FUTURE MEETINGS 2026/27

Thursday 9th July 2026

Thursday 10th September 2026

Thursday 12th November 2026

Thursday 14th January 2027

Thursday 11th March 2027

Thursday 13th May 2027 (Annual Meeting)

All meetings will be held in Lurgashall Village Hall at 7.30pm unless otherwise stated

PARISH COUNCIL BUSINESS

41/26 APOLOGIES FOR ABSENCE

There were no apologies.

42/26 CODE OF CONDUCT

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

43/26 MINUTES OF THE LAST MEETING

The minutes of the Parish Council meeting held on Thursday 12th March 2026 were approved and signed by the Chairman as a true record.

44/26 MATTERS ARISING

There were no matters arising.

45/26 COUNCILLORS REPORTS

County Councillor Janet Duncton stated there was little to report this time but to assure everyone that business as usual at WSCC with all the services continuing as normal. We have had our first get together after the recent elections, just to sign the paperwork and next week on the 22nd May, we have the Annual Council meeting when all the political parties will put their committee decisions before the Council. Interesting times. I am hoping to get back on Planning and Rights of Way so we shall see. Obviously being the third Party and with the Liberal Democrats joining with Labour and the Independents, Conservatives only get 14 committee places.

That said of course we all have the chance to air our views at Council and I will be doing that and, in my opinion, the best thing we do is work with our communities and you don't have to be on a committee to request say road repairs or raise school issues.

You can be assured that I will continue to work with my parishes as ever. It's the best bit of my work anyway and I also try and get to some village lunches where I meet others from the villages. Please be assured that I will do my best for all my parishes and look forward to working with you for however long it is that this Government says regarding getting on with Unitary Authority development. You will have seen that the present Minister cast aside all our requests for WSCC wanting one unitary so that everyone had the same service in West Sussex, the Districts and Boroughs wanting two which we could live with but would be more expensive and of course two different services. Then there was Brighton and Hove that wanted five thereby putting us in large debt for many years. Steve Read the Minister has now decided after saying he wanted 4 to go back out to consult everyone again at however many millions so there we are. Watch this space.

As ever my email is janet.duncton@westsussex.gov.uk or mobile 07979 152898

District Councillor Brett Burkhart reported on the following:

Consultation on Dogs in Public Spaces

The council is currently reviewing the rules for dogs in public spaces and are we are seeking views on proposals to extend and amend the existing Public Space Protection Order (PSPO) for dog control, which is due to expire in October 2026. The consultation, which runs from 8 May until 5 June, gives people the opportunity to comment on the council's proposals and people can take part by visiting:

<https://letstalk.chichester.gov.uk/dogsinpublicspaces/participate> Under the current PSPO, the requirement to immediately remove dog mess applies only to public land, such as footpaths, verges, parks and the foreshore. We are now proposing to extend this requirement so that it applies to all publicly accessible land across the district, including privately owned land that is open to the public and free to enter, excluding Forestry Commission land. This would mean that dog fouling measures would apply to the same areas as the current requirement to keep dogs on leads when directed by an authorised officer. Dogs are welcome in most public spaces, but it is generally recognised that having some designated areas where people can exercise or spend leisure time without dogs can be beneficial — for example, fenced children's play areas. Under the proposals, all existing dog exclusion areas would remain in place, both year-round and seasonal. This includes year-round exclusions in all fenced children's play areas on public land and in Priory Park and Bishops Palace Gardens in Chichester, as well as the seasonal exclusion in a section of Selsey Beach from May to September each year. In addition, we are proposing to extend dog exclusion rules so that all privately owned, fenced children's play areas are dog-free throughout the year. Publicly owned children's play areas will continue to be dog free. Although not part of the proposed 2026–2029 PSPO, the consultation also seeks early views on whether additional dog-control measures may be needed in designated locations within the Chichester Harbour Area in the future. This follows evidence that off-lead dogs can disturb protected bird species.

A copy of the draft PSPO and answers to frequently asked questions about how the order works and why it is used can be found on the council's consultation web hub: <https://letstalk.chichester.gov.uk/dogsinpublicspaces>. People can share their views in the survey by visiting:

<https://letstalk.chichester.gov.uk/dogsinpublicspaces/participate> before 5pm on Friday 5 June 2026. A paper copy of the survey can be requested by emailing: letstalk@chichester.gov.uk.

Update on Local Government Reorganisation in West Sussex

We recently received the news that the government has rejected proposals made by local authorities in Sussex and has not yet made a decision on which unitary solution should be taken forward in Sussex. Instead, it announced that it would run a second consultation on proposals covering the whole of Sussex. It is currently mulling over two new proposals: the first is to move CDC into a unitary with Crawley BC, Horsham DC and Mid Sussex DC, thereby leaving a second unitary of Arun DC, Adur DC and Worthing DC. The second proposal would see boundary changes moving wards in Peacehaven and Saltdean from Lewes DC to Brighton & Hove. The government intends to consult on these options after the local elections.

Food Waste Collection

Roll out of the new household food waste service is now well underway. At this juncture all of the district is supposed to have received food waste starter packs, and the first collection rounds have started. Starter packs have been delivered across the district in phases. You should have received your bin before your first collection. Check collection dates on the app and [find out more](#)

Chichester District Council has engaged a search firm to find the owners of the field on Blind Lane to claim back their awarded £53,000 costs. At the moment there is no sign of them.

Contacting your District Councillors

Brett can be contacted on email bburkhart@chichester.gov.uk or telephone 07876594168

Ellie can be contacted on email enewbery@chichester.gov.uk or telephone 01428 656 941

46/26 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 incorporating details of payments which needed to be made, and for which approval was sought.
- b) Budget Monitoring sheet as at 7th May 2026.

Payments were authorised for Mrs Helen Cruikshank (Clerk's March & April salary plus exps) @ £974, West Sussex ALC Ltd (Annual subs 2026/27) @ £220, Clear Councils (Annual Insurance renewal 2026/27) @ £824 Dr Andy Tate (Reimbursement of defib pads) @ £56 and Mr James Tree (Internal Audit 2025/26) @ £50.

The Council's current financial position at £44,815, bank account and budget monitoring sheet were noted. The first instalment of the 2026/27 precept of £12,500 and allotment rents @ £390 had been received.

The Clerk had previously distributed Appendix 3c which included the end of year 2025/26 documents:

- Page 1: The Internal Audit report carried out by Mr James Tree on 12th May. He agreed that all internal control objectives had been carried out during the year raising no concerns. This is the last year James will be doing this so we will need to find another Internal Auditor.
- Page 2: Section 1 Annual Governance Statement
- Page 3: Section 2 Accounting Statements 2025/26
- Page 4: Bank Reconciliation as at 31st March 2026
- Page 5: Explanation of Variances
- Page 6: Income and Expenditure sheet
- Page 7: Notice of Public Rights

The Parish Council's 2025/26 financial year started with an opening balance of £35,367. During the year, the Parish Council received an income of £29,294. This consisted of the precept at £25,000, allotment rents (£780) and bank interest of £183, VAT reimbursement (£715) and SDNP CIL payment (£2,616). The Parish Council spent £25,490 during the last 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 £7,450 for the year. This excludes the playground refurbishment as this was paid in the current financial year 2026/27.

This leaves a closing balance as at 31st March 2026 of £39,170. The Parish Council accounts are healthy and hopefully with an explanation the external auditors, Moore should be happy. The notice of the period for the exercise of public rights and all other legal information will be displayed on the website from Weds 3rd June until Tuesday 14th July 2026.

Members considered the Accounts for 2025/26, the AGAR 2025/26 including section 1: The Annual Governance Statement questions and section 2: The Accounting Statement figures.

46/26 sub item 1 Section 1: The Annual Governance Statements were duly proposed, seconded and approved, then signed by the Chair.

46/26 sub item 2 Section 2: The Annual Figures were duly proposed, seconded and approved, then signed by the Chair.

The Chair thanked the Clerk for all her hard work with the year-end accounts and preparing all the necessary financial paperwork for the external audit.

47/26 PLANNING

The Clerk had previously distributed Appendix 4. Mr Wilding reported on the following:

PLANNING APPLICATIONS DISCUSSED SINCE THE LAST PC MEETING

SDNP/26/00397/HOUS

Sybs Farm Jobsons Lane Windfall Wood Common Lurgashall West Sussex GU27 3BX
Erection of greenhouse

DECISIONS RECEIVED FROM CDC/SDNPA SINCE THE LAST PC MEETING

SDNP/25/03896/DCOND and SDNP/25/03897/DCOND

Wheelwrights House Hillgrove Lane Lurgashall West Sussex GU28 9EW
Discharge of Conditions 3 (Materials), 7 (Window & door), 8 (Boundaries sample panel), 9 (Eaves), 10 (Link extension), 11 (Skirting and architrave) and 12 (Rainwater goods) from Planning Permission SDNP/25/02591/HOUS and from Planning Consent SDNP/25/02592/LIS
Decision: Approved

SDNP/26/01019/DCOND

1 The Quell Cottages Quell Lane Lurgashall West Sussex GU27 3BW
Discharge of Condition 3 (schedule of materials) and 4 (light mitigation details) of householder planning permission SDNP/24/02628/HOUS (APP/Y9507/W/25/3362433)
Decision: Approved

SDNP/26/00591/DCOND

Foxholes Tennysons Lane Lurgashall West Sussex GU27 3BJ
Discharge of conditions 3 (materials) and 7 (Ballustrade) from planning permission SDNP/23/05113/HOUS
Decision: Approved

SDNP/25/04930/PRE

Priory Stones Hillgrove Lane Lurgashall West Sussex GU28 9EP
Stage 2 pre-application advice - Two storey front and rear extensions, internal alterations and refurbishment, elevation alterations, loft conversion and construction of detached garage building (written advice with site visit)

The Clerk to contact the Environmental Agency to report the destruction of Ancient Woodland on Jobsons Lane.

48/26 HIGHWAYS INCLUDING WINTER MANAGEMENT

The Clerk to report the dreadful state of Roundhurst Lane again. Dr Tate said he was ready to check the grit bins for the audit in August.

49/26 VILLAGE GREEN

All agreed the Village Green looks lovely and ready for the fete on Saturday 6th June.

50/26 PLAYGROUND

Mr Loughan said he would like to meet with the playground inspector when the annual inspection takes place in June. The Clerk to contact Playsafety Ltd to arrange. Mrs Burkhart asked whether there was any new equipment which may require funding from Chichester District Council. It may be possible to get something for the older children. Mr Jowett enquired whether there was any funding available for the Village Shop. With only three directors, they are looking for an extra to help with grant applications and a financial background.

51/26 ALLOTMENTS

Mrs Landstrom reported the allotments were full, invoices had gone out and the hedges will be cut again in the autumn. The Clerk said there were a few outstanding rents which she and the allotment manager would chase for payment. Mrs Landstrom thanked Mr Macaulay for fixing the gate.

52/26 RIGHTS OF WAYS

Everything is growing! The Clerk to report several issues raised on the parish footpaths plus the broken road signage on Blind Lane again.

53/26 L.R.A

Dr Tate reported that the L.R.A has applied for some funding from SDNP for exercise bars at the Jubilee field. The hedge laying looks good but needs the bracken pulling out. There is some new fencing in place in the car park area for cricket matches, weddings and funerals.

54/26 MOBILE SKIP

The Clerk to book the next visit on Saturday 11th July, 10am - midday.

55/26 CORRESPONDENCE

The Clerk spoke of the SDNP Local Plan Consultation

www.southdowns.gov.uk/planning-policy/new-south-downs-local-plan/

The National Park Authority is preparing a new Local Plan to guide how and where development takes place in the National Park over the next two decades, replacing the current Local Plan adopted in 2019. The goal of the Local Plan is to address vital issues such as the need for affordable housing, quality development, restoring nature, climate action, a flourishing rural economy and helping local communities thrive. The proposed Local Plan has been shaped by a consultation last year that involved almost 2,000 people and organisations, who submitted more than 3,700 comments on proposed policies, sites and evidence. The new consultation runs until 23rd June.

56/26 TO CONSIDER URGENT MATTERS AT THE CHAIRMAN'S DISCRETION

There was nothing further to consider.

57/26 ITEMS TO BE INCLUDED ON THE NEXT AGENDA

Please let the Clerk know of any additional items by Thursday 2nd July 2026

58/26 DATE OF THE NEXT MEETING

The next meeting is on Thursday 9th July 2026 at 7.30pm. Mrs Landstrom gave her apologies for this.

There being no other business, the Chairman closed the meeting at 8.40pm