

# HEYSHOTT PARISH COUNCIL

**Chairman:** Robert Harris  
**Clerk:** Jane Crawford  
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**website:** <https://heyshott.org.uk/>

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**MINUTES:** Meeting of Heyshott Parish Council No 5 Year 1/23-27

**Held on:** Tuesday 14 November beginning at 19.00.

**At:** Cobden Hall

**Present:**

|                |                   |
|----------------|-------------------|
| Robert Harris  |                   |
| Bridget Adler  | Jane Constanduros |
| Simon Hook     | Fiona Mackay      |
| Anthea Phillip | Christopher Weeks |

In attendance: District Councillor Francis Hobbs and one parishioner (part)

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meeting of the Council and its Committees.

The meeting followed a powerpoint presentation on the next steps of the Parishes' Environment Group Greenheal which was attended by everyone above.

1. **APOLOGIES FOR ABSENCE:** County Councillor Tom Richardson
2. **DECLARATIONS OF INTERESTS:** None
3. **MINUTES OF MEETING: No 4/Year 1/23-27 of 24 October 2023** were agreed and signed.
4. **DISTRICT COUNCILLOR:** Francis Hobbs reported  
**Dunford House:** The planning application had been refused mainly on the grounds of water neutrality. WSCC Highways were sympathetic to using Hollow Lane as it would be possible to enlarge the passing places and a mitigating fact was that car drivers could see if someone was coming in the opposite direction and could therefore wait to avoid having to back-up.  
**Canine Partners site:** The site was now under an enforcement order and the police were no longer doing their dog training there. Nothing further had been heard from Canine Partners.
5. **MEMBERS OF THE PUBLIC:** No item was raised.
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
  - 6.1. **Greenheal:** Report on the presentation held before the meeting SH.  
The plan was for Greenheal to become a charity and although there were some reservations, it was thought that HPC should support it. It had been mentioned that each parish should put in £1 per household (131 homes in the parish). See finance report below.  
**Action:** SH to thank Elaine and inform her of HPC's support. **Action 187:** SH to write report for the newsletter.
  - 6.2. **Arrange first aid course:** Chairman, AP and Laura would attend. It was agreed that HPC would pay what was thought to be £30 each to attend. Afternote: Red Cross at Portsmouth, Basingstoke, Guildford or Hove. **Action 188:** CH/AP to book themselves on a course.

## 7. FINANCE AND GENERAL PURPOSES

### 7.1 Financial Report

| Receipts                           | Detail  | Ref     | Amount            |
|------------------------------------|---|---------|-------------------|
| NatWest                            | Interest Sept £15.92, October £17.59                            | H       | £33.51            |
| Cash                               | Playground fund-raising event                                   | M       | £60.00            |
|                                    |   |         |                   |
| <b>Payments since Sept meeting</b> |   |         |                   |
| Cowdray Estate                     | Cricket ground and pavilion rent                                | C05     | £10.00            |
| A Michell                          | Mowing  | C07     | £1,440.00         |
| J Crawford                         | Clerk September   | A01     | £232.05           |
| The Tall Dog                       | Payroll September   | A02     | £18.00            |
| Wildwood Antiques                  | Notice board and bus shelter                                    | C10/C09 | £210.00           |
| Playsafe Playgrounds               | Annual playground inspection                                    | C01     | £182.40           |
| F Mackay                           | Pavilion key and wood preservative                              | C05     | £27.99            |
| J Crawford                         | Clerk October   | A01     | £232.05           |
| The Tall Dog                       | Payroll October   | A02     | £18.00            |
|                                    |   |         |                   |
| <b>Payments due</b>                |   |         |                   |
| David Hills                        | Mowing cricket ground   | C04     | £1,050.00         |
| St James PCC                       | Newsletter  | A08     | £268.20           |
| CDC                                | Election expenses   | A09     | £204.00           |
| J Crawford                         | Clerk November  | A01     | £353.41*          |
| The Tall Dog                       | Payroll November  | A02     | £18.00            |
|                                    |   |         |                   |
|                                    | <b>Total</b>  |         | <b>£1,541.83</b>  |
| <b>Payments due December</b>       |   |         |                   |
| AGD                                | Ditching estimate   | C08     | £1,760.40         |
| JCD                                | For printing  | A02     | £1.63             |
| J Crawford                         | Clerk December  | A01     | £247.22           |
| The Tall Dog                       | Payroll December  | A02     | £18.00            |
|                                    |   |         |                   |
| <b>Balances 14/11/2023</b>         |   |         |                   |
| <b>Current account</b>             |   |         | <b>£3,235.05</b>  |
| <b>Reserve account</b>             |   |         | <b>£13,854.65</b> |
| <b>TOTAL</b>                       |   |         | <b>£17,089.70</b> |
| <b>Actual HPC Reserves</b>         | <b>Less Playground £5,585.61<br/>+ Fishing £699 (£6,284.61)</b> |         | <b>£10,805.09</b> |

**\*Clerk's pay award:** WSALC notification re Clerk's pay: Spinal column 22 has gone up to £16.30 (from £15.30) per hour backdated to 1 April 2023. The monthly pay will be £247.22 an increase of £15.17. Back pay is £15.17 x 7 months = £106.19. November pay £106.19 + £247.22 = £353.41. The Clerk's pay award was approved.

**Resolved:** To agree above payments above including for all payments due in December. Proposed by The Chairman, seconded by FM, with all in favour.

**Resolved** to put aside £250 for Greenheal to be paid when needed. Proposed by the Chairman, seconded by FM, with all in favour.

**HPC email storage:** The Clerk was receiving warnings that HPC storage space was running out. The cost of 1GB of mail storage would be £40 pa instead of the £26 currently being paid for 250MB. SH felt that this was very expensive and a cheaper alternative should be found. The Chairman would look into it. The Clerk was asked to delete larger emails. She had already deleted a lot of emails which was very time consuming. **Action189: Chairman and Clerk.**

7.2. **Playground:** The Clerk reported again to remind Councillors of the plans for the playground.

**Playground money held by HPC: £5,585.61.**

Phase 1: Remove all woodchip surfacing - PGC would do FOC; Turf area £500 - PGC will lay it down. PGC had obtained 4 quotations and Playsafe was cheapest quote for installing safagrass safety surfacing £2,000. **Total spend £2,500 (+ VAT).** This will be done as soon as possible.

There was £1,000 in Budget for the playground safety surfacing. **Resolved:** To grant the playground £1,000 to be put towards the safety surfacing. Proposed by JCD, seconded by FM, with all in favour. Phase 2 Climbing frame to be made by Playsafe and safety surfacing £14,000. HPC should consider applying for a grant of £7,000 either from CDC or SDNPA CIL which will take 6 to 9 months PGC would do more fundraising to make up the shortfall.

7.3. **Pavilion insurance:** Chairman reported that he had spoken to the Cowdray properties department and emailed them as instructed. He had not heard anything further.

7.4. **Budget 2024-25 work party date: Afternote:** The meeting would be held on Monday 4 December 2023 and would be attended by The Chairman, FM, JCD and the RFO (Clerk).

**Action 190:** Chairman, FM, JCD and RFO

## 8. ENVIRONMENT AND AMENITIES

8.1. **Playground (PGC) report:** Inspection of equipment and signing the book (bring book to meeting); annual equipment inspection report. No report.

**New Tree:** The Chairman was asked to find out what tree was going to be planted at the playground so that HPC could approve it. **Action 191: Chairman**

8.2. **Highways and Public Rights of Way**

**Heyshott Winter Plan:** The plan had been submitted to WSCC with a note explaining that it was still a work in progress. The Chairman volunteered to be the co-ordinator. It was on the website and posters were due to be put on the notice board. **Action 192:** Chairman design posters

**Bex Mill Bridge** and possible Traffic Regulation Order for all roads in parish – no report in TR's absence. The signs needed attention at the Bridge. **Action 193: ?**

8.3. **Flooding** CW reported

**Ditching had begun:** Monday: Hoyle Lane; Tuesday: Unicorn, Cobdens and Farriers; Thursday: Foundry including the ditches on either side of the two pipes which went under the road and including unblocking the pipes; Friday: Rectory.

WSCC Highways, not Cowdray, owned the land beside the road at the Foundry. **Action 194: CW** to draft report for Newsletter.

**Drains:** Parishioners should be encouraged to clear leaves out of the drains. **Action 195: Clerk** to put in the Newsletter.

**Bridleway on Heyshott Common:** Cowdray had started to cut down the gorse and was due to return to finish the job.

8.4. **Commons and open spaces:**

**The bonfire** had caused a mess which had taken some time to clear up.

**Parish trees** – CW to walk around parish with an expert. AP would join him. BT were due to deal with a tree which had fallen on the telephone wires by Long Meadow. Another tree had fallen across the footpath at the pond. **Action 196: CW/AP**

**Maps:** JCD brought the parish maps and would meet with CW to work out a plan for maintenance work including wild grass banks around the village. There were also a lot of areas with brambles. There was a joint responsibility for all to keep the village looking smart. **Action 197: CW/JCD**

## 9. PLANNING

9.1. **New applications:** These applications arrived after the Agenda deadline.

**SDNP/23/04296/FUL - Hoyle Lane Stables:** Demolition of 1 no. modern stable building. Conversion and alteration of equestrian stables to create 1 no. four bedroom dwelling unit. (Due 11 December)

**SDNP/23/04630/HOUS - Polecats:** Proposed garden storage building and open log store. (Response due 13 December)

9.2. **Decisions awaited**

**SDNP/23/03370/LDP - Lower Cranmore Farm** - Erection of a single-storey rear conservatory and a front entrance porch.

**SDNP/23/02792/HOUS – Cobdens** - Proposed single storey rear extension to existing dwelling, demolition of chimney and bay window, removal of later rear porch and changes to fenestration.

**SDNP/23/03024/HOUS - The Granary** - Replacing a box dormer with 2 new pitched roof dormer windows. Conversion of existing garage into an annex.

**10. COBDEN HALL (FM)**

The Hall heating was no longer operated by £1 coins.  
The talks continued to be well attended.  
AP was thanked for arranging for an AED preparation kit.

**11. CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS:** No outstanding emails

**12. DATE OF NEXT MEETING: Tuesday 9 January 2024 HPC Budget meeting 7.30 at the Cobden Hall.**

**CONCLUSION: 20.50**

**Chairman..... Date.....**

**Action from meeting 14 November 2023**

|     |             |                       |                                    |   |
|-----|-------------|-----------------------|------------------------------------|---|
| 187 | SH          | Greenheal             | Draft report for Newsletter        | ✓ |
| 188 | Chair/AP    | First Aid             | Book on course                     |   |
| 189 | Chair/Clerk | Email storage         | Find best option                   |   |
| 190 | RH,FM,JCD   | Budget meeting        | 5.30 pm Monday 4 December          |   |
| 191 | Chairman    | Playground tree       | Ask to be informed before purchase |   |
| 192 | Chairman    | Winter plan           | Design poster for board/website    |   |
| 193 | ?           | Bex Mill bridge signs | Ask WSCC Highways to renovate      |   |
| 194 | CW          | Ditching              | Draft report for Newsletter        | ✓ |
| 195 | Clerk       | Drains                | Keep clear in Newsletter           | ✓ |
| 196 | CW/AP       | Trees                 | Walk round with expert             |   |
| 197 | CW/JCD      | With maps             | Plan maintenance work              |   |
|     |             |                       |                                    |   |

**Action from meeting 12 September 2023**

|     |          |                  |                                       |         |
|-----|----------|------------------|---------------------------------------|---------|
| 170 | Chairman | First Aid course | Organise                              | ongoing |
| 173 | Chairman | Pavilion         | Contact Cowdray re insurance          | ✓       |
| 175 | CW       | Winter plan      | Speak to potential volunteers         |         |
| 176 | Chairman | Winter plan      | Try to find snow clearance contractor | ongoing |

**Action from meeting 11 July 2023**

|     |    |                 |                                    |  |
|-----|----|-----------------|------------------------------------|--|
| 162 | TR | Quiet Lanes TRO | Set up joint meeting with parishes |  |
|-----|----|-----------------|------------------------------------|--|

**Action from meeting 8 November 2022**

|     |     |            |   |  |
|-----|-----|------------|---|--|
| 129 | JCD | Playground | Look for documents in papers held by AP |  |
|-----|-----|------------|---|--|