

DRAFT

HEYSHOTT PARISH COUNCIL

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

MINUTES: Meeting of Heyshott Parish Council No 1 Year 1/23-27
Held on: Tuesday 16 March 2023 beginning at 20.05
At: Cobden Hall

Present: Robert Harris
Bridget Adler Fiona Mackay
Anthea Philip Christopher Weeks
Absent: CC Tom Richardson and DC Francis Hobbs

In attendance: No parishioners

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.

1. **APOLOGIES FOR ABSENCE:** Jane Constanduros and Simon Hook
2. **DECLARATIONS OF INTERESTS:** Bridget Adler and Christopher Weeks as neighbours of Hoyle Stables (Minute 9.2)
3. **MINUTES OF MEETINGS: No 9/ Year 4/19-23 of 14 March 2022 and No.10 (Planning) of 19 April 2023:** The Minutes were agreed and signed.
4. **WSCC and DISTRICT COUNCILLORS.** No reports in their absence.
5. **MEMBERS OF THE PUBLIC:** No member of the public was in attendance
6. **CHAIRMAN'S REPORT AND MEETING REPORTS**
 - 6.1. Coronation report: FM and BA reported.
Nearly 200 people had attended the picnic and there had been positive feedback. HPC thanked everyone who had helped.
The Chairman would write to Monty to thank him for making the Coronation seat round the tree near the pub. **Action 146: RH**
It was hoped to get a picture of Monty with the seat in the Newsletter. **Action 147: BA .**
 - 6.2. Parish Environment Group (PEG): The Chairman had delivered the brochure to most houses, but there had been no feedback to date. The Chairman could not continue with being HPC representative on PEG – someone else would be appointed at the next meeting.
 - 6.3. New policies on Solar panels and Dark Night Skies. The Clerk had written to CDC about solar panels but had no response. She would email CDC again. **Action 148: Clerk**
Dark Night Skies policy had been suggested by NS and would be discussed at the July meeting

7. FINANCE AND GENERAL PURPOSES

7.1. Financial report

Name	Detail	Ref	Amount
NatWest	Interest March £10.74, April £9.57	H	£20.31
CDC	Precept	L	£3,500.00
OS	Coronation portaloos gift		£250.00*
Payments since March meeting			
G. Wilson	Village land clearance	C03	£480.00
The Tall Dog	Payroll March	A02	£18.00
J Crawford	Clerk March + extra time*	A01	£450.08
J Crawford	Clerk's expenses/ petty cash	A02	£88.35
The Tall Dog	Payroll April	A02	£18.00
J Crawford	Clerk April	A01	£232.05
Kerrytype	Coronation forms	G	£39.53
BA for Amazon	Coronation	G	£43.39
Payments due May			
WSALC	Subscription	B02	£104.71
JCD	APM wine	A03	£19.25
BHIB	Insurance renewal	A04	£274.59
RS Hall	Internal audit	A05	£240.00
The Tall Dog	Payroll May	A02	£18.00
J Crawford	Clerk May	A01	£232.05
Payments due June			
Parish Council websites	Website and emails	A08	£224.00
The Tall Dog	Payroll June	A02	£18.00
J Crawford	Clerk June	A01	£232.05
Balances 16/05/2023			
Current account			£3,764.70
Reserve account			£12,267.09
TOTAL			£16,031.79
Actual HPC Reserves	Less Playground £4,113.40 + Fishing £699 (£4,812.40)]		£11,219.39

* **Afternote:** Gift paid in on 2 May 2023, but not reported at meeting.

Resolved to make the above payments for May and those due in June. Proposed by FM, seconded by AP, with all in favour.

HPC was due to receive £506 for last year's VAT repayment from HMRC.

Ditches: CW reported that ditch work cost £375 per day and it would take about 3 days this year. If it was done annually, it would take only 2 days. **Resolved to order ditch work.** Proposed by FM, seconded by AP, with all in favour. The work would be undertaken in September. **Action 149: CW to order.**

Commons: Estimate £1,200 for mowing. It had been advised that one mow would suffice.

Resolved to order work. Action 150: Clerk

Playground: JR would be ordering a replacement goal approximately £100 + postage and a toddler swing approx. £135 + postage. HPC would pay for the equipment using funds held for the Playground Committee.

Ash tree: The Ash tree on the play area was causing a nuisance and the Playground Committee would like it to be felled. It was thought it might have ash die-back. It would need a TRO application and it was agreed that HPC would ask a local tree expert to give advice on it. **Action 151: CW**

Coronation expenses: The final financial outcome was not yet known. However, there was an outstanding invoice for printing of £89 at Kerrytype. FM also suggested they should make a photobook of the day which would cost £50. **Resolved to pay Kerrytype and order book.**

Action 152: FM

Budget with year-end figures had been emailed to members. Total expenditure had been £12,000 less than budget and receipts £800 over budget which left a deficit of £2,500 on the year. Reserves were £12,634, but less Playground and fishing actually £7,852.

Risk Assessment had been undertaken by JCD and the Clerk. (JR came out to see what was going on)

- Playground: There were concerns over the bark and it was suggested to JR that the Playground Committee should get quotes for it to be replaced by a permanent safety surface as a matter of urgency. See Action 141 5 October 2022.
- The seat at Leggs Lane might need another coat of wood preserver. **Action 153: FM**
- The shutters on the pavilion might need painting and one of the concrete blocks for the seats had fallen down. **Action 154: FM**

- 7.2. **Annual Return 2022-2023 Certificate of Exemption** was gone through and approved by the Council. Proposed by the Chairman, seconded by AP, with all in favour.
- 7.3. **Annual Return 2022-2023- Internal Audit report** Councillors had been sent the Internal Auditor's report. She reported that the accounting arrangements, procedural controls, records and documentary evidence were considered to be satisfactory, and accurately recorded the Council's financial position.
- 7.4. **Annual Return 2022-2023 - Annual Governance Statement** was gone through and approved by the Council. It was signed by the Chairman and Clerk.
- 7.5. **Annual Return 2022-2023 - To agree the accounting statements.** Councillors had been emailed a copy of the Annual Return, the Bank Reconciliation, the Explanation of Significant Changes, the Fixed Assets Register and Risk Assessment. The Certificate of Exemption, Annual Governance Statement and Accounting Statements were agreed and signed by the Chairman and Clerk
- Resolved: To submit the Annual Return to the External Auditor.** Proposed by FM, seconded by AP with all in favour. The AGAR (Annual Return) and notices of the public's rights to inspect the accounts would be put on the notice boards by 2 June 2022. All the accounting papers would be put on the website. **Action 155: Clerk, BA**

8. **ENVIRONMENT AND AMENITIES**

- 8.1. **Playground (PG) report:** There was no report, but see above Risk Assessment.
- 8.2. **Highways and Public Rights of Way:** There was a dangerous pothole on the bend near the Church. The Chairman would email TR about it. **Action 156: Chairman. Afternote:** Work should be completed by 30 May 2023.
- 8.3. **Flooding:** Drainage Mill Lane: Initial inspection by WSCC drainage engineer for Watershed – still no action.
- 8.4. **Commons and open spaces:**

9. **PLANNING**

- 9.1. **South Downs Local Plan review: Parish Priorities Statement:** JCD would look at it on return.
- 9.2. **New applications:**
SDNP/23/01045/FUL - Hoyle Stables - Conversion and alteration of equestrian stables to create to 2 self-contained dwelling units for holiday let use. There had been a fact-finding meeting held on 19 April 2023 and the Chairman now asked for a decision on HPC's response. The Chairman, AP and FM decided HPC had objections to the application.
SDNP/22/05477/FUL and SDNP/22/05478/LIS Dunford House: See below. Changes are a reduction in size of the proposed extension, additional highway information and additional comments on landscape. HPC still had objections to the plans and new changes. A comprehensive letter of objection would be submitted by the Clerk.

DRAFT

- 9.3. **Decision:**
SDNP/23/00216/TCA - Paddock East of Upper Cranmore - fell 6 Poplar trees. **SDNPA: Permit**
- 9.4. **Decisions awaited**
SDNP/22/03312/HOUS – Bex Mill Bungalow - Change use of loft space to habitable accommodation and 3 no. new dormer windows.
SDNP/22/05440/FUL - Walkers Farm Peace Road - Replacement dwelling.
SDNP/22/05477/FUL and SDNP/22/05478/LIS Dunford House - Change of use of conference and training centre events venue (Sui Generis) and heritage information area (F1(c) Use Class) with public access (number of days tbc) and replacement manager's accommodation.
SDNP/23/00702/CND - 5 Leggs Lane - The erection of a 3 bay garage following the removal of an existing garage building - Variation of Condition 2 - changes to first floor for bathroom and bedroom/study area.

10. **COBDEN HALL (FM)**
The Hall was getting a clock.
Talks would be starting again in the Autumn and the cinema would be returning with a Disney film for young and old.
Refurbishments were continuing and Blackhorse Cottages.
First aid course. It was felt that it would be beneficial to hold a course particularly for the parish organisers and helpers of the playground, Cobden Hall, the Pub and Bonfire and other events. St John’s Ambulance ran courses which combined first aid and how to use a defibrillator. The Chairman would ask LP about it. **Action 157: Chairman**

11. **CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS:**
TRO A272 40mph June Lane to Woolbeding Lane: Midhurst Area Cycling had asked for support from HPC for this TRO which also included widening the path along the A272 at this point to make it safer for cyclists, mobility scooters and walkers. HPC was fully in support of cycling and the Clerk was asked to register its support for the TRO. **Action 158**

12. **DATE OF NEXT MEETING: Tuesday 11 July 2023 HPC meeting 7.30 at the Cobden Hall.**

CONCLUSION: 20.50

Chairman..... Date.....

Action from meeting 16 May 2023

146	Chairman	Coronation seat	Write to thank Monty	✓
147	BA	Coronation seat	Get photo for Newsletter	Ongoing
148	Clerk	Solar panels	Remind CDC re policy	
149	CW	Ditch work	Order for Sept from AGD	
150	Clerk	Commons	Order mowing	✓
151	CW	Playground ash tree	Get expert advice	
152	FM	Coronation book	Order	
153	FM	Seat at Leggs Lane	Check if needs treatment	
154	FM	Pavilion	Check shutters and seat strut	
155	Clerk/BA	Annual Return	Organise publication n/board & website	✓
156	Chairman	Church pothole	Write to TR	✓
157	Chairman	First Aid course	Ask LP about it	

DRAFT

158	Clerk	A272 TRO	Register HPC's support	✓
-----	-------	----------	------------------------	---

Action from meeting 10 January 2023

138	Clerk	Hoyle Lane drain near stables	Contact WSCC Highways again	Ongoing
139	Clerk	Foundry bridge flooding	Arrange for site meeting with WSCC	Ongoing
140	CW	Hyde Park water on road	Investigate to see if water leak	

Action from meeting 8 November 2022

129	Chairman	Playground	Look for documents in papers held by AP	
-----	----------	------------	---	--

Action from meeting 5 October 2022

114	CC/Clerk	Safamulch surfacing	Obtain quotations	
115	Clerk	CIL fence grant	Withdraw application	✓
116	CC	Woodchip	Rake to retainer edge and swings	
117	CC	Climbing frame	Obtain at least 2 estimates	