

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 No1 /Year 2/23-27

Held on: Tuesday 14 May 2024 beginning at 20.05.

At: Cobden Hall

Present: Robert Harris
Jane Constanduros Simon Hook
Fiona Mackay Anthea Phillip
Christopher Weeks

In attendance: District Councillor Francis Hobbs (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.

- 1. APOLOGIES FOR ABSENCE:** Bridget Adler and County Councillor Tom Richardson
- 2. DECLARATIONS OF INTERESTS:** None
- 3. MINUTES OF MEETINGS: No 8/Year 1/23-27 of 12 March 2024:** The Minutes were approved and signed.
- 4. DISTRICT COUNCILLOR:** Francis Hobbs reported
Planning: The CDC Local Plan had been submitted for examination (by the planning inspectorate) – this did not affect parishes in the National Park.
The planning system was unfit for purpose and a review of its systems was being undertaken to make planning more transparent and easier to understand. Other areas of planning were being discussed on a national level.
Dunford House: The SDNPA had a new chief planning officer who understood the issues.
Environment Group Greenheal: An email had been sent (report below 6.1), FH hoped that HPC would maintain an open dialogue with the other parishes.
Roads were increasingly bad and cars were being damaged. WSCC was not communicating, and FH was pressing for greater transparency.
The Chairman together with the Chairmen of Graffham and East Lavington were meeting Joy Dennis at WSCC. FH suggested they use the opportunity to ask her to come out and see what is going on especially with repeater potholes.
Angel Hotel: FH was asked what was happening to the Angel Hotel in Midhurst a year after the fire. He said the matter was still being discussed by insurance companies but that he knew SDNPA wanted a resolution as soon as possible as they were in discussions with the owner about how to renovate the site. The value of the site was high.
- 5. MEMBERS OF THE PUBLIC:** A parishioner had asked for help with mowing his frontage. It was felt that HPC should not take on any more mowing. The Chairman would draft a letter to the parishioner with suggestions and explaining the situation. **Action 218: RH**
Another parishioner thought that Cowdray should help with paying for the ditch work undertaken by HPC.

6. **CHAIRMAN'S REPORT AND MEETING REPORTS**

- 6.1. SH reports: Green HEAL update: The Greenheal committee had emailed SH to say that they did not think HPC could remain as a silent partner – SH would reply. **Action 219: SH**
- 6.2. Proposed visit to HPC by Andrew Griffith MP (SH). It was not appropriate for Mr Griffith to visit HPC with an election due some time this year. A parish meeting could be arranged for him to visit afterwards if re-elected. **Action 220: SH** to write to MP.

7. **FINANCE AND GENERAL PURPOSES**

7.1. **Financial report including year-end Budget; Risk Assessment**

Receipts	Detail	Ref	Amount
NatWest	Interest March £10.86, April £11.04	H	£21.90
Cash	Playground event	P	£345.00
CDC	Precept	J	£4,500.00
Payments since March meeting			
G Wilson	Village mowing/clearance	C03	£558.00
J Crawford	Clerk March + extra time (£171.15)	A01	£418.47
J Crawford	Clerk's expenses	A02	£94.90
The Tall Dog	Payroll March	A02	£18.00
Technix	Playground safagrass	P	£809.94
J Crawford	April	A01	£247.22
The Tall Dog	Payroll April	A02	£18.00
JR for Chandlers*	Topsoil for safety surfacing	P	£176.23
ICO	Data protection fee	A07	£35.00
Payments due May			
WSALC	Subscription	B02	£102.15
JCD	APM wine	A03	£28.00
J Crawford	May	A01	£247.22
The Tall Dog	Payroll May	A02	£18.00
Keeping Records	Internal Audit	A05	£175.00
Clear	Insurance**	A04	£310.50
Payments due June			
J Crawford	June	A01	£247.22
The Tall Dog	Payroll June	A02	£18.00
Balances 14/05/2024			
Current account			£2,000.00
Reserve account			£11,643.38
TOTAL			£13,643.38
Actual HPC Reserves	Less Playground £5,171.80		£8,471.58

Resolved: To make the above payments including for payments due in June. Proposed by FM, seconded by AP, with all in favour.

* The Playground Committee had ordered topsoil. The payment was agreed by emailing HPC.

****Insurance:** Clerk had email Clear querying amount as should be £275 (year 2 of 3 year contract) and there were also a few other queries. **Afternote:** The Clerk phoned Clear who said they would look into 3 year contract, but had not replied so JCD had paid. Other queries had been answered.

Banking: Current signatories: Clerk, JCD, AP, (Simon Lakin and John Murray).

Agreed to have FM, Agree online access for Clerk: deferred to next meeting

Ditches: Resolution to order ditch work: deferred to next meeting

Playground: Now safety surfacing had been completed, PGC would like to order climbing frame from Playsafe. They were undecided whether to go for a grant because of delay. HPC thought they should apply for a grant. **Action 221: RH**

Budget 2024 to 2025 with year-end figures had been emailed to members. Total expenditure had been £12,784, less than budget and receipts £10,309 over budget (Playground £1,847), which left a deficit of £2,475 on the year. Reserves were £9,279, but less Playground actually £4,364.

Risk Assessment had been undertaken by The Chairman and the Clerk.

- **Playground:** The big slide had a rough part which needed smoothing over; old pedal cars should be removed. **Action222: RH**
Waiting for weather to improve for the installation of the safagrass.
- **Trees:** Poplars had been tidied up by HPC .
- **The seat at pond** might need repainting. FM said the estimate was £418 (Budget £200 for all repairs). Noticeboard FM would get estimate; the bus shelter should be fine, but it would be checked. **Action 223: FM**
- **Pavilion:** All the loose concrete blocks for the seats were laid down for safety reasons. Ivy needed to be removed from the back of the building. The Chairman and FM were due to meet Cowdray about the pavilion. **Action 224: RH and FM**
- **Cricket ground:** ditch clearance needed. **Action 225: CW**

7.2. **Annual Return 2023-2024 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 2023-2024- Internal Audit report** Councillors had been sent the Internal Auditor's report. Having reviewed the accounts and paperwork provided she was able to confirm that the financial processes appear thorough, accurate and complete. The documentation was very efficiently collated and cross referenced and the financial records accurately recorded the Council's financial situation.

7.4. **Annual Return 2023-2024 - 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 Certificate of Exemption 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 10 June 2024. All the accounting papers would be put on the website. **Action 226: Clerk. Action 227 and 228: RH, BA**

8. ENVIRONMENT AND AMENITIES

8.1. **Playground (PGC) report:** Inspection of equipment and signing the book (bring book to meeting); safety surfacing completed; replacement tree: A Sycamore sapling was not deemed suitable. The Chairman would find out if the PGC had planted one. **Action 211: Chairman**

8.2. Highways and Public Rights of Way

Damage to Heyshott lanes as a result of the recent filming: CW said that trucks driving on the verges had caused deep ruts in many places. He thought that scalplings might be needed. Scalplings had been put on the lane near Manor Farm. These were already becoming loose and will block the drains if there is heavy rain. **Action 229: CW** to draft a letter for the Clerk to send to Cowdray.

Bex Mill Bridge: The Clerk suggested that HPC/residents should start filling in the Community Highway Scheme form to include improvements at the bridge and speed limit as TR had not done it and the deadline was July. No decision was made.

Blanket speed limits were also awaiting action by TR.

8.3. **Commons and open spaces: Chairman's Spring walk:** The Chairman would write a report for the Newsletter especially about the work parties which would be organised every year.

Action 230: Chairman

9. **PLANNING**

9.1. **New applications:**

SDNP/24/01396/LIS – Weald Cottage - Demolition of existing garage, replaced with new oak framed garage. No decision made.

9.2. **Decisions:**

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

SDNP/24/01183/TCA – 1 Leggs Lane - crown reduce on 1 no. Walnut tree. **SDNP:** No objection (Approved)

9.3. **Decisions awaited:**

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/23/04734/FUL and SDNP/23/04735/LIS – Dunford House - Extension of the existing residential conference/training centre (C2 use)

SDNP/24/00694/FUL – Dunford House - Demolition of existing bungalow and change of use of listed building (Use Class C2) to a single dwellinghouse (Use Class C3)

9.4. **Appeal:**

APP/Y9507/W/23/3333607 (SDNP/23/01045/FUL) - Hoyle Lane Stables - Conversion and alteration of equestrian stables to create 2 self-contained dwelling units for holiday let use. HPC had written in to the Inspector.

10. **COBDEN HALL (FM): D Day 80 celebrations** were arranged.

11. **CHECK ACTIONS LIST, CORRESPONDENCE and EMAILS**

12. **DATE OF NEXT MEETINGS: HPC meeting on Tuesday 9 JULY 2024 at 7.30 pm in the COBDEN HALL**

CONCLUSION: 21.35

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

Actions from meeting 14 May 2024

218	Chairman	Mowing frontage	Write to parishioner	✓
219	SH	Greenheal	Reply	✓
220	SH	MP’s visit	Reply	✓
221	Chairman	Climbing frame	PGC to apply for grant	✓
222	Chairman	Playground Risk Ass	Inform re slide and pedal cars	
223	FM	Noticeboard	Get estimate for work	
224	Chair/FM	Pavilion	Meet Cowdray	
225	CW	Cricket ground ditch	next to common clearance	
226	Clerk	Audit	Send exemption cert to Moors	✓
227	Chair/BA	Audit papers	On noticeboard and website	✓
228	Chair/BA	Electors rights notice	On noticeboard and website	
211	Chairman	Play area	New tree – is it suitable?	
229	CW	Film traffic	Draft letter to Cowdrey re damage	
230	Chairman	Village work parties	Report for Newsletter	✓

Actions from meeting 12 March 2024

208	SH	Climate survey	SH to complete	✓
211	Chairman	Play area	New tree – is it suitable?	
214	AP	Ambersham car parks	Ask Cowdray to level ruts	
215	CW	Ditches and verges	Invite CC to walk round	

Actions from meeting 9 January 2024

200	Chairman	Blanket speed limits	Discuss with neighbouring councils	ongoing
201	CW	State of roads	Audit and keep records of action	✓
204	Clerk	Bank signatories	Update	

Action from meeting 14 November 2023

191	Chairman	Playground tree	Ask to be informed before purchase	
193	AP	Bex Mill bridge signs	Ask WSCC Highways to renovate	

Action from meeting 12 September 2023

175	CW	Winter plan	Speak to potential volunteers	
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Action from meeting 11 July 2023

162	TR	Quiet Lanes TRO	Set up joint meeting with parishes	
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Action from meeting 8 November 2022

129	JCD	Playground	Look for documents in papers held by AP	
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