

Shipley Parish Council

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The Minutes of the Ordinary Council Meeting of Shipley Parish Council held via a Zoom video/audio conference on Thursday 18th February 2021 at 8pm

15. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Lindsay (Vice Chair), Cllr Burrell, Cllr Emrich, Cllr Larcombe, Cllr Roggendorff and Cllr De Zoete.

Also Present: WSCC Cllr A. Jupp, P. Richards (Clerk) and one member of the public.

Apologies: Apologies were accepted from Cllr Huggett and Cllr Wiltshire.

16. To Receive Declarations of Interest, Notification of Changes to Members' Interests and consider any requests for a dispensation.

Item 27 – Cllr Baxter declared an interest as he was a Director of WSALC. The Clerk advised that as Cllr. Baxter had neither personal nor pecuniary interest in this matter, he could take part in any debate and vote accordingly.

17. Public Session (Members of the Public may speak for up to 3 minutes on an Agenda item at the discretion of the Chair).

The new Vicar of Shipley Parish Church introduced himself and was welcomed to the parish by the Chairman and Members.

18. Approval of the Minutes of the Ordinary Council Meeting held on 11th January 2021.

The minutes, having been circulated previously, were taken as read and Cllr de Zoete proposed that these minutes be signed as a true record of the meeting. This was **AGREED**.

20:09 – Cllr Burrell joins the meeting

19. Matters Arising from Item 18 (For information only).

- Item 7 – Weald Cross – the Clerk reported that SPC's original objection letter had been re-circulated to Members. Cllr Lindsay advised that HDC may consider the Weald Cross development as one of its 'strategic housing development sites' for the new Local Plan. The Chairman reminded Members that any additional letters of objection must provide new and substantive reasons for any such objections. Cllr Emrich advised that he was working with the Sussex Wildlife Trust and Natural England in relation to this matter.
- Item 9 - Planning - Cllr Lindsay updated members on the reason for HDC's decision to object to the recent Kings Land windmill planning application; and
- Item 10 – McDonalds – Cllr Emrich reiterated that he was working with WSCC to design a solution to the traffic management problem at this location. He reminded Members that any new proposal would take considerable time to agree and introduce.

20. Report from the County Councillor

WSCC Cllr A. Jupp advised that:-

- The 2021/22 budget had been approved. An extra £12m had been allocated to Highways, £10m for environment/green issues and additional increases allocated to the Child Services and Adult Social care budgets;

- Covid-19 infection numbers had reduced significantly since the latest lockdown but they remained above the numbers for October 2020. It was hoped that the number of fatalities will also drop in the coming weeks; and
- The target for the first four Covid-19 vaccination cohorts had been achieved and Cllr Jupp paid tribute to the NHS and local GP surgery teams involved in this impressive roll-out. Over 50% of the 65-79 age cohort had been vaccinated with 60% of the most clinically vulnerable also vaccinated. The next challenge was to vaccinate the remaining cohorts by May 2021. Cllr Lindsay drew attention to the video posted by the Vaccines Minister praising the Glebe Surgery in Storrington for their sterling efforts.

21. Report from the District Councillors – no update

22. Planning Applications - none

23. Planning Decisions - None that conflicted with previous SPC comments.

- Cllr Larcombe referred to the appeal against Rascals Farm’s rejected planning application and advised that a local group in Southwater was trying to get the local farm property registered as a listed building;
- The Chairman advised that he had received a response, circulated previously, to his letter to Jeremy Quin MP in relation to NHP referenda. His response was favourable suggesting that, much like local elections, such referenda may take place post-May 2021. He also paid tribute to the excellent work of volunteers and councillors involved in the creation of their local NHPs. Cllr Burrell suggested that local MPs are now leaving such matters to the relevant principal authorities. Cllr de Zoete reported that she had also written to the Housing Minister and local MPs about these recent planning matters. The Chairman suggested that he write to the Prime Minister listing SPC’s concerns relating to both NHPs and strategic site allocations. He asked that Members send him their comments and that, once received, he would circulate a draft for approval.

24. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements – update from Councillors.

- Cllr de Zoete referred to road and verge issues in Smithers Hill Lane adjacent to Pannets. Following advice from WSCC Cllr Jupp, the Clerk reported that he will submit a proposal in the new financial year to Operation Watershed to repair the road at that location;
- Cllr Larcombe expressed concern in relation to the footpath sign at the entrance to the farm at Poles Pitch in Saucelands Lane, Shipley. The sign appears to have been removed, then replaced and then removed again. Cllr Larcombe was advised to use the Love West Sussex app to report such problems and WSCC Cllr Jupp agreed to look into this matter;
- The Chairman referred to a crack in the pavement adjacent to Shipley School. He would report the matter via the Love West Sussex app;
- The Chairman advised that a fallen tree in the infant’s playground at the Coolham playing field had been removed safely by tree surgeons. He also advised that the issues raised in the recent playground inspection would be attended to by a contractor with sufficient insurance cover. These works were expected to address the small number of low risk items reported previously and would cost in the region of £1,300. Cllr de Zoete reminded the Clerk to check on any the guarantees for the new play equipment and request that any necessary repairs be carried out under that guarantee.

25. Signage at Coolham Airfield.

The Chairman referred to an email, circulated previously, requesting the replacement of signs at the Coolham airfield. Cllr Lindsay suggested that SPC make a contribution that matched local donations. After consideration and debate, Members **AGREED** to provide such funding, subject to an indication of final costs, and asked the Clerk to write to those involved.

26. Metal detecting request.

The Chairman referred to an email, circulated previously, requesting permission to metal detect on land owned by the parish council. After review and discussion it was proposed that the application be approved but limited to the Coolham playing field only.

The votes were 2 in favour, 2 against and 2 abstentions. As Members could not agree to the proposal, the Chairman used his casting vote to approve the application. The Clerk was asked to write to the applicant to say that the Parish Council had approved the request but subject to strict criteria related to oversight of the detecting procedure, which the Council would specify; and evidence of suitable public liability insurance being in place for any such activities.

27. Dissolution of SSALC and the future of WSALC.

The Chairman declared an interest in this subject and asked the Clerk to provide a summary of events that had been circulated previously. The Clerk reminded that SPC was part of a West Sussex Association of Local Councils (WSALC). In turn, WSALC was part of a 'service company' arrangement with the Surrey and Sussex Association of Local Councils (SSALC) that included East Sussex and Surrey. In January 2020, the Board of SSALC undertook a strategic review of services to seek the best value of the services delivered to over 330 member local councils across the three counties. This activity was suspended in March 2021 due to the Covid epidemic. However, the directors of WSALC continued with their own best value review. Before this review could be concluded, the Surrey Association announced in January 2021 that it would leave SSALC as from 31st March 2021 whereupon the Board of SSALC decided to wind-up that company (SSALC Ltd). This meant that services provided by SSALC Ltd would no longer be available after 31st March 2021 and that both East and West Sussex Associations would require a new service provider as from 1st April 2021.

A WSALC AGM, scheduled for 25th February 2021, would be attended by the Chairman as SPC's nominated representative. A number of ordinary and special resolutions would be on the Agenda and the Clerk advised Members that they needed to give guidance to the Chairman on how to vote on each resolution. After debate and review, Members **AGREED** that the Chairman use his best judgement in the interests of SPC to vote on resolutions that he considered would achieve the best value service for the parish.

The Chairman reported that the WSALC review was nearing completion and that an independent review undertaken by Prof. Colin Copus had been circulated. He advised that a new service provider would be recommended and that its proposals suggested a cost saving to the WSALC members of over £50,000 per annum.

21:33 Cllr Burrell leaves the meeting

28. Neighbourhood Plan Update.

The Chairman reported on the letter received by Jeremy Quin MP as indicated at agenda item 23.

29. Finance.

- (a) **Payments** - The Chairman presented the report and Members AGREED that the payments be made. The payment schedule is attached at Appendix A.
- (b) **Q3 review** – the Clerk presented the third quarter variances to budget and his report was noted without comment.

30. Dates of next meetings

- The next Ordinary Parish Council Meeting will be held on a 15th March 2021; and
- The next virtual Planning Sub-Committee Meeting will be held on 1st March 2021.

The Chairman and Clerk agreed to prepare an agenda and plan for the Annual Parish Meeting scheduled for 12th April 2021.

There being no further business the Chair closed the meeting at 21:45

SignedChair

Date.....

Acronym Information

AIRS	Action in Rural Sussex
AGAR	Annual Governance and Accountability Return
CIL	Community Infrastructure Levy
CSW	Community Speed Watch
FB	Facebook
FOSP	Friends of Shipley Parish (Charity)
HALC	Horsham Association of Local Council
HDC	Horsham District Council
HDPF	Horsham District Planning Framework
HAMSVA	Horsham and Mid Sussex Voluntary Association
LGS	Local Green Space
NALC	National Association of Local Councils
NHP	Neighbourhood Plan
PROW	Public Rights Of Way
SEA	Strategic Environmental Assessment
SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SLCC	Society of Local Council Clerks
SPC	Shipley Parish Council
SSALC	Surrey & Sussex Association of Local Councils
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
WSCC	West Sussex County Council

APPENDIX A – Payments

Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
Grasstex	Grass cutting	1756	51	£ 455.02
WSCC	Clerk's salary - December 2020	1757	52	£ 1,395.51
Moore	External auditor fee	1758	53	£ 240.00
				£ 2,090.53
Income since last meeting				
Interest	£			0.53
TOTAL INCOME	£			0.53
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£			2,500.00
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£			2,448.46
Deposit Account (Bus Bank)	£			55,952.86
Investment Acc. (NSI)	£			5,349.14
TOTAL BALANCES	£			63,750.46
EARMARKED RESERVES				
Coolham Airfield Memorial	£			1,000.00
Replacement play equipment - reserve fund	£			3,000.00
Finger Posts	£			1,600.00
Bridleway Imp.	£			600.00
Parish maintenance - inc Ash Die back, H&WB	£			5,500.00
Includes Solar Community Benefit	£			7,595.05
Includes Operation Watershed 2014	£			550.00
Includes Election Reserves	£			1,400.00
Includes NHP Funding Reserves	£			500.00
Traffic management (Coolham crossroad & Pound Lane)	£			9,750.00
New website	£			2,000.00
TOTAL ALLOCATIONS	£			33,495.05
PAID SINCE LAST MEETING TO BE APPROVED 18/02/2021				
None				£ -
				£ -
To Pay after this Meeting				
Fine Print	Covid Hub newsletter	1759	54	£ 69.00
Starboard Systems	Scribe accounting package	1760	55	£ 276.48
WSCC	Clerk's salary for Jan 2021	1761	56	£ 1,153.30
Paul Richards	Mileage - Nov 2020 to Jan 2021	1762	57	£ 28.80
Paul Richards	Parish mobile - Dec 2020 to Feb 2021	1762	58	£ 30.00
Paul Richards	Zoom - 23/12/20 to 22/1/2021	1762	59	£ 14.39
Paul Richards	Zoom - 23/01/21 to 22/02/2021	1762	60	£ 14.39
Paul Richards	Mailing labels - Hub newsletter	1762	61	£ 23.96
Paul Richards	Envelopes - Hyb newsletter	1762	62	£ 13.43
Paul Richards	Mailing labels - Hub newsletter	1762	63	£ 9.50
Paul Richards	Postage - audit letter	1762	64	£ 2.46
Paul Richards	Postage - Hub newsletters	1762	65	£ 467.50
Golden Crown	Tree surgery - Coolham Playing field	1763	66	£ 144.00
				£ 2,247.21
	Immediate Transfer D/Acc to C/Acc.			£ 2,250.00