



# Shingley Parish Council

**Chair:** Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX  
**Email:** cllr.baxter@shingleyparishcouncil.org.uk

**Clerk:** Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR  
**Tel:** 07824 312070 **Email:** shingleyparishclerk@gmail.com  
**Website:** www.shingleyparishcouncil.org.uk

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## The Minutes of the Ordinary Council Meeting of Shingley Parish Council held via a Zoom video/audio conference on Thursday 15<sup>th</sup> April 2021 at 8pm

Opening the meeting, the Chairman requested one minute's silence in recognition of the recent death of His Royal Highness, The Prince Philip, Duke of Edinburgh and read a short message of condolence.

### 48. Attendance and Apologies for Absence.

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

**Also Present:** Three members of the public and P. Richards (Clerk)

**Apologies:** Apologies were accepted from Cllr Woodage.

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

None.

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

On behalf of the Shingley Parochial Parish Church, a member of the public requested that the Parish Council consider a request for a donation to upkeep the Church graveyard. He advised that St Mary's Church was a visitor attraction and played a vital role in the local community. He reported that the Church receive no financial support from either national or local diocese sources; all funds are raised locally. The donation would be ring-fenced to maintain the graveyard. The Chairman thanked him for his presentation and proposed that the donation request at item 63 be brought forward. Members **AGREED** to hear the donation application.

### 51. Donations

The Chairman referred to the donation request from Shingley Parochial Parish Church requesting a donation of £500 for the upkeep of the graveyard. The Clerk reminded Members that the 2021/22 donation budget was £850. Having received assurances that any donation would be ring-fenced for the upkeep of the graveyard, Members **AGREED** to donate £425.

### 52. Approval of the Minutes of the Ordinary Council Meeting held on 18<sup>th</sup> February 2021 and 15<sup>th</sup> March 2021.

The minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

### 53. Co-option of a new Councillor.

The Chairman advised that three applications had been received and that two of the applicants were present. He invited them to make their presentations. Both applicants presented their applications, after which the Chairman adjourned the meeting in accordance with Standing Orders.

*2033 – Meeting adjourned*

*2050 – Meeting resumed*

The Chairman asked Members to vote for their preferred candidate. The first poll was declared void due to a technical issue and the second poll elected Sarah Cuthbertson as a Councillor to Shipley Parish Council. The Chairman thanked the other two applicants for their impressive presentations and interest in helping the local community. The Clerk was asked to complete the necessary process to co-opt Cllr Cuthbertson.

**54. Matters Arising from Item 52 (For information only).**

- Item 40 – the Clerk advised that he had written WSCC Cllr Jupp regarding the potholes on the A272.

**55. Report from the County Councillor – no update.**

**56. Report from the District Councillors.**

Cllr Lindsay advised he was spending most of his time working on the HDC's local plan and referred to the proposed strategic sites identified by HDC officers. He reported that considerable opposition had been received for each of the sites; over 18,500 objections for Wealdcross, 10,000 for Rookwood and 2,000 for Adversane. The Chairman reminded Members that Shipley Parish had agreed to support other Parishes in their objections to the Wealdcross development.

**57. Planning Applications – none.**

**58. Planning Decisions – none.**

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

Cllr Baxter referred to the email received from Royal British Legion Industries promoting the display of a 'Tommy' (a silhouette of a fallen soldier). After review and discussion Members agreed to the purchase of a Tommy and agreed to site it on parish council owned land in Red Lane, Shipley adjacent to the telephone box. The Clerk was requested to order and site the permanent display.

**60. WSALC.**

The Chairman provided an update on recent developments and observed that, as a result, SPC had now been presented with a discounted invoice for WSALC services.

**61. HALC.**

The Chairman provided an update on recent developments and advised that he challenged, in his view, an unconstitutional HALC meeting that proposed a new Chairman, Vice Chairman and Directors to WSALC. These nominations would be ratified on 29<sup>th</sup> April 2021 at the HALC AGM. He reminded Members that the SPC representative to HALC will be nominated at the forthcoming Annual Council Meeting on 6<sup>th</sup> May 2021.

**62. Neighbourhood Plan Update – no update.**

**63. Finance.**

The Chairman presented the report and Members **AGREED** that the payments be made. The payment schedule is attached at Appendix A.

**64. Dates of next meetings**

- The Annual Parish Meeting will be held on 6<sup>th</sup> May 2021;
- The next virtual Planning Sub-Committee Meeting will be held on 10<sup>th</sup> June 2021.

**There being no further business the Chair closed the meeting at 21:39**

Signed ..... Chair

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
WSALC	West Sussex Association of Local Councils
WSCC	West Sussex County Council

## APPENDIX A – Payments

Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Clerk's salary Feb 2021	1764	67	£ 1,153.30
Coadman contractors	Works to Coolham playing fields	1765	68	£ 2,775.60
Paul Richards	New laptop	1766	69	£ 499.00
HDC	Litter bin emptying 04/21 to 09/21	1767	70	£ 82.68
Grasstex	Playground repairs	1768	71	£ 1,735.74
ICO	Data protection fee	1769	72	£ 40.00
				<b>£ 6,286.32</b>
Income since last meeting	Amount			
Interest	£ 0.44			
	£ -			
<b>TOTAL INCOME</b>	<b>£ 0.44</b>			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 7,500.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 1,242.20	01 April 2021		
Deposit Account (Bus Bank)	£ 50,855.80	01 April 2021		
Investment Acc. (NSI)	£ 5,349.14			
<b>TOTAL BALANCES</b>	<b>£ 57,447.14</b>			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 1,000.00	Brought forward		
Replacement play equipment - reserve fund	£ 3,000.00	£1500 added 20/21		
Finger Posts	£ 1,600.00	Increased 20/21		
Bridleway Imp.	£ 600.00	Brought forward		
Parish maintenance - inc Ash Die back, H&WB	£ 5,500.00	£4000 added 20/21		
Includes Solar Community Benefit	£ 7,595.05	Brought forward		
Includes Operation Watershed 2014	£ 550.00	Brought forward		
Includes Election Reserves	£ 1,400.00	£700 added 20/21		
Includes NHP Funding Reserves	£ 500.00	£250 added 20/21		
Traffic management (Coolham crossroad & Pound Lane)	£ 9,750.00	£2000 added 20/21		
New website	£ 2,000.00	£2000 added 20/21		
<b>TOTAL ALLOCATIONS</b>	<b>£ 33,495.05</b>			
PAID SINCE LAST MEETING TO BE APPROVED 15/04/2021	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				<b>£ -</b>
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Payroll costs 31/10/20 to 31/03/21	1770	1	£ 47.30
WSSC	Clerk's salary MARCH 2021	1771	2	£ 1,153.30
Phil Baxter	Mileage	1772	3	£ 25.20
Phil Baxter	Chairman's allowance 10/20 to 03/21	1772	4	£ 234.25
Phil Baxter	Postage	1772	5	£ 6.60
				<b>£ 1,466.65</b>
	<b>Immediate Transfer D/Acc to C/Acc.</b>			<b>£ 1,470.00</b>