



Shingley Parish Council

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The Minutes of the Annual Council Meeting of Shingley Parish Council held on Monday 14th June 2021 commencing 8pm at The Granary, Knepp Safaris, New Barn Farm, Swallows Lane, Dial Post, West Sussex.

Upon opening the meeting, the Chairman reminded of the Covid-19 protocols that relate to the meeting.

65. Election of Chairman.

Cllr Larcombe proposed that Cllr Baxter be nominated as Chairman. This was seconded by Cllr Beckett. Members voted, unanimously, to elect Cllr Baxter as Chairman. After accepting the position, Cllr Baxter signed his acceptance of office form.

66. Election of Vice-Chairman.

Cllr Larcombe proposed that Cllr Wiltshire be nominated. This was seconded by Cllr Emrich. Members voted, unanimously, to elect Cllr Wiltshire as Vice-Chairman. The Chairman advised that Cllr Wiltshire had indicated previously that she would accept the position.

67. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr Emrich, Cllr Larcombe, Cllr Roggendorff, and Cllr Woodage

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

Apologies: Apologies were accepted from Cllr Lindsay Cllr Wiltshire and Cllr De Zoete.

68. To receive any declarations of interests from members in respect to Items on the agenda – none.

69. Public Session.

- A member of the public presented his planning application (DC-21-0651 - Oakridge Barn, Coolham Road, Coolham - Removal of existing tractor storage shed) and explained the background behind his application; and
- A member of the application spoke in favour of application (DC-21-0784 - Little Kinswood, Coolham Road, Brooks Green - Creation of new entrance gates and walls). As a neighbour, he advised that some of the works had been completed and, therefore, this was a retrospective application.

With the agreement of other Councillors, the Chairman decided to bring forward item 76 (Planning)

70. Planning Applications

- **DC-21-0651 - Oakridge Barn, Coolham Road, Coolham** - Removal of existing tractor storage shed. Construction of a building & access track to provide secure storage for agricultural & forestry equipment. After review and consideration, Members voted to **SUPPORT** the application. Votes: 7 support.
- **DC-21-0784 - Little Kinswood, Coolham Road, Brooks Green** - Creation of new entrance gates and walls. After review and consideration, Members voted to **SUPPORT** the application. Votes: 7 support.

71. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 15th April 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**.

72. Matters Arising from Item 71 (For information only).

The Clerk advised he had received a letter from the Shipley Parochial Church Council thanking the parish council for its generous donation (item 51). He also advised that the Tommie silhouette sign had been received and would be installed in due course (item 59).

73. Council Structure.

a) Review appointment of members to Committees, and representatives on outside organisations.

- **WSALC** – Cllr Baxter was nominated by Cllr Larcombe and seconded by Cllr Roggendorff. Members voted, unanimously, to elect Cllr Baxter;
- **HALC** - Cllr Baxter was nominated by Cllr Larcombe and seconded by Cllr Roggendorff. Members voted, unanimously, to elect Cllr Baxter. Cllr Baxter advised that, by virtue of his appointment to HALC, he sits on the HDC Standards Committee as one of two parish council representatives; and
- **Coolham Village Hall Management Committee** – Cllr Woodage agreed to be nominated and this was seconded by Cllr Emrich. Members voted, unanimously, to elect Cllr Woodage.

b) Elect Chair of the Complaints Committee - Cllr Baxter was nominated by Cllr Woodage and seconded by Cllr Roggendorff. Members voted, unanimously, to elect Cllr Baxter.

74. Policies and codes of conduct.

- The Chairman advised that HDC were recommending that parish councils adopt a revised Member Code of Conduct, Members **AGREED**, unanimously, to accept the revised Code of Conduct; and
- The Chairman referred to a table of proposed changes of SPC policies, circulated previously. Members **AGREED**, unanimously, to accept the changes.

75. Report from the County Councillor – no update.

76. Report from the District Councillors – no update

77. Planning Decisions.

- The Clerk advised that HDC had not made any decisions that conflict with previous comments from SPC;
- The Chairman referred to the planning appeal related to Rascals Farm. He had given evidence on behalf of the Parish Council to the Inspector objecting to the appeal; and
- Cllr Emrich was asked to provide an update on the Wealdcross development. He reported that it seemed likely that the HDC Cabinet would recommend the Wealdcross development be put forward as the preferred Strategic Site for major housing development in the HDC Local Plan. This would be a disappointing decision however, the appeals process at Regulation 19 stage of the Plan's approval would offer further opportunities to object. Cllr Larcombe thanked Cllr Emrich and the Knepp Estate for their continued support in objecting to this proposal.

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

a) Bin in Church Close, Shipley – The Chairman referred to a note from WSCC Cllr A. Jupp referring to a bin in Church Close, Shipley that was not emptied by HDC. The Clerk advised that this bin was not on the official collection list of bin emptying and that if Members wanted this bin adopted for collection, then a £400 installation cost would be levied by HDC with an annual recurring charge of circa £150 pa. After review and consideration, Members **AGREED** that the bin should be removed. Councillors did not consider it appropriate to fund additional bin-emptying: also absence of a bin would encourage visitors and others to take their rubbish away rather than leave it.

b) Other matters that require attention.

- Cllr Cuthbertson advised that the PROW crossing by the A24 to the northeast of the parish was dangerous. Cllrs Woodage and Cuthbertson agreed to review this location and report back;
- Cllr Larcombe referred to a damaged Fingerpost in Saucelands Lane, Shipley which had been discussed at a previous meeting. The Clerk was asked to write to WSCC Cllr Jupp for an update;

- Cllr Emrich referred to the various potential parish traffic management proposals and asked that the Clerk provide an update from WSCC Cllr Jupp; and
- The Clerk referred to a letter of resignation received from the Tree Warden. The Chairman agreed to write to her asking that she reconsider.

79. Neighbourhood Plan Update – the Chairman advised that HDC was to consider ten Neighbourhood Plans, including the Shipley Neighbourhood Plan, at its meeting on 23rd June when all these Plans were expected to be “made”.

80. Finance.

- Review the internal audit report** – the Clerk presented the report. No observations or comments were reported by the Internal Auditor.
- Approve the Annual Governance Statement 2020/21** – the Clerk asked that Members consider the Annual Governance Statement for the Annual Governance and Accountability Return (AGAR) 2020-21. Members **AGREED**, unanimously, that Shipley PC had a sound system of internal control and authorised that the Clerk and Chairman sign the Statement for 2020-21.
- Approve the Accounting Statements 2020/21** - the Clerk asked that Members consider the Accounting Statement Members **AGREED**, unanimously, that the Clerk and Chairman sign the Statement.
- Payments for June 2021** – members **APPROVED** the payments schedule, circulated previously. Cllr Woodage referred to commemorative signage on Coolham Airfield. The Clerk was asked to write to Cllr Lindsay to seek an update on proposals to replace these signs. Cllr Baxter asked that Members consider what projects they might want to be progressed from the earmarked reserves. The Clerk was asked to circulate a note to Councillors to seek proposals.

81. Dates of next meetings.

- The next Ordinary Council Meeting will be held on a 22nd July 2021 at a location to be advised; and
- The next Planning Sub-Committee Meeting will be held on 12th July 2021 at a location to be advised.

There being no further business the Chair closed the meeting at 21:32.

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

Payments 14th June 2021				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
Shipley Parochial Church Council	Donation graveyard manitenance	1773	7	£ 425.00
WSCC	Clerk's salary MARCH 2021	1774	8	£ 1,147.95
WSALC	WSALC and NALC subscription fees	1775	9	£ 411.48
Royal British Legion	Unknown Tommie sillouette	1776	10	£ 200.00
				£ 2,184.43
Income since last meeting				
	Amount			
Interest	£ 0.53			
TOTAL INCOME	£ 0.53			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 2,470.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 1,195.82	01 June 2021		
Deposit Account (Bus Bank)	£ 64,177.52	01 June 2021		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 70,722.48			
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		
TOTAL ALLOCATIONS	£ 33,495.05			
PAID SINCE LAST MEETING TO BE APPROVED 14/06/2021				
	Invoiced Services	Chq Nos	Folio	Amount
				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
Peter J Consultants	Internal audit fee	1777	11	£ 113.75
WSCC	Clerks Salary - May 2021	1778	12	£ 1,147.95
Paul Richards	Stamps	1779	13	£ 23.76
Paul Richards	Zoom fee 23/2 to 22/3	1779	14	£ 14.39
Paul Richards	Zoom fee 23/3 to 22/4	1779	15	£ 14.39
Paul Richards	Zoom fee 22/4 to 22/5	1779	16	£ 14.39
Paul Richards	Microsoft Office 365 sunscription	1779	17	£ 59.99
Paul Richards	Hand sanitiser	1779	18	£ 5.50
Paul Richards	Clipboards	1779	19	£ 18.99
Paul Richards	Facemasks	1779	20	£ 6.99
Paul Richards	Parish Mobile	1779	21	£ 10.00
Paul Richards	Parish Mobile	1779	22	£ 10.00
Paul Richards	Parish Mobile	1779	23	£ 10.00
Paul Richards	Parish Mobile	1779	24	£ 10.00
Paul Richards	Anti-Bac spray	1779	25	£ 2.00
Paul Richards	Mileage	1779	26	£ 36.00
				£ 1,498.10
	Immediate Transfer D/Acc to C/Acc.			£ 1,500.00