



Minutes of a Meeting of Lynchmere Parish Council held

On Tuesday 4th March 2014 at 8pm in Camelsdale School

A Planning Committee meeting was held at 7.30pm - Attended by: S. McCallum, E. Hackett, C. Duckworth & D. Pappa (See item 8.).

A Grounds Meeting was held at 7pm – Minutes attached at Annexe 'A'.

Full Parish Council Meeting:

Present: Cllr. S. McCallum (Chairman) Cllr. S. Moore (Vice-Chairman) Cllr. C. Duckworth, Cllr. D. Pappa, Cllr. S. Bennett, Cllr. A. Thornhill, Cllr. E. Hackett., Cllr. D. Sellar.

1. **Apologies:** Cllr E. Chant, County Cllr. – M. Brown.

2. **Code of conduct – Declarations of interests** –None

3. **Visitors' Questions** - None

4. **Minutes - To agree and sign the minutes of the meeting held 4th February 2014**

Amendments made: Pg. 1 bottom line: 'groups' was added.

Approved: Proposed by: E. Hackett, seconded by A. Thornhill.

5. Matters Arising - Matters arising from the minutes - not included on the agenda

B2131 – follow-up on assessing the road: the Clerk reported that WSCC needed a full list of incidents in order to create a portfolio to push forward the appraisal. S. Moore noted that Michael Brown had already agreed to support the investigation. Councillors will email the Clerk with any incidents they can recall. **ACTION: COUNCILLORS**

Verges – Highways have requested that no further action is taken on 'taking over the cutting from WSCC' until the new financial year.

6. **County Councillor's report** - None received

7. District Councillor's report – H. Caird

- Grange opened on 3rd March and is a very good, hugely improved facility.
- National Park consultation options document has raised concern as it does not give information on their proposals for housing, but does state that it will use the same criteria for assessing needs as CDC.
- The budget for 2014-2015 has been approved; this includes an increase in the Band D Council tax of £2.65 per year, this will allow the Council to protect frontline services.
- Housing register numbers – Lynchmere has 17 people registered with a local connection for housing.
- The Celtique application is going to committee at CDC (which is a consultee with regard to environmental health issues and trees) on Wednesday 5th March. The report to be submitted will advise that the SDNPA that no objection is raised to the application on environmental health or arboricultural grounds subject to the following recommended conditions:
- Proper scrutiny should be given to environmental health issues which include noise and light pollution.

It was noted that the Parish Council had concerns over whether CDC has the resources to monitor these issues; H. Caird confirmed that the resources would be available. She noted that CDC would be responsible for monitoring the off-site noise and pollution issues, not on-site which would be the responsibility of the Environment agency.

8. Planning

(i) Applications and decisions– 04/02/14-04/03/14

<u>APP NO</u>	<u>PROPERTY</u>	<u>DETAIL</u>	<u>PC COMMENT</u>
LM/14/00042/DOM	102 Camelsdale Road	Utilising existing basement storage, removing an external timber staircase, partially infilling an existing garden level doorway, adding a rear window and constructing a small single storey extension at garden level with glazed roof.	No Objection
LM/14/00496/DOM	18 Heath Rd	Rear 2-storey extension single front lean-to extension	No Objection
LM/14/00406/DOM	8 Puttocks Close	Proposed alteration and use of existing garage as habitable accommodation, first floor extension and internal alterations.	No Objection
LM/14/00426/DOM	53 Marley Combe Road	Single storey rear extension. Single storey front extension to garage. Porch extension to front elevation. Part change of use of garage to habitable accommodation	No Objection

<u>Decisions</u>			
<u>APP NO</u>	<u>PROPERTY</u>	<u>DETAIL</u>	<u>PC COMMENT/CDC DECISION</u>
LM/13/03556/DOM	2 Gales Close	Use of existing integral garage as habitable living space.	NO OBJECTION /PERMIT
LM/13/04021/DOM	Bargate House Marley Lane	Replacement vehicle and pedestrian entrance gates.	NO OBJECTION /PERMIT

(ii) Other planning matters

- Clouds Hill – there has been administrative confusion with SDNPA on this and S. Moore has been informed that another application has been submitted; it has not yet been validated.
- CDC has confirmed that the scheme for changing to only electronic plans has been postponed as the IT systems are not yet in place.

The Clerk will investigate whether funding is available for any necessary equipment when the change is implemented

9. Neighbourhood Plan & St. Michael's

It was reported that S. McCallum, S. Moore and the Clerk had recently met with the Churchwardens, the vicar and their surveyor. They wish to sell St. Michael's in Hammer#, but need to get 'best value' as specified under Charity law. It was agreed that the Parish Council should consider its options and look at putting an offer in for the building. CDC has been asked to visit the site and give an initial view as to whether the site is suitable for change of use from Community use and therefore might be suitable for housing development. Once this initial opinion is known, the Council can consider an appropriate offer. There are several local groups who would make use of a community building on the site so if it is feasible, it was agreed that it will be progressed.

It was also noted that the Community Right to Bid application for St. Michael's has been processed.

10. Finance

(i) Bank balances 20/02/14 - confirmed as: £83522.39

(ii) Approval of payments & receipts for the period - 04/02/14-04/03/14

Payments made

TO	DETAIL	£	PAYMENT TYPE
K Bain	Salary Jan 14	On file	DD
Anvil	'Phone Jan 14	20.90	DD

Payments due

TO	DETAIL	£	PAYMENT TYPE
HMRC	FEB PAYE & NI	234.60	Chq: 248
CDC	Dog warden Dec 13 & Jan 14	108.50	Chq: 249
CPRE	Sub 14-15	31	Chq: 250
Kleerup	Allotment rubbish removal	150	Chq: 251
Shaw & sons	Burial Ground books & forms	245.68	Chq: 252
ProTec	Inv: 3697-Patrol Feb 14 & inv 3575 Dec 13	180	Bacs
South East Water	Bill Aug 13-Feb 14	59.20	Chq: 253
SALC	LCR 14-15	17	Chq: 254
A Davies	Maintenance inv: 256	257.40	Bacs
National Allotment Society	Sub 14-15	66	Chq: 255
K Bain	Postage & stationery	11.70/14.93	Bacs
K Bain	Office allowance & broadband Sep 13-Mar 14 @ £35 per month as budget	245	Bacs
K Bain	Petrol mileage as per NJC rates Sep 13 – Mar 14	131.32	Bacs
HMRC	PAYE & NI Mar 14	234.60	Chq: 256
ProTec			

Receipt

FROM	DETAIL	£
Reynolds	Burial Fee	814

All payments approved: Proposed by S. Bennett, seconded by D. Pappa

(iii) Other financial matters –None.

11. Correspondence & Invitations - 04/02/14-04/03/14

FROM	DETAIL	ACTION
Mr Medland	Yellow line query – Camelsdale Rd	Agreed that the Council has consulted with the patrol man and considers that the safety of the school children was paramount and changes to the lines would not be supported.
School Road resident	Concern over Plane tree on Mr Orchard's old land	Clerk noted that she has been in communication with CDC, residents & owners of land and necessary works should be carried out shortly; Council agreed to support works as the trees could be dangerous to residents and users of footpath.
SDNPA	Local Plan options consultation	Draft response to be circulated by S.McCallum before deadline of 30/04/14
AgeUK	Home from hospital volunteers needed	Noted
Heidi Hay	Vulnerable members of community operation	Noted
Sussex Heritage Trust Awards 2014	Nomination form	No nominations
Sussex Wildlife Trust	Community booklet	Circulated

Invitation

FROM	DETAIL	DATE/TIME/VENUE
Wey valley Fisheries	Seminar	18/04/13/7pm/Milford

12. Grounds Committee - as per Grounds minutes attached at Annexe 'A'

13. Chairman's report - No further report

14. Parish Matters

-S. Moore reported that the leaning tree on Highfield Lane was now at an even more acute angle and leaning on another smaller tree, which could bring down an electricity cable if it falls.

Highways should be asked to revisit.

ACTION: CLERK

-S. Moore asked Helen Chalk to look at the footpath where Cowdray has done a lot of logging by the serpent trail as it is very messy.

-S. Moore reported that there is a tree leaning above the ditch by the Hammer Hill dip – she will get the landowner's telephone number.

-It was generally agreed that Highfield Lane is in really bad condition after all the rains.

D. Sellar reported that there is a lot of tree debris on left hand side of the B2131. Highways will be asked to remove it and look at the whole bank.

A. Thornhill asked if Highways could look again at Camelsdale Road. It was agreed that the Clerk will arrange a site meeting with Fiona Baker.

ACTION: CLERK

D. Pappa reported that a van was parked near his property that was upsetting neighbours; it is clamped and out of tax, but the owner does not seem to have any intention of moving it. The Clerk will write a letter to the owner.

ACTION: CLERK

Signed.....

Date.....

ANNEXE 'A'

Minutes of the Grounds Committee meeting held at 7pm on Tuesday 4th March in Camelsdale School.

Present: A. Thornhill, S. McCallum, S. Moore, E. Hackett. **Clerk:** K. Bain

Apologies: E. Chant, S. Bennett

1. Matters Arising

2. Petanque Pitch

Noted that the pub is opening a Petanque pitch but that this should not affect the use of the Council pitch. Agreed that Adam would be asked to weed & rake the pitch & replace necessary boards/poles, this would be done within the budgeted figure.

3. Pavilion

It was reported that S. McCallum, A. Thornhill, & the Clerk had met with the pavilion company; it had been a very useful meeting and initial plans should be received shortly for 2 quotes: 1 for a knock-down & rebuild and another for renovating and extending the existing building. Once plans are received CDC will be consulted regarding any possible planning issues and a meeting will be held with the football clubs.

It was also noted that as per the circulated notes of the meeting with HUFC held on 18/02/14 that the club is positive about the move to Camelsdale.

It was agreed that once both clubs are using Camelsdale Recreation Ground that pre-arranged systems will be put in place to manage the regular use.

When the planning officers come to look at St. Michael's they will also be taken to the pavilion to inspect and give initial opinion.

4. Car park & Camelsdale Recreation Ground

Adam will be carrying out the works in the next week or so.

He will also remove a willow tree and clear a drain beside the carpark,

A. Thornhill reported that she recently cleared about 10 bin bags full of rubbish; CDC will be asked to do a check on local off-licences and S. Moore will speak with ProTec and Piers Taylor. The dog warden will also be asked to check the area as there is a lot of dog mess; more notices should be put up.

5. Treework

Agreed that a full tree survey should be carried out and necessary works implemented.

The Clerk noted that she has had several communications about the Plane tree behind school road and that she was advising people to write to the owners and copy in Henry Whitby at CDC as this could start a process of enforcement.

WSSC will be chased to deal with their tree that has fallen on the footpath from New Road. BT will be contacted to see if the Council can assist with the repairs to the telephone lines which are affecting numerous residents in School and New Roads.

Adam will log and stack the fallen tree by the river, cut the canopy back on the Recreation Ground. , cut the Maple on the Recreation Ground and remove a leaning tree at Heathcote Gardens.

6. Other matters

-The Clerk noted that the board in the bus shelter at Heathcote Gardens needed repairing or covering. It was noted that the shelter was not full of rubbish, but there were a lot of leaves inside.

ACTION: CLERK

-Rotivating of plot 20

E. Hackett requested that this should be done as it has now been some time; the Clerk noted that he would do it as soon as the ground dried a bit and that the plot holder was aware of this.

ACTION: CLERK

-S. Moore raised concern that Adam was not completing jobs up at Lynchmere Green; the Clerk will speak with him and employ other contractors to do some of the jobs if he does not have time.

ACTION: CLERK

-Natural Burial Ground – this should be progressed over the summer. Quotes are needed for the entrance path.

ACTION: CLERK

The Clerk noted that it needed a sub-committee of Councillors to take an interest and help put it forward.

S. Moore noted that she was concerned that no memorial plaques had as yet been put into the Memorial Garden; the Clerk explained that it was and that the Burial Ground was almost self-supporting so it should be seen as a long-term investment project which had been instigated by Parishioners. She will re-advertise it in the Lantern, but all the local undertakers were aware of the facility. It was agreed that the Council should get another bench put in to match the existing.

ACTION: CLERK

-S. Moore noted that the door of the notice board on Lynchmere Green had fallen off again; the Clerk will look into replacement boards if it cannot be properly repaired.

ACTION: CLERK

-The Clerk noted that she was ordering cork as new backing for several notice boards in the Parish.

ACTION: CLERK

Signed..... Date.....

