



Minutes of the meeting of Lynchmere Parish Council held on Tuesday 5th April 2016 at 8pm in Camelsdale School

A finance meeting was held prior to full Council – minutes attached at Annexe B.

Present: P. Allen <PA> Cllr. S. Bennett <SB>> Cllr. E. Hackett <EH> Cllr. S. McCallum (Chairman) <SMC> Cllr. C. Randall <CR>
Cllr. D. Pappa <DP> Cllr. A. Thornhill <AT> in **attendance:** (Clerk) K. Bain <KB> District Cllr. P. Hardwick <PH>

16/17

1. Apologies: Cllr. S. Moore (Vice-Chairman) <SMO> (District Cllr. N. Graves <NG> Cllr. C. Duckworth <CD> Cllr. H. Elliott <HE>

2. Code of conduct – Declarations of interests in any matters on agenda: None Declared.

3. Visitors' Questions:

Mr Harding noted that he was disappointed with the responses to his email regarding the state of the trees and surrounding area by Camelsdale car park since the recent cutting operations; KB apologised and confirmed that the post-cutting clear up was due to take place shortly. He also noted that large vehicles accessing the recreation ground were damaging the corner verge by the gate; KB will ask drivers to be more careful, she confirmed that the top gate cannot be used for access as the hard core track does not run all the way up.

H. Adair noted that she has been clearing litter from Hammer Recreation Ground and also asked whether Council had reached a decision on the future use of the facility; it was noted that this would be discussed under item no. 11. She also noted that there are some beech trees along the bridle path by in Moor Road which appear to need attention; Council will write to the properties to suggest that work is carried out.

ACTION: KB

4. Minutes - To agree and sign the minutes of the Parish Council meeting held on 01.03.16

Amendments made as follows: Pg. 4 item vii changed to: parishioner who had *wrongly* thought.

Approved: Proposed by SB, seconded by PA.

5. Approval of Standing Orders & Financial Regulations: The existing documents had been re-circulated to all Councillors prior to the meeting.

Standing Orders -Finance Committee reported that these had been reviewed; SB proposed to Council that the Standing Orders should be re-adopted without change, seconded by AT and agreed by all Councillors present.

Financial Regulations- Finance Committee reported that these had been reviewed along with the risk and asset registers. SB proposed that the Financial Regulations be re-adopted without change, seconded by AT and agreed by all Councillors present. (Finance Committee minutes attached at Annexe B)

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

-Village gates: KB reported that the Sussex consultation has ended and no objections were made; WSCC will now issue a licence and stats for installation of the gate on Lynchmere Road. There is no news from Surrey as yet, the Clerk will chase this and continue to source a qualified contractor.

-Old Mr Orchard's land: No reply has been received from the owners of this land; it will be reported to WSCC again.

ACTION: KB

7. County Councillor's report: No report received

8. District Councillor's report (PH) – Attached at Annexe A

KB noted that Council had not received any notification of the reported boundary review decision.

SB asked why the District Council had yet again not provided a detailed leaflet of cost breakdown with the annual Council tax bill; PH will look into this.

ACTION: PH

PH asked if the recent newsletter would become a regular feature; it was agreed that this should be discussed at a future meeting. It was noted that not all Councillors had received the bulletin, KB will check the distribution list.

ACTION: KB

9. St. Michael's

Noted that the structural survey has been carried out, the report has been circulated to the committee and will be sent to full council; there is no further update at present.

ACTION: KB

10. Planning (i) Applications and decisions

Application: SDNP/16/01262/HOUS: 9 Hammer Hill: Single storey rear extension

Decision: SDNP/16/00183/HOUS: St. Huberts Hill: Construction of double garage: No Objection/Approved

-SDNP/16/01262/HOUS: DP will take a preliminary look at this and report back to planning committee.

(ii) Other planning matters: Agreed that the response to J Saunders at CDC should be sent.

ACTION: KB

11. Hammer Recreation Ground: It was proposed by SMC that further to consideration by Council, taking into consideration the lack of motorised access and the trust deed restrictions, that as no other feasible purpose for this ground was apparent, the ground should be sold as it was a drain on parish funds. SMC, SB, EH, CR, DP & PA **voted in favour of this; AT & voted against. It was noted that SMO & HE had confirmed their agreement with this by emails to KB.** Agreed that this would be put into action after the Annual Parish Meeting.

ACTION KB/ HR MANAGEMENT CTTEE

12. Finance

(i) Bank balances confirmed as: £74691.72, less 1 unpresented cheque of £151.20

(ii) Approval of payments & receipts

	TO	DETAIL	£	Chq no
Payments made	Ashtead plant hire	Container hire Feb 16	151.20	286
	A Davies	Maintenance inv: 398	1080	287
	South East Water	Allotment water	97.46	288
	Total ecology	Flora & fauna surveys	1631.36	290
	Anvil	'phone Feb 16	17.34	DD
Payments due	William Edwards	Litter picking Feb & Mar 16	68.25	291
	Katie Edwards	Litter picking Feb & Mar 16	61.75	292
	Lana Hackett	Litter picking Mar 16	16.25	293
	AIRS	VH sub	144	294
	ProTec	Patrol Mar 16 PSM 5115	60	295
	HMRC	Tax April 16	299.73	296
	SSALC	LCR Sub 16-17	17	297
	South East Water	Pavilion water Oct 15-Mar 16	47.53	298
	National Trust	Allotment rent Mar- Sep 16	100	299
	CDC	Litter & dog bin emptying Apr 15- Mar 16	1394.63	300
	Ashtead plant hire	Container hire Mar-16	165.60	307
	NSALG	Sub 16-17	66	308
	CLM surveyors	St Michael's survey	1440	309
	K Bain	16-17 office allowance @ £35pcm)	420	310
	K Bain	Petrol Jul 15- Mar 16	112	310
	K Bain	Back-up storage	34.18	310
	K Bain	Postage & stationery inc ink & handset	85.76	310
	A Thornhill	Henry Hoover	tbc	311
	Katie Edwards	Litter picking Feb & Mar 16	61.75	312
Receipts	FROM	DETAIL	£	
	Allotment holders	16-17 renewals	525	
	On file	2 plot reservations	574	
	Hampshire memorials	2 x memorials	166	
	Storage on-site	container reimbursement	528	

12. Finance contd.

iii) Other financial matters: On behalf of Finance Committee, SB proposed that the Hammer Recreation loan should be managed as a formal reserve and listed as such; this was agreed by all Councillors present.

13. Correspondence & Invitations

FROM	DETAIL	ACTION
ProTec	Notification of damage to Hammer Rec pavilion	Reported to police & boarded up by A. Davies
Open Spaces Society	Open Space vol 31	Circulated
CPRE	Sussex Review spring 16	Circulated
Surveyor	Hard copy of St Michael's report	Noted
WSCC	Re-opening of operation watershed	AT suggested using the scheme for the drains at the end of Camelsdale Road; ACTION: KB

14. Grounds Committee

- AT thanked all those who had attended the work day; it had been very successful with over 20 bags of rubbish collected; CDC had efficiently picked this up shortly after.

(i) Hammer Recreation Ground: Noted as per items 11 & 13.

(ii) Copse Road Recreation Ground: No report.

(iii) Camelsdale Recreation Ground: -AT noted that there has not been a lot of football recently, due to weather, the season may run into June as a result. She reported that there have been some motorbike issues on Camelsdale, this will be monitored and the police notified.

(iv) Pavilion update: The architect has done the carpark plans, but still no formal approval has been received. Noted that it has nearly been a year and the Council is infuriated by the administrative confusion from CDC. Sport England grants have not yet been decided, so no news on the grant application.

(v) Churchyard: No report

(vi) Allotments: Most plot holders are renewing and by the end of April, any vacant plots will be allocated to the waiting list.

(vii) Burial Ground: SB reported that the shed was in need of repair; KB confirmed that this will be done shortly as will the leaf clearing.

15. Chairman's Report: No further report.

16. Parish Matters

SB reported that the petanque season has started and thanked AT for her hard work keeping the pavilion clean for users.

SB reported that he has been to several meetings regarding the proposals for parking at the station and will keep Council informed of progress.

AT reported that the National Trust has carried out some work on the path from the ponds, but more is needed.

AT asked whether Haslemere Town Council could be asked to install a bin by the end of the footpath to Sturt Road.

EH Noted that Camelsdale School was leading the carnival procession on 23.04.16

EH informed Council that there was currently a consultation on the future of the 3-in1 card; the link to this will be circulated.

ACTION: KB

- Council was reminded that the Annual Parish Meeting would be on 21st April.

Meeting closed at 10:11

SIGNED..... DATE.....

ANNEXE A – District Councillor report

Cllr. Philippa Hardwick Chichester District Council

Report to Fernhurst Ward April 2016

Boundary Review update: The recent consultation in respect of ward boundaries across the whole district for 2019 and beyond, was made with a view to reducing the number of District Councillors overall from 48 to 36. The proposal for this ward which is going forward is to retain a 2 member ward with a projected 5,440 electors by 2021, comprising Fernhurst (2,200 electors) and Lynchmere (2,000) plus adding in Lurgashall (500), Milland (700) and Linch (40) (the projected 2021 electorate is given in parentheses). This proposal was approved by Cabinet and Council at the end of March and now goes to the Local Government Boundary Review Commission for its consideration.

Fernhurst Neighbourhood Plan: The plan process is very well advanced and a successful referendum was held on 2 March 2016. The SDNPA, which leads the process, will now proceed to 'make' this neighbourhood plan, after which it becomes a material planning consideration.

Council Tax: 55,807 Council Tax bills were issued in March 2016. Although CDC collects the total tax, it is distributed to a number of public services. Our share amounts to around 9% of the amount paid each year. The rest goes to West Sussex County Council (78%), Sussex Police (10%), and parish councils (3% on average). Chichester District Council has one of the lowest council tax rates in the country due to the amount of savings it has made over the past few years. However CDC's council tax will increase next financial year by 3.55% (which equates for a band D property, to a £5 increase over a year) reflecting the tough government financial settlement, representing a 6th successive year of cuts. Of the other charging authorities collected (but not set) by CDC, WSCC's council tax rose by 3.95%, Sussex Police's charge rose by 3.5% and the average parish charge rose by 8.9% (though Fernhurst PC's charge rose by only 0.74% and Lynchmere PC's fell by 0.59%).

For details see: <http://www.chichester.gov.uk/article/27155/Council-tax-charges-201617>

District Museum (The Novium, Chichester)

Awards: The Novium Museum has been nominated for another national award. The museum is in a shortlist of top museums in the prestigious Museums and Heritage Awards for Excellence, alongside Gallery Oldham, Oxford University Museum of Natural History, the Jewish Museum London and West Cheshire Museums & Big Heritage. These annual awards are considered to be the 'Oscars' of the museums world and recognise excellence, innovation and ground-breaking exhibitions from galleries and visitor attractions across the UK and Europe. The winners will be announced by comic Marcus Brigstocke at an awards ceremony in London on Wednesday, 18 May. We wish them well.

Roman Week: a week-long celebration of Chichester District's Roman heritage (28th May - 4th June).

Tim Peake Exhibition: CDC received approval from Major Tim Peake in the International Space Station earlier this month, for an exhibition honouring him as a local hero, to be run at end of 2016.

Museum Café opening: Preparations for the opening of the new Museum Café area in April are coming along apace. To celebrate the launch there will be a buy one, get one free offer on all hot drinks between 15 April and 15 May 2016.

Philippa Hardwick: phardwick@chichester.gov.uk or 01428 661866

Norma Graves: ngraves@chichester.gov.uk or 01798 342881

Chichester District Council Ward Members for Fernhurst & Lynchmere

ANNEXE B''

Minutes of the Lynchmere Parish Council Finance Committee meeting held on 05.04.16 @ 18:30 in the Mill. Present: S. Bennett, S. McCallum, D. Pappa, A. Thornhill. In attendance: K. Bain

1. Apologies: None
2. Annual review of Standing Orders, Financial Regulations Risk Assessment, Asset Register:
 - Standing Orders: These were reviewed and it was agreed that there were no recommendations for changes. Agreed that it would be proposed to Full Council to re-adopt the document unchanged.
 - Financial Regulations: The following particular items were reviewed:
 - a] 1.4 – Internal Control: Agreed that adequate measures were in place; the Council is presented with monthly bank statements and bank reconciliation.
 - b] 3.4 -£1000 limit for emergency repairs; agreed that this amount was sufficient.
 - c] 5.3- Agreed that the 2 signatory rule should remain unchanged. K. Bain recommended that 2 more signatories should be added to the mandate; this will be put on the agenda for the May Council meeting.
 - d] 6.5 – Agreed to leave petty cash in, although noted that it was not used at present.
 - e] 14.3 – The Register of assets was reviewed and the following noted:
 - The war memorial value should be checked prior to insurance renewal.
 - Agreed that the visible assets are regularly reviewed by Councillors and that a formal physical review could be held in the summer.
 - Noted that the asset values are correctly recorded as at purchase cost.
 - The values of the bins will be reviewed as some have been replaced.
 - The allotment notice board will be added
 - The number of benches will be checked.
 - The purchase date of the bicycle racks will be checked.
 - The number of grit -bins will be checked.
 - f] 15.2- Agreed that the asset register is verified with the insurance company and will be updated for renewal.
 - g] 17.2 - The Risk register was reviewed and the following changes agreed:
 - No. 8 safety in burial ground will be amended to Medium risk.
 - It was agreed that it would be proposed to Full Council to re-adopt the document unchanged.
3. Review of reserves:

It was agreed to propose to Full Council that the Hammer Rec loan should be managed as a formal reserve and listed as such.

Signed.....

Date.....
