



Minutes of the Annual meeting of Lynchmere Parish Council held

On Tuesday 6th May 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).

Full Parish Council Meeting:

Present: Cllr. S. McCallum (Chairman) Cllr. S. Moore (Vice-Chairman) Cllr E. Chant
Cllr. D. Pappa, Cllr. S. Bennett, Cllr. A. Thornhill, Cllr. E. Hackett, Cllr. D. Sellar. Cllr. C. Duckworth
In attendance: Clerk – K. Bain, 2 members of the public (H. Elliott, J. Turner)

1. Election of Chairman

S. Bennett nominated S. McCallum, S. Moore seconded this and all Councillors present agreed that S. McCallum should be Chairman for 2014-2015. She accepted the position and signed the acceptance of office form.

2. Election of Vice-Chairman

S. McCallum nominated S. Moore, A. Thornhill seconded this and all Councillors present agreed that S. Moore should be Vice-Chairman for 2014-2015. She accepted the position and signed the acceptance of office form.

3. Apologies: None

4. Election of Committees:

The committees were confirmed and agreed by all Councillors present as:-

<u>Finance Committee</u>	<u>Grounds: Committee</u>	<u>Planning Committee</u>
S. McCallum S. Bennett D. Pappa A. Thornhill	S. McCallum S. Bennett E. Hackett A. Thornhill S. Moore E. Chant	S. McCallum E. Hackett C. Duckworth S. Moore E. Chant D. Pappa S. Moore- will attend as required.

5 Code of conduct – Declarations of interests - None declared

6. Visitors' Questions

It was noted that Hazel Elliott might be interested in standing for co-option onto the Council at some point. She noted that she has started a petition for speed measures on the B2131. And also offered her garden as a site for speed monitoring; S. Moore will speak with Heidi Hay about community speedwatch sites in Lynchmere.

it was agreed that the Council would write formally to Ed Dickinson to request that the agreed review of the B2131 was carried out and in the meantime will continue to keep a log of incidents on the road.

It was noted that at the APM the PCSO had been asked about speed deterrents, including police van presence, but he had reported that any measures were unlikely. It was suggested by the police that The 'lollipop man' took note of registrations of speeding cars, but as his attention should be focussed on ensuring the children across the road safely, the Council agreed that this is not practical

ACTION CLERK/S. MOORE

7. Minutes - To agree and sign the minutes of the meeting held 1st April 2014

Approved: Proposed by S. Bennett, seconded by E. Hackett.

8 Matters Arising - Matters arising from the minutes - not included on the agenda

-B2131 – as above

-Wits End – it was noted that the Clerk had received a verbal response from the owner of the property; he has stated that until building works were complete, that he will not be in a position to make a decision on the footpath issue.

He had noted that he would be meeting with the Chair of the Marley Lane West Residents' Association and also suggested a meeting with Parish Councillors; A. Thornhill and E. Hackett offered to do this, the Clerk will set up a meeting. The matter will also be raised with Helen Chalk on her next visit.

ACTION: CLERK

- Council tax leaflets N. Graves has confirmed that leaflets should have accompanied every bill and will bring some to a meeting.

-Broadband – Lynchmere Hamlet are appealing to WSCC.

-Petanque pitch – there have been several sessions and the pitch is excellent, but there is a lot of rubbish in the area.

- The work carried out by Cowdray has been partially remedied.

-Noted that the PCSO had been asked at the APM whether Lynchmere could have a regular police presence, as done in Fernhurst; he had stated that this would not be possible.

-SDNPA Management Plan – S, McCallum completed the Council response and submitted it.

6. County Councillor's report - None received

7. District Councillor's report- None received.

8. Planning (i) Applications and decisions– 04/03/14-01/04/14 - Applications

APP NO	PROPERTY	DETAIL	PC COMMENT
LM/14/00810/DOM	37A Hammer Lane	Alterations to existing rear extension - new roof and new window/door openings.	NO OBJECTION
LM/14/00851/FUL	The Mill Tavern	Proposal for single storey extension to rear and side elevations with some associated partial demolition of adjoining walls and ventilation systems associated with kitchen/cellar. Provision of additional overflow car park.	NO OBJECTION
LM/14/01049/PLD	Holmbury , Marley Lane,	Rear extension.	NO OBJECTION
LM/14/00864/DOM	Grovers, 24 Copse Road	Creation of new first floor window to west elevation following blocking up of existing. Provision of flue.	NO OBJECTION
LM/14/00932/DOM	Silverglades , Marley Lane	Construction of first floor extension over existing ground floor. Existing flat roofs to be used as balconies. Bridge from road to new first floor entrance door	NO OBJECTION
SDNP/14/01832/LPE	Highbuilding Vann Rd	Demolition of existing dilapidated garage and potting shed and construction of oak framed barn style garage, store and greenhouse	NO OBJECTION
SDNP/14/01585/HOUS	Marley Manor	First floor extension over existing carport to form 2 bed annexe with access hall & staircase	NO OBJECTION – providing that at no point the annexe is used as an independent dwelling.

All Councillors agreed with the comments of the Planning Committee

Decisions

APP NO	PROPERTY	DETAIL	PC COMMENT/DECISION
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/PERMIT
LM/14/00626/DOM	Tralee Marley Lane	Erection of a wall approximately 2.5m high 1.0m from the edge of the highway to retain garden and parking area recently affected by landslip	No Objection/PERMIT
SDNP/13/05052/FUL	Woodend Cottage Gillhams Lane	Erection of a replacement dwelling	No objection/PERMIT
SDNP/13/05951/HOUS	Bridge Lodge Haslemere Road	Extensions and alterations	No objection/PERMIT
SDNP/14/01180/TCA	Church Farm Lower Lodge Road	Cypress, oak & fir tree works	No objection/PERMIT
LM/14/00775/DOM	38 School Road	Proposed double garage and store in place of existing single garage	No objection/PERMIT
SDNP/14/01177/HOUS	Waterhouse Cottage		
		Demolition of existing dilapidated garage and potting shed and construction of oak framed barn style garage, store and greenhouse	No objection/PERMIT

11. Planning contd.

(ii) Other planning matters

- Celtique – The SDNPA is writing to the Council to ask for any comments on information recently submitted by Celtique. It was agreed that S. Moore would contact David Smythe and ask him to respond to the new information. It was agreed that if he asked for payment, that this would need to be referred to Council.

9. Neighbourhood Plan

S. McCallum thanked Councillors for holding their meetings with local groups; she is collating all information received. A. Thornhill will speak with the National Trust, Scouts, Brownies, Cubs and Guides. E. Hackett will do the youth group, Cee Gees and the School with S. McCallum and in consultation with Sarah Palmer. E. Chant has spoken with the pre-school and S. Bennett has held a meeting with the circuit training group.

S. Moore will arrange a meeting with Robert Windle or Lord Cowdray.

S. Moore and E. Hackett will talk to the Lynchmere Society. All Councillors agreed with the document they will present.

-St. Michaels

It was noted that the hall is now registered as a Community Asset and a draft letter to the churchwardens will be circulated to Councillors. Despite the CRTB registration, The Council can make an offer for the hall at any point. **It was re-agreed by all Councillors present that the Council should go ahead with the aim of purchasing St. Michaels and send the letter once agreed.**

10. Finance

(i) Bank balances 28/04/14 confirmed as: £101213.12

It was noted that this is a good beginning of year balance.

(ii) Approval of payments & receipts for the period - 01/04/14-06/05/14

Payments made

TO	DETAIL	£	PAYMENT TYPE
K Bain	Expenses	191.34	Chq: 3
K Bain	Salary Apr 14	On file	DD
Anvil	'Phone Feb 14	17.34	DD
A Davies	Maintenance (inv: 258)	612	Chq:1

Payments due – GRANTS 14-15

TO	DETAIL	£	Power	
RIVER WEY TRUST	General donation	50	S137	Chq:4
CAMELSDALE PLAYGROUP/Preschool	Outdoor canopy	250	S137	Chq:5
LYNCHMERE SOCIETY	Mare's Barn repairs	350	S137	Chq:6
FERNHURST FURNACE	General donation	200	S137	Chq:7
CAMELSDALE SCHOOL	Update of ICT provision	3000	S137	Chq:8
CAB	General support	150	S19	Chq:9
LYNCHMERE CRICKET CLUB	Toilet block contribution- To be paid on receipt of update on toilet block building progress	250	S137	Chq:10
HHRA	Insurance contribution - To be paid on receipt of insurance details	350	S137	Chq:11
CAMELSDALE SCOUT GROUP	Car Park extension - To be paid on receipt of invoices	5000	S137	AGREED - Not written yet

13. Finance contd.

Other payments due

TO	DETAIL	£	
HMRC	TAX APRIL 14	234.60	Chq:12
ProTec	Inv: 3808-Apr 14	105	Chq:13
CDC	Dog warden Feb & Mar 14 Inv:100003261	124	Chq:14
Zurich	Insurance 14-15 Inv: 4710020	2171.03	Chq:15
Playsafe	Swing repairs	174	Chq:16
S McCallum	APM refreshments	12.11	Chq:17
K Bain	Office allowance April 14	35	Chq:18
K Bain	Expenses Apr 14	138.23	Chq:18

Receipts

FROM	DETAIL	£	PAYMENT TYPE
CDC	1 st precept instalment	27913	Bacs
CO-OP	Interest	13.33	Bacs
Stone carving studio	Memorial inscription	52.50	Chq
Allotment rents	Various	500	various

(iii) Other financial matters

- A finance Committee meeting will be held on the 22nd May to consider the Audit report and the Annual Return, prior to Council meeting on 3rd June.
 - The Clerk will bring signatory paperwork to the next meeting.
 - The Clerk asked for Council approval to use a payroll company; this should cost in the region of £50 per annum. It was agreed that this would be a good idea.
- It was noted that no response has been received from Lloyds bank.

11. Correspondence & Invitations 01/04/14-06/05/14

FROM	DETAIL	ACTION
Mr Wells	Letter	Reply sent
CDC	Notification of registration of St. Michael's Hall	Circulated
CPRE	Sussex Review Spring/Summer 2014	Noted
CPRE	Countryside Voice Spring 2014	Noted
Zurich	Insurance quote	To be checked by Finance Committee
Clerks & Councils direct	May 14	Noted
SDNPA	Notification of Fernhurst plan submission	Details to be circulated

Other correspondence

- Church yard - It was noted that just prior to the APM the Council had received notification from the Church that they were imposing the closed burial Ground maintenance on the Council. A site meeting will be held and a letter will be written as the Council should have had, as a matter of practical courtesy 12 months' notice and the churchyard should be handed over in good repair. It was noted that the Parish Council could pass this responsibility onto the District Council, but this could incur greater charges than using the Parish Council maintenance companies. The matter will be discussed by Grounds and Finance Committees as the maintenance of the walls and headstones in particular have insurance and further financial implications.
- Car park email – An email had been circulated from a New Road resident about the large number of cars in Camelsdale car park for a football match. HTFC need to clarify their match/practice days and be billed accordingly.
- An email had been received from a parishioner suggesting a site for housing in Lynchmere Hamlet; a response will be sent pointing out that this is in the SDNPA.
- An email had been received in response to the letter written to the resident at Belle vue regarding the gate in the fence. This will be discussed at Grounds Committee.

12. Grounds committee - A Committee meeting will be held on 22nd May – 9.30am in the Pavilion.

- (i) Hammer Recreation Ground - No further report
 - (iii) Camelsdale Recreation Ground - The ground by the car park is drying out well, but will be monitored. The sand spreading should take place when the pitch areas dry out enough to allow vehicles onto them.
 - Pavilion -The Clerk reported that ballpark costings had been received: c. £150k for renovation and c. £200k for a rebuild. It was agreed that other companies will be sourced. HTFC are holding a veterans match on the 10th June.
 - A sign will be put up saying 'No Access' as cars are driving onto the Ground.
 - (iv) Allotments- The grass needs cutting.
 - (v) Burial Ground - All in good order
 - (vi) Other properties
- E. Hackett reported that she was aware of 3 children who were interested in doing litter picking; the matter will be discussed at Grounds Committee.

13. Chairman's report -The Annual Parish Meeting was very useful, in particular there is a new fund to assist with measures to stop travellers entering Parish Council land; it was agreed that S. Moore will speak again with Piers Taylor to get a recommendation for the type of barrier that would be most effective.

14. Parish Matters

-S. Moore noted that nothing had happened with the cutting back by the dip in Hammer Hill, the owner will be contacted. **ACTION: CLERK**

S. Moore reported that the board on the Green was broken again; A. Davies will be asked to look at it again and it will be discussed at Grounds Committee.

-E. Chant reported her disappointment with the school allocation policy; it was agreed that a WSCC education officer will be asked to attend a meeting.

S. Bennett reported that Tom Scott had taken over as Chairman of Marley Lane West Residents' Association; his efforts were much appreciated and proving effective.

A, Thornhill asked why the verges had not been cut. She also noted that the road sweeper should be asked to clean the main roads and that the drains needed clearing; these will be passed onto Highways. **ACTION: CLERK**

C. Duckworth noted that the parking near Arnolds was a problem; the CDC enforcement office will be informed. **ACTION: CLERK**

Signed.....

Date.....