

**MINUTES OF THE MEETING OF WEST TYTHERLEY, FRENCHMOOR & BUCKHOLT  
PARISH COUNCIL**

**HELD AT KING EDWARD'S HALL ON MONDAY 8<sup>th</sup> April 2024 AT 7PM**

This meeting was voice recorded to assist with minute taking.

**Present:** Harry Urquart (Chairman) (HU), Fiona Collier (FC), Karen James (KJ), Fiona Collyer (FCy) and Margret Down (MD).

**In attendance:** Becky Hopkinson (Clerk) (BH) and 4 members of the public.

**ITEM 240401-APOLOGIES FOR ABSENCE**

Apologies were received from Vian Cameron (personal), Nick Adams-King (holiday) and Stewart MacDonald (illness).

**ITEM 240402-DECLARATION OF INTEREST**

No Declarations of interest were received.

**ITEM 240403-APPROVAL OF MINUTES**

Minutes were approved following minor amendments (West Dean Road amended to Dean Road).

**ITEM 240404-PUBLIC SPEAKING**

A member of the public asked when the external audit for 2022-23 had been submitted to BDO. FC said she had posted all the information in January 2024. KJ asked for thanks to be recorded to FC for helping with the auditing.

A member of the public spoke of trees falling on the sides of Dean Road and being left.

**Action: FCy to contact landowners and request the clearing of the fallen trees.**

**ITEM 240405-REPORT FROM STEWART MACDONALD**

No report given.

**ITEM 240306-REPORT FROM NICK ADAMS-KING**

No report given.

**ITEM 240307-FINANCE**

I. No financial update due to ongoing issues with bank access.

II. All payments **approved** for April.

From	Item	Invoice Ref	Method	Amount
Staff	Expenses & Office allowance			25
HALC	Year End for Officers	6334		36
HALC	Introduction to Local Councils (MD)	6278		57.60
Staff	Payroll		BACS	£435
Hugo Fox	Website Hosting		DD	£11.99
West Dean PC	Contribution to playground			£250

III. Update on change of signatories & bank access.

BH reported clerk access had still not been achieved. FC reported an email had been received to update a small change in the mandate had been received and had been told this should allow the clerk access.

IV. The engagement of Do The Numbers to carry out the 2024-25 internal audit was **approved**.

- V. The tender from Mr Eastwood for grass cutting throughout 2024-25 was **approved**.
- VI. The decision to replace FC with HU as bank signatory was **approved**.
- VII. The renewal of HALC & NALC annual membership was **approved**.
- VIII. The engagement of Locum Clerk Karen Ross to assist BH with updating 2023-24 accounts, prepare for internal audit etc was **approved with an initial cap of 6 hours**.

#### **ITEM 240408-PLANNING**

##### **24/00495/FULLS Seasons Cottage, West Tytherley.**

Councillors had **NO OBJECTION** to this planning application.

##### **24/00505/FULLS Tanglewood, West Tytherley**

Councillors request more information as per TVBC Conservation Team comments before commenting this planning application.

HU and MD reported back to the Council following a meeting with Paul Goodman from TVBC regarding the Glebe Farm development. A joint meeting with West Dean Parish Councillors, conducted by Paul Goodman has been suggested and a suitable date is currently being sought to discuss the situation.

#### **ITEM 240409-REPORTS**

##### **I. LENGTHSMAN**

There have been issues with sending the Lengthsman jobs to the Lengthsman manager.

**Action: BH to contact VC to assist.**

It was requested to add the cleaning of drains on Dean Road from the village to Poplar farm to the list.

##### **II. RECREATION GROUND**

No report.

##### **III. FOOTPATHS**

It was reported that work would be starting next week to create part of the new route of Footpath 3. However, the footpath currently remains closed.

It was reported the footpath bridge over the river at West Dean is currently submerged under water due to recent rainfall. **Action: HU to speak to local landowners to see if anything has or can be done.**

#### **ITEM 240410-RESILIENCE PLAN**

The Parish Council nominated KJ as the PC representative for the KEH Committee. The PC received an email from Charlotte XX with suggestions for achieving the Resilience Plan. This will be considered and worked into the Memorandum of Understanding. It was requested by the KEH committee that the PC agree to the generator being bought, maintained and insured by the PC.

#### **ITEM 240411-Correspondence**

BH is attending a zoom webinar on 10<sup>th</sup> April to find out options for companies to assist with moving councillor emails to .gov addresses and will report back at next meeting. FC requested BH send all councillors MidTest Matters email from Stewart MacDonald.

**Action: BH to send email.**

FC asked if BH had received a forwarded email from Robin Garrett. **Action: BH to check emails.**

### **ITEM 240412-Church Farm Culvert assistance**

Unfortunately, Nick King-Smith was on holiday & therefore could not be included in the discussions.

A member of the public (MOP) explained issues of flooding in previous years, specifically 2014, the highest recorded water table, 2020, nearly as high as 2014 and currently (8<sup>th</sup> April 2024) the water table is higher than 2020 and is above road level. The MOP was keen to find a community solution and suggested all homes having access to the main drain/culvert though the village or creating 'swales' though the fields.

HU suggested the creation of a flooding/river community group to work on the issue. The MOP is to email BH with current information. **Action: BH to speak to TVBC/HCC to ask for help.**

An MOP reported the recent erection of a fence over the culvert has damaged the culvert in 2 places with a gate post and fence post going through the pipes of the culvert. **Action: BH to write to owners of fence to request the repair of damage.**

Mr David King requested it be noted that, although the culvert/drain ends on his land, he is not the owner of the culvert/drain.

### **ITEM 240413- MATTERS TO BE CARRIED FORWARD TO NEXT MEETING**

- To agree that PC will buy, maintain, and insure the generator for the Resilience Plan.
- To consider options for all PC emails to move to 'official' email addresses.
- To approve quote from Jamie Bowditch for work to recreation grounds

### **ITEM 240414-TO AGREE DATE OF NEXT MEETING (also Annual Parish Meeting)**

7pm on Monday 13<sup>th</sup> May 2024 at King Edward's Hall

### **ITEM 24015- Audit Report and recommendations and resulting actions.**

An update on the Internal and External audit was received from FC.

Meeting ended at 9:15pm.

### **SUMMARY OF ACTIONS**

<b>Para</b>	<b>Description</b>	<b>Person</b>
240404	Contact landowners of Dean Road verges and request the clearing of the fallen trees	FCy
240409	Contact VC Re Lengthsman jobs and send to Lengthsman manager	BH
240409	Speak to local landowners near bridge at West Dean to see if anything has or can be done to help with the flooded bridge.	HU
240411	Send MidTest Matters email to all councillors	BH
240411	Check clerk emails for email from Robin Garrett	BH
240412	Speak to TVBC/HCC to ask for help with flooding situation	BH
240412	Write to owners of fence to request the repair of damage.	BH