



# Shingley Parish Council

**Chair:** Cllr Matthew Payne, Purveyors Farmhouse, Coolham Road, Coolham, West Sussex, RH13 8GP  
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## The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Tuesday 20<sup>th</sup> February 2024 commencing 7:30pm held at the Andrew Hall, Shingley.

### 15. Attendance and Apologies for Absence.

**Those Present:** Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Roggendorff, Cllr Smale, Cllr Tuck

**Also Present:** WSCC Cllr Jupp, HDC Cllr Jeffrey and P. Richards (Clerk). One members of the public was present.

**Apologies:** Apologies were accepted from, Cllr Wright, Cllr Woodage and HDC Cllr Jeffrey.

The Chairman paid tribute to Bob Phillips who had sadly passed away. Cllr Nunn referred to Bob's commitment to the Shingley parish where he was a councillor for over 40 years.

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

### 17. Public Session – none.

### 18. Approval of the draft Minutes from the last meeting held on 15<sup>th</sup> January 2024.

The draft minutes of the Ordinary Meeting held on 15<sup>th</sup> January 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

### 19. Matters Arising from Item 18 (for information only).

- Item 79 - quote for grass matting – funding to be reviewed;
- Item 124 – tree surgery quotes – Cllr Payne awaiting further quotes;
- Item 150 - Circulate ethical details – Clerk to action;
- Item 163 – Brambles on playing field – no update;
- Item 164 – Moles – chase contractor;
- Item 6 – Gatwick – WSCC Cllr Jupp to chase timescale information;
- Item 6 – ditches – Cllrs to email the Clerk with information;
- Item 10 – Disabled parking – WSCC advise that permanent parking signs cannot be erected but the Church can put out cones when necessary;
- Item 11 – Resident Survey – completed; and
- Item 12 – Climate – Cllr Tuck to apply to HDC for a grant.

### 20. Report from the County Councillor.

WSCC Cllr Jupp provided an update that is attached at Appendix B. She also provided an update on the state of the highways following the recent flooding.

- Flooding in Sincox Lane – She advised that funds via Operation Watershed could be available to address the flooding issue and would check. She also advised that WSCC could write to the riparian owner but needed their details from the Members. The Chairman reminded Members that the road in question was in Thakeham parish; and

- Verge-side structures – she reminded Members that wooden blocks, logs and other such verge-side structures were not permitted.
- 21. Report from District Councillors** – HDC Cllr Jeffrey provided an update that included:
- Two District Council By-elections were to be held (Henfield and Southwater north);
  - The closing date for comments on the draft Local Plan was 3<sup>rd</sup> March 2024;
  - The purchase of Bramber Brooks by HDC had been completed;
  - A cost of living summit was held with over 60 partners/agencies in attendance;
  - HDC meet on 21<sup>st</sup> February to agree the 2024/25 budget. This will include proposals to refurbish the Capitol theatre at a cost of £10.8m over a four year period. The Theatre will have a larger capacity to attract bigger shows. HDC reserves are at £50m; and
  - The budget will also include proposals to increase the empty house Council Tax rate by 100%. Exemptions will apply where necessary.
- 22. Planning Applications.**
- **HDC/23/2009 - 4 Dragons Lane, Dragons Green** - Removal of existing conservatory and erection of a front porch, two-storey side, and single storey rear extensions.  
**Members voted to SUPPORT the application (8 in support with 1 neutral)**
  - **HDC/24/0079 - 1 Oakwood Cottages, Hooklands Lane, Shipley** - Use of an annexe as a separate residential dwelling.  
**Members voted to SUPPORT the application (6 in support with 3 neutral)**
- 23. Planning Matters.**
- Members noted that HDC had permitted application DC/23/1667 - Cobweb Cottage, Emms Lane, Brooks Green (Demolition of existing cottage and erection of single storey replacement dwelling and associated outbuilding) despite SPC's objection to it. The Clerk was asked to write to HDC to request further information on their decision;
  - Cllr Tuck referred to Thakeham PC's process in reviewing a major building development in their parish. She thought it was a good model. The Chairman advised that the proposed development was not in the draft HDC Local Plan, however the submission process had pre-dated the draft Plan;
  - The Chairman referred to the proposed development at Rascals Farm and suggested an outline application will be submitted soon; and
  - The erection of a development sign at the former Arun Feeds site in Sincox Lane was subject of a review by the HDC planning enforcement team. The sign had been removed.
- 24. Roads, Footpaths, Bridleways & General Maintenance of the Parish.**
- Cllr Smale reported that a Coolham directional sign had been reinstalled but was hidden deep in a hedge. She agreed to send details to WSCC Cllr Jupp;
  - Cllr Smale reported the leakage of sewage onto the B2139 in Coolham. She was advised to report this to the Environment Agency;
  - The Chairman advised that the Shipley TRO consultation process had commenced with an end date of 29<sup>th</sup> February 2024. If successful, the new speed limits could be in place in May 2024; and
  - **Stoolball tournament** - Cllr De Zoete reminded Members of the tournament date of 12<sup>th</sup> July 2024 at 5:30pm. The location will be on the Knepp Estate. The Church will organise the food as a fund raising activity. She agreed to circulate details of the event plans. Cllr Emrich is to confirm the location and Cllr Tuck to liaise with the parish schools.
- 25. Resident Survey** – no update.

**26. WSALC.**

The Chairman referred to a recent WSALC meeting where the Civility and Respect Pledge was discussed. Increased complaints regarding councillor behaviour had been reported and the Pledge was seen as a good way to confirm the expected standards in public life and the Nolan principles.

**27. Climate and Environment** - Cllr Tuck advised that the project was progressing well. She advised that:

- A Facebook page had been setup with attention focussed on Hirundinidae nesting boxes. Support from the Men’s Shed and schools has been requested;
- A grant application to HDC Wilder Horsham is planned;
- Greener Shipley will have a stall at the Shipley fete on 27<sup>th</sup> May 2024;
- The launch event is planned for 14<sup>th</sup> September 2024 from 5pm to 7pm. Details will be circulated;
- A thermal imaging camera was loaned to the parish by HDC to scan local public buildings; and
- Litter bags, pickup sticks and hoops had been supplied by HDC.

The Chairman thanked Cllr Tuck and the group for their report and hard work in establishing the project.

**28. Finances.**

- **Approve the February 2024 payments** - It was **AGREED** to approve the February payments. The approved payments are attached at Appendix A.

**29. Dates of next meetings.**

The next Ordinary Parish Meeting will be held on 18<sup>th</sup> March 2024 commencing 7:30pm. The location was changed to be at the Coolham Village Hall.

There being no further business the Chairman closed the meeting at 20:58.

Signed ..... **Chair**

Date.....

**Acronym Information**

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PCC	Parochial Church Committee
CIL	Community Infrastructure Levy	PiP	Permission in Principle
CSW	Community Speed Watch	PROW	Public Rights of Way
HALC	Horsham Association of Local Councils	SDNP	South Downs National Park
HDC	Horsham District Council	SHELAA	Strategic Housing Economic Land Availability Assessment
HDPF	Horsham District Planning Framework	SID	Speed Indicator Device
HAMSVA	Horsham and Mid Sussex Voluntary Association	SPC	Shipley Parish Council
LGS	Local Green Space	TPO	Tree Preservation Order
NALC	National Association of Local Councils	TRO	Traffic Regulation Order
NHP	Neighbourhood Plan	WSALC	West Sussex Association of Local Councils
		WSCC	West Sussex County Council

## APPENDIX A – Payments

Payments 20th February 2024				
<b>Income since last meeting</b>				
<b>Amount</b>				
Bank Interest	£	68.69		
Knepp Caste Estate - donation for VAS/SID	£	2,000.00	For VAS/SID Feb 2024	
<b>TOTAL INCOME</b>	<b>£</b>	<b>2,068.69</b>		
<b>Funds Transferred since last meeting</b>				
<b>Amount</b>				
S/Acc. To C/Acc.	£	2,000.00		
<b>BALANCES ON ACCOUNT</b>				
<b>Amount</b>				
Current Account (Treasurers)	£	934.31	31 January 2024	
Deposit Account (Bus Bank)	£	64,644.23	31 January 2024	
Investment Acc. (NSI)	£	5,387.65		
<b>TOTAL BALANCES</b>	<b>£</b>	<b>70,966.19</b>		
<b>EARMARKED RESERVES</b>				
<b>Amount</b>				
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	1,700.00		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	1,200.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	19,609.00	Less VAS/SID Feb 2024	
<b>TOTAL ALLOCATIONS</b>	<b>£</b>	<b>40,442.00</b>		
<b>PAID SINCE LAST MEETING TO BE APPROVED</b>				
<b>Invoiced Services</b>	<b>Payment Type</b>	<b>Folio</b>	<b>Amount</b>	
None			£	-
			<b>£</b>	<b>-</b>
<b>To approve and pay after this Meeting</b>				
<b>Invoiced Services</b>	<b>Payment Type</b>	<b>Folio</b>	<b>Amount</b>	
Andrew Hall	Meeting 3/1 and 15/1	BACS	74	£ 40.00
Coeval	VAS and SID	BACS	75	£ 5,240.04
Hugo Fox	Website hosting - Feb 2024	DD	76	£ 23.99
Starboard Systems (Scribe)	Accountancy package 2024 renewal	BACS	77	£ 331.78
WSCC	Clerk's salary costs - Jan 2024	BACS	78	£ 1,394.42
Horsham Conservative Association	Room hire	BACS	79	£ 30.00
Paul Richards	Mileage	BACS	80	£ 108.00
Paul Richards	Anti-virus and Office Software	BACS	81	£ 119.98
Paul Richards	Land Registry search - Red Lane	BACS	82	£ 6.00
Paul Richards	Mobile phone x 4 months	BACS	83	£ 40.00
				<b>£ 7,334.21</b>
				<b>£ 7,300.00</b>
	<b>Immediate Transfer S/Acc to C/Acc.</b>			<b>£ 7,300.00</b>

## APPENDIX B – WSCC REPORT

### County Councillor Report February 2024

The heavy rainstorms we have experienced over the winter have unfortunately led to potholes appearing/reappearing on many of our roads and I am very grateful to the Parish Council and residents who have reported these direct to Highways. However, if these reports need following up, please let me know so I can contact Highways to ensure that these potholes have been logged on the system. Since **Operation Watershed** was established ten years ago, the County Council has successfully supported local communities with £5m of funding for over 500 projects to alleviate the risk of flooding. Parish and town councils as well as constituted community and volunteer groups within the county can apply for funding for projects that they are able to deliver themselves. Criteria used to assess applications to the fund include how flood issues will be addressed, whether there is strong community support, how benefits to the community will be realised and value for money. Further information is available on the WSCC website under Operation Watershed.

**Riparian Rights** - it is the responsibility of riparian owners to maintain any watercourses that are on or under their land or property. Ditch clearing helps keep water flowing freely and reduces flooding and pooling on the road surface.

Under the provision of the **Highways Act 1980**, it is an offence to block, obstruct or damage road verges with logs, stones, posts, etc. If someone is injured or vehicles damaged by items that have been placed on verges, then legal action can be taken against the homeowner.

**West Sussex County Council will invest £2bn** to support residents, communities and businesses over the coming year, including an extra £81.9m of funding for vital day-to-day services. The budget for 2024/25 was agreed at a meeting of Full Council on Friday 16th February.

Extra funding includes:

- £31.2m more for vulnerable children and young people,
- £18.3m more for adults' social care,
- £4m extra to maintain the county's 4,000km of roads,
- £27.8m to manage increased costs, as inflation levels remain high.

The Council also plans to spend £131.6m of its £695m five-year Capital Programme. The main areas of investment being highways, schools and the environment.

Included in the budget are efficiency savings of £15.7m, an increase in core council tax of 2.99%, and an additional adult social care precept of 2%.

**Apprenticeship funding** is available to local businesses as the County Council is part of the apprenticeship levy fund scheme and as a large employer can transfer 25% of its own funding to other employers. Applications can be made at any time of the year. The Council has invested a total of £1,240,453 of apprenticeship funding since 2017, when the apprenticeship levy was introduced to support local businesses. The funding has supported a total of 385 apprenticeships in West Sussex and £324,369 of the total amount was invested in the last financial year. Apprenticeships are equivalent to educational levels ranging from GCSE/A level to Foundation, Graduate and Postgraduate degrees. They are open to people over the age of 16 and cover hundreds of subject areas. Businesses can find out more and apply for funding by visiting [Apprenticeship levy transfers - West Sussex County Council](#) on the Council's website. Anyone interested in becoming an apprentice at West Sussex Council can also visit the website for more information and to search for current opportunities.

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