



Shingley Parish Council

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 18th March 2024 commencing 7:30pm held at the Coolham Village Hall.

30. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Smale, Cllr Tuck and Cllr Woodage.

Also Present: WSCC Cllr Jupp, HDC Cllr Blackburn and P. Richards (Clerk). Three members of the public were present.

Apologies: Apologies were accepted from Cllr Emrich, Cllr Huggett, Cllr Nunn, Cllr Roggendorff, Cllr Wright, and HDC Cllr Jeffrey.

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

32. Public Session.

- A member of the public objected to planning application DC-24-0267. As a neighbour, she had received confirmation from a previous tenant of the barn that no car sales were in operation before 2019. She objected to the site operation that were noisy, disruptive and did not benefit from any previous planning application. She advised that the car wash business also operated from the site and was unaware of any formal permits that allowed for the disposal of wastewater effluent from this operation;
- A member of the public objected to planning application DC-24-0267. He also confirmed that the car sale business started in 2019 and shared the concerns raised by the other member of the public.

The Chairman proposed that the planning application in relation to these issues be brought forward. This was **AGREED**.

33. Planning Applications.

- **DC-24-0267 - Hampshires Barn, Countryman Lane, Shingley** - Application to confirm the continuous use of the Barn at Hampshires Farm for car storage, with sales online and by appointment only, for a period in excess of ten years (Lawful Development Certificate - Existing).

VOTES – Object (unanimous).

Members noted that evidence had been presented to support the car storage continuous use for a period of ten years. However, no evidence was presented to support continuous car sales, online or otherwise for a period of ten years, and no one was aware of any such activity having taken place from the site with the previous tenant unlike the present one. Evidence only exists that any retail activity or a car sales operation commenced only in 2019. Members were concerned that the car sales and car washing operation were, effectively, in operation without planning permission and **OBJECTED** to this aspect of the application due to lack of evidence of continuous use. Members also noted that in all the tenancy agreements in schedule 3, section 20, any retail or wholesale activity from the site for either tenant was not permitted.

Members agreed with the public concerns that the car sales business presented a nuisance for local neighbours including increased noise, light pollution, and long opening hours. Concern was also noted about the disposal of trade wastewater on the site. Members also referred to reports of ‘supercars’ speeding down the narrow lanes associated with the business.

- **DC-24-0266 - Hampshires Barn, Countryman Lane, Shipley** - Retention of a resurfaced access track/hardstanding and a timber shed for use ancillary to the Hampshires Barn.

VOTES – For =1, Neutral = 3, Object = 2.

34. Approval of the draft Minutes from the last meeting held on 20th February 2024.

The draft minutes of the Ordinary Meeting held on 20th February 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

35. Matters Arising from Item 34 (for information only).

- Item 124 – tree surgery quotes – Cllr Payne awaiting further quotes;
- Item 164 – Moles – chase contractor;
- Item 6 – Gatwick – WSCC Cllr Jupp to send relevant information;
- Other – add YouTube link to website re Bob Phillips;
- Item 20 – Flooding - AJ has spoken to WSCC re blocked culvert;
- Item 22 – Planning Thakeham – clarification of spec – HDC Cllr AJ; and
- Item 24 - Sewage leak - Report to HDC Environmental - RS

36. Report from the County Councillor.

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

- **Ditches** – she encouraged residents and landowners to clear their ditches. The Chairman agreed to post this message onto the Community Facebook page;
- **Operation Watershed** – she will contact the relevant WSCC officer and request that Operation Watershed funds could be considered for the bad road surface adjacent to Boars Lane. The section in question would need to be re-surfaced but the parish council would need to make the application;
- **Red Lane, Shipley** – she reported that re-surfacing work should commence in three weeks time.

37. Report from District Councillors – HDC Cllr Blackburn provided an update that included:

- The Scout Hut had been awarded a match funding £5,000 grant from the HDC Community Climate Fund to install 16 solar panels on the Hut roof;
- The planning application (DC-23-1151) for two bungalows to be built on Coolham airfield had been refused. In addition, the planning application for the change of use for Barns at Orchard Farm had been approved;
- Cllr Tuck will be attending a HDC Climate Action meeting; and
- HDC are supporting “Green Leaps”, a small business support initiative at Rudgwick. If successful, this model could be deployed for Shipley small businesses. Cllr Blackburn will send the link to the Clerk.

38. Planning

a) Applications.

- **DC-24-0185 - Orchard Farm, Emms Lane, Brooks Green** - change of use of building nos. 14-17 and a former packing building from agriculture to a mixed commercial storage (Class B8) and light industrial use (Class E) together with associated alterations and parking.

Members voted to SUPPORT the application.

VOTES – For = 4, Against = 2.

- **DC-24- 0216 - Whitehall Cottage, Countryman Lane, Shipley** - Erection of a front porch single storey extension.

Members voted, unanimously, to SUPPORT the application.

- **DC-24-0249 - Rascalls Farm, Shipley Road, Southwater** - Reserved matters application for the erection of 100 dwellings and ancillary parking and landscaping following approval of outline application DC/20/0695 (up to 100 residential units with associated vehicular and pedestrian access), relating to layout, scale, appearance and landscaping.
Members voted to offer a NEUTRAL comment on the application.
VOTES – For = 2, Against = 0, Neutral = 4.
 - **WSCC-13/24 - Hooklands Farmhouse, London Road, Ashington** - Land raising and regarding of agricultural land to alleviate noise, air and light pollution from the A24.
Members voted to offer a NEUTRAL comment on the application.
VOTES – For = 1, Against = 1, Neutral = 4.
- b) **Planning Matters** – none.
- c) **Planning decisions.**
- **REFUSED - DC-23-1151 - Barn To East of Coolham Road, Thakeham Road, Coolham** - Demolition of an agricultural building and the erection of two dwellings.

39. **Roads, Footpaths, Bridleways & General Maintenance of the Parish.**

- Cllr Tuck reported that the William Penn school Head Teacher was in support of the proposed Coolham speed reduction TRO and asked that a flashing “School” sign be erected. The Chairman advised that resources were not available to action this request as 2 x SID and 1 X VAS still need to be erected. These devices will be installed once the ground is suitable;
- Members requested that the “20 is plenty” and other associated signs be removed from School Lane now that the formal 20mph speed limit had now been introduced. Cllr Tuck agreed to discuss this with the local school Head Teacher; and
- The Chairman reported that the consultation period for the proposed Coolham speed reduction TRO had now closed. Most residents were in support, but a few had submitted letters of objection.

40. **Stoolball.**

Cllr de Zoete had reported that the Scouts were now to take ownership of the event. She would continue to be the parish council point of contact for the proposed tournament.

41. **Resident Survey** – no update.

42. **WSALC.**

The Chairman referred to a recent WSALC meeting where the Civility and Respect Pledge was discussed. He asked that Members consider adopting the pledge. After review and discussion it was **AGREED**, unanimously, to adopt the Pledge. The Clerk was asked to complete the necessary information.

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

- An £850 grant had been requested from Wilder Horsham. Once the grant had been approved, the Men’s Shed had agreed to provide 60 bird box kits for the local schoolchildren to assemble. It is hoped that cameras could be fitted to some of the boxes for the children to view activity;
- A water conservation theme will be adopted for the Greener Shipley Fete stand. EV cars will also be parked at the Fete;
- An application for grant funds had been made to the Trustees of the Andrew Hall;
- More volunteers had joined the local litter picking activities;
- “Notable” verge signs had been installed, previously, in Smithers Hill Lane. The Group intend to adopt more verges in the parish and attain a “notable” status for them as well;
- Signups and activity on the newly created Greener Shipley Facebook site had increased. A poll will be run on the site to request ideas and thoughts from residents. Currently, resources are only available to pursue online surveys and polls;
- She will attend the next Steyning Greening talk on heat pumps;

- A local newsletter database is being compiled;
- Together with local HDC Councillors, she has joined the Southern Water Climate Change Group;
- Sponsored by WSCC, Local Nature Recovery Strategies (LNRS) may be suitable for the Local Green Spaces allocated in the Shipley NHP; and
- She requested thoughts on the Sussex Green Living grant application to support a climate awareness day for local schools. The cost would be £900 for both schools. It was agreed that she ask the school Head Teachers for their views on this resource.

44. Finances.

- **Approve the March 2024 payments** - It was **AGREED** to approve the March payments. The approved payments are attached at Appendix A.
- **Q3 variance** – the report, circulated previously, was noted. The report is attached at Appendix B.

45. Dates of next meetings.

The next Ordinary Parish Meeting will be held on 22nd April 2024 commencing 7:30pm.

There being no further business the Chairman closed the meeting at 21:30.

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 18th March 2024				
Income since last meeting				
Amount				
Bank Interest	£	71.73		
TOTAL INCOME				
	£	71.73		
Funds Transferred since last meeting				
Amount				
S/Acc. To C/Acc.	£	2,000.00		
BALANCES ON ACCOUNT				
Amount				
Current Account (Treasurers)	£	900.10	29 February 2024	
Deposit Account (Bus Bank)	£	57,415.96	29 February 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES				
	£	63,703.71		
EARMARKED RESERVES				
Amount				
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	
TOTAL ALLOCATIONS				
	£	40,442.00		
PAID SINCE LAST MEETING TO BE APPROVED				
Invoiced Services	Payment Type	Folio	Amount	
None			£	-
			£	-
To approve and pay after this Meeting				
Invoiced Services	Payment Type	Folio	Amount	
WSCC	Clerk's salary Feb 2024	BACS	84	£ 1,394.42
ICO	Data Protection fee	BACS	85	£ 40.00
Hugo Fox Ltd	Website hosting	DD	86	£ 23.99
HDC	Litter bin emptying - 1/3/24-1/8/24	BACS	87	£ 81.90
				£ 1,540.31
				£ 1,500.00
	Immediate Transfer S/Acc to C/Acc.			£ 1,500.00



Shipleigh Parish Council

Agenda Item: 43/24

Report to:	Shipleigh Parish Council
Report on:	Quarter 3 – 2023/24 Budget Report and Material Variances
Report by:	Clerk

Summary

The Shipleigh Parish Council Financial Regulations require that the Clerk prepare a financial report to be presented to the Parish Council.

- 1. Statement of receipts and payments** – the statement at Appendix A describes the first quarter position. Reserves are in line with previous reports and in accordance with good practice i.e., that General Reserves should be sufficient to cover 3-6 months running costs.
- 2. Material variances**
The budget position at Appendix A lists the expenditure areas as allocated against precept. The material variances (in excess of 15%) to 31st December 2023 are listed below.
- 3. Recommendations**
No further earmarking of reserves required.

Paul Richards
Clerk and Responsible Finance Officer to Shipleigh Parish Council
18th March 2024

EXPENDITURE	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Clerks Salary/Staff Cover	£ 10,318.58	£ 11,833.97	-£ 1,515.39	15%	See below
Clerks Pension and NI	£ 2,551.28	£ -	£ 2,551.28	100%	Included in the above
Overtime Allowance	£ -	£ -	£ -	0%	Not used
Payroll Costs	£ 67.00	£ 78.52	-£ 11.52	17%	Just higher than expected
Telephone/Internet	£ 90.00	£ 80.00	£ 10.00	11%	Not material
Travel - mileage	£ 450.00	£ 198.00	£ 252.00	56%	No additional claims
Postage	£ 37.49	£ 12.00	£ 25.49	68%	Underspend - on line payments
Stationery	£ 262.49	£ -	£ 262.49	100%	No spend
Heat & Light	£ -	£ -	£ -	0%	Not used
Office Equipment	£ 374.99	£ 79.99	£ 295.00	79%	Underspend
Rent of Halls	£ 337.50	£ 245.00	£ 92.50	27%	Invoice expected Q4
Playground Report	£ 138.00	£ -	£ 138.00	100%	Invoice expected Q4
Insurance	£ 950.00	£ 1,204.73	-£ 254.73	27%	Increased premiums
Subscriptions	£ 822.10	£ 689.08	£ 133.02	16%	Lower than forecast
Audit	£ 700.00	£ 337.40	£ 362.60	52%	Lower than forecast
Chairman's Allowance	£ 500.00	£ 65.75	£ 434.25	87%	To be paid Q4
Training Allowance	£ 375.00	£ 196.67	£ 178.33	48%	
Councillors Allowance	£ -	£ -	£ -	0%	
Emergency Reserve	£ -	£ -	£ -	0%	
Community Donations	£ 637.50	£ 130.00	£ 527.50	83%	Underspend
Mowing & Hedge Trim	£ 2,100.00	£ 1,976.00	£ 124.00	6%	Not material
Play area	£ 1,275.00	£ 115.00	£ 1,160.00	91%	Underspend
Playing Field & Pavilion	£ 1,125.00	£ -	£ 1,125.00	100%	Underspend
Parish Maintenance and Improvement	£ 562.50	£ 9,409.78	-£ 8,847.28	1573%	SIDs and VAS from earmarked reserve
Bus Shelter Clean up	£ 25.00	£ -	£ 25.00	100%	Not spent
Website Hosting	£ 162.00	£ 107.97	£ 54.03	33%	Q4 invoices expected
Defibrillator	£ 1,250.00	£ -	£ 1,250.00	100%	Not spent - building reserve
VAT outlay - may not be used	£ -	£ -	£ -	0%	
	£ 25,111.43	£ 26,739.86	-£ 1,628.43	6%	
INCOME	BUDGET	ACTUAL	VARIANCE	%AGE	COMMENT
Precept					
Interest	£ 3.99	£ 224.12	£ 220.13	5617.0%	Higher than expected interest
Cleansing Grant	£ -	£ -	£ -		
VAT reclaim	£ -	£ -	£ -		
Other Income	£ -	£ -	£ -		
	£ 3.99	£ 224.12	£ 220.13		

Over the last five months there has been a year's worth of rainfall which has resulted in significantly more potholes than this time last year together with high levels of groundwater, increased debris in the drainage systems leading to blockages and large amounts of surface water runoff, all of which have caused flooding across the county.

The Highways teams have received over 2500 enquiries over the last two weeks and have been responding to as many as possible, working six days a week and taking on extra staff to help with demand. There have been numerous incidents of flooding and teams have been out clearing gullies and ditches.

To further help reduce flooding incidents across the network, the County Council plan to deliver £1.9m of drainage works this year. The number of gully and drainage jetting vehicles has now been doubled in response to the extreme weather and these are available to attend affected sites to clear flooding or investigate issues.

It is interesting to note that the County Council only has responsibility for about 10% of the county's roadside ditches and as such, the Council is asking residents to help combat flooding by maintaining the drainage assets that they have responsibility for and if they are able to spend an hour or so each month clearing debris and removing any blockages in their ditches to allow water to flow freely, it will make a noticeable difference.

As previously mentioned, potholes continue to appear on many of the roads and if they can be reported to the County Council's website (www.westsussex.gov.uk/roads-and-travel/report-a-pothole-online) or on 01243 642105 (which can be used in emergencies) Highways can then investigate them and take the job forward. Because of the high level of enquiries at present, the process is taking longer than usual but do send me photographs of any issues so I can get them into the system as soon as possible.

The County Council recognises residents' frustration regarding the current condition of the roads, and as such is putting an extra £4m into the maintenance budget and £10m into the capital budget this year to help alleviate the situation.

You may also be interested to know that the County Council will spend just over £2 billion during 2024/25 on day-to-day services which include:

Schools and education - £961m
Adults social care and health - £507m
Children's social care and supporting young people - £204m
Maintenance of roads and providing transport - £83m
Protecting the environment, recycling and waste disposal - £91m
Fire and Rescue Service - £38m
Libraries and local communities - £22m
Supporting the local economy - £3m

Amanda Jupp

County Councillor for Billingshurst, Shipley and Itchingfield Parishes

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