



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
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Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 17th January 2022 commencing 8:00pm held at the Coolham Village Hall.

1. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Lindsay (Vice-Chair), Cllr Cuthbertson, Cllr Emrich, Cllr Larcombe, Cllr Neal-Smith, Cllr Payne, Cllr Roggendorff, and Cllr De Zoete.

Also Present: 4 members of the public, WSCC Cllr Jupp and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Woodage. Cllr Beckett did not attend.

2. To receive any declarations of interests from members in respect to Items on the agenda.

Cllr Emrich declared an interest in planning application WSCC/50/21.

3. Public Session.

A member of the public asked for an update to her recent request for the hedges to be cut back alongside the verges adjacent to B2139 and A272. The Clerk advised that he written to those residents he had addresses for. WSCC Cllr Jupp advised that she would contact the owners at Christs Hospital who owned the land by the B2139. The member of the public provided the Clerk with addresses for other residents.

4. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 16th December 2021.

The minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

5. Matters Arising from Item 147 (for information only).

The actions from the previous meeting, circulated previously, were noted.

6. Report from the County Councillor – WSCC Cllr Jupp provided an update that included:-

- **Traffic Management** – she had received a report from the WSCC Highways engineer that he had commented on the various traffic management issues in the parish. The Clerk advised that he and Cllr Woodage would assess the SID and gateway recommendations. He advised that the other proposed projects had not been actioned. WSCC Cllr Jupp asked the Clerk to forward to her the Highway Engineer's response.

2010 – Cllr Larcombe joins the meeting

- **Quiet Lanes** – she noted the agenda item related to Quiet Lanes and recommended that the parish should look at Traffic Regulation Orders (TRO) to create 30mph zones in Shingley and Dragons Green. She would support such suggested schemes. She also referred to the existing complex TRO process that only provide for 3 TRO projects per year in the Horsham District. She strongly recommended that the parish council start this process immediately as it would strengthen any Quiet Lane proposal.
- **Budget** – she reported on the proposed WSCC budget that will be published in the coming weeks. She advised that the cores costs for Adult and Children's Social Care had increased due to a surge in demand. Recruiting sufficient staff is proving difficult.

7. Report from the District Councillor – HDC Cllr Lindsay advised that the HDC Council Tax would rise by 2.9% for an average Band D taxpayer.

8. Planning.

2019 – Cllr Emrich left the meeting

WSCC/50/21 - Knepp Castle, West Grinstead, Horsham - Proposed construction of landscape enhancement features using imported inert material, together with the provision of public access and amenity; comprising revised landform and details to WSCC/029/018/SP – request for an extension of time.

After review and consideration, Members voted to support the application (8 votes for with one abstention).

2024 – Cllr Emrich returned to the meeting

9. Other Planning Matters.

- The Clerk referred to planning application DC/22/0024 - Barn To East of Coolham Road, Coolham Road, Coolham (Prior Notification for the change of use of an agricultural building to residential (Class C3) to form 2no. dwellings with associated operational development). He advised that as this was a prior notification related to a change of use of an agricultural building, SPC would not be required to comment on the application; and
- The Clerk referred to planning application DC/21/2396 St Johns Farm, Trout Lane, Brooks Green (Change of use of building from agriculture to a mix of agriculture alongside drying, processing and storage of firewood). He reported that the applicant had objected to SPC's comments on this application. The Chairman advised that councillors were entitled to change their views should public representation and further information be made available to them.

10. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- Cllr Cuthbertson reported that a resident had reported signs of flooding and an inaccessible bridleway at Boars Lane. She advised that she would inspect the site and report any issues via the Love West Sussex system;
- Cllr Cuthbertson advised that her report of a broken post in Pound Lane had been removed from the Love West Sussex system without resolution. WSCC Cllr Jupp asked her to send the details and she would contact the local WSCC PROW Ranger to arrange a repair;
- Cllr Cuthbertson provide an update on the fingerpost restoration and repair work. A local supplier had provided an excellent audit report with prices to complete the works. A local community project had also been approached to quote for the repairs. The Chairman reminded her that any contractor must be qualified to work on the highway and have sufficient Public Liability insurance cover. Cllr Cuthbertson agreed to provide repair recommendations to the next meeting for approval;
- Cllr Cuthbertson asked Cllr Emrich for an update on the blocked culvert under the A272 at Shipley Road. Cllr Emrich reported that he had arranged to meet with WSCC Highways on site to resolve the road flooding. He agreed to send WSCC Cllr Jupp an email to update her on works to date;
- Cllr Larcombe advised on several road name signs that needed repair. WSCC Cllr Jupp reminded Councillors that road name signs were the responsibility of HDC and not WSCC;
- The Chairman reported his displeasure of the Love West Sussex system given certain reports did not appear be finalised. He advised Councillors to write formally to WSCC should they encounter highways, sign, or PROW issues. WSCC Cllr Jupp reminded Councillors that she is happy to engage with the relevant WSCC teams and that they should contact her if they have concerns;
- Cllr Cuthbertson referred to her proposal, circulated previously, relating to Quiet Lanes. She advised that WSCC were looking at the feasibility of such a scheme. WSCC Cllr Jupp reminded Councillors that it was very difficult to create new 30pmh speed limit zones and that any 'blanket approach' would seem likely to fail. Cllr Cuthbertson referred to her earlier comments on TROs and suggested that the parish council should start the necessary process. After review and discussion, Members **AGREED** that both the 30mph TRO and Quiet Lane initiatives be commenced and that Cllr Cuthbertson lead on these projects. Cllr Neal-Smith advised that all such projects would need to meet the very high evidence threshold. This might require local surveys, accident and speed data. She suggested Cllr Cuthbertson look at what other local parishes have done. The Clerk was asked to provide more information on the Quiet Lanes proposal;
- The Clerk referred to the current grounds maintenance arrangements. He reported that the current provider had provided an excellent service at an attractive price and recommended that they be engaged for a further 12 months at the existing price. After discussion and review, Members **AGREED** to engage the supplier for an additional 12 months;

11. Finance.

The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made.

12. Queen’s Platinum Jubilee

- The Chairman reported that at a recent meeting of the WSALC Board meeting, parish councils were encouraged to plant a tree for the Jubilee. He reminded Members of the previous decision to not plant a tree but to provide a commemorative bench instead. Cllr Cuthbertson suggested that she would contact the local nursey to get their support to plant a tree adjacent to the Coolham Playing Field. The Chairman also reported that many parishes were planning to light a Jubilee Beacon but, at present, SPC had no plans to do so;
- Cllr Cuthbertson advised that a local resident had made a generous offer to donate a picnic bench to SPC for the Jubilee. Members **AGREED** that this should be located on Coolham Playing Fields. Cllr Cuthbertson was asked to arrange the installation and the Clerk asked to check that the Hall Management Committee were appraised. The Chairman advised that he would write a letter of thanks to the resident;
- Cllr Cuthbertson presented various options to provide and install a commemorative bench. After review and discussion, Members **AGREED** to purchase a metal bench (with a suitable plaque) on SPC owned land in Red Lane, Shipley; and
- Cllr Cuthbertson reported that road closure notices for the proposed Soap Box Derby event would now be free of charge from HDC. She and Clerk are working on road closure traffic management routes and Cllr Cuthbertson would advise local residents accordingly. The Clerk reminded Members that SPC would apply to HDC for the road closure and the School would benefit from any donations raised. The Chairman advised that he would include details of all proposed Jubilee events in a forthcoming newsletter.

13. Website.

The Clerk provide an update and advised that the new website should be live in a few weeks.

14. Dates of next meetings.

- The next Ordinary Council Meeting will be held on a 10th February 2022 at the Coolham Village Hall; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chair closed the meeting at 21:34

Signed Chair

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 17th January 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
The Play Inspection Company	Playground Inspection 2021	1800	53	£ 120.00
Grasstex Ltd	Grass cutting Oct 2021	1801	54	£ 248.64
WSCC	Clerk's salary - Nov 2021	1802	55	£ 1,147.95
WSCC	Clerk's salary - Sept 2021	1803	56	£ 1,147.95
Sarah Cuthbertson	Fingerpost materials	1804	57	£ 34.36
Grasstex Ltd	Jet wash play areas	1805	58	£ 336.00
				£ 3,034.90
Income since last meeting				
	Amount			
Interest	£ 0.59			
TOTAL INCOME	£ 0.59			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 3,000.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 3,037.11	22 December 2021		
Deposit Account (Bus Bank)	£ 68,221.09	22 December 2021		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 76,607.34			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ 1,600.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 982.00			
Playing field and pavilion maintenance	£ 500.00			
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 19,250.00			
New website	£ 2,000.00			
TOTAL ALLOCATIONS	£ 40,910.00			
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
Mulberry & CO	Training - Cllr Payne	1806	59	£ 60.00
WSCC	Clerk's salary - Dec 2021	1807	60	£ 1,147.95
The Andrew Hall	Hall hire x 4	1808	61	£ 72.50
				£ 1,280.45
	Immediate Transfer D/Acc to C/Acc.			£ 1,300.00

Appendix B – 2022/23 Budget and Precept.

Shingley Parish Council Precept Planning		2021/22	2022/23	
Running Costs		APPROVED	APPROVED 16/12/2021	Budget Explanations
Staff costs and Salary				
	Clerks Salary/Staff Cover	10,649.87	10,916.12	Same as last year plus 2.5% pay increase
	Clerks Pension	2,562.50	2,626.56	2.5% increase
	Overtime Allowance	0.00	0.00	None estimated
	Payroll Costs	121.55	124.59	Increase current x 2.5%
Office Administration				
	Telephone/Internet	120.00	120.00	£10 pcm - Clerk's phone.
	Travel - mileage	600.00	600.00	Assumes resumption of travelling
	Postage	50.00	50.00	Based on run rate
	Stationery	350.00	350.00	No Change
	Heat & Light	0.00	0.00	None estimated
	Office Equipment	500.00	500.00	No Change
Other Administration				
	Rent of Halls	350.00	375.00	11 ordinary meeting plus 4 planning meets = 15 meets x 25
	Playground Report	145.86	153.15	5% uplift
	Insurance	825.00	742.50	Expected reduction of 10% for non-required cover items
	Subscriptions	450.00	472.50	Assume 5% increase (WSALC/NALC = £450)
	Audit	700.00	700.00	No Change
	Chairman's Allowance	500.00	500.00	No Change
	Training Allowance	500.00	500.00	No Change
	Councillors Allowance	1,020.00	1,020.00	No Change
	VAT Outlay	1,500.00	0.00	VAT now recovered
	Emergency Reserve	0.00	0.00	Not needed
Donations				
	Community Donations	850.00	850.00	No change
Environmental Services				
	Mowing & Hedge Trim	2,100.00	2,100.00	No change
	Play area	150.00	150.00	No change
	Playing Field & Pavilion	500.00	1,000.00	£500 additional for Ash die-back
	Parish Maint. & Imp.	2,500.00	4,750.00	£250 gritting, £500 maintenance, £4000 traffic management (SID signs)
	Bus Shelter Clean up	25.00	25.00	No change
Community Facilities				
	Website Hosting	550.00	550.00	No change
	Neighbourhood Plan	0.00	0.00	In earmarked
		27,619.78	29,175.43	^{-1555.64}
		£ 35,264.78	£ 29,175.43	Precept Requirement
		£ 638.60	£ 644.80	Band D houses figure from HDC for 2022/23
		£ 55.22	£ 45.25	Band D Contribution per household 2022/23
		£ 1.06	£ 0.87	per week
			-£ 9.97	Increase per year
			-£ 0.19	Increase per week
			-18.06%	% increase per household
		£17,632.39	£14,587.71	Half year



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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 10th February 2022 commencing 8:00pm held at the Andrew Hall, Shingley

15. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Neal-Smith (Vice-Chair), Cllr Emrich, Cllr Larcombe, Cllr Lindsay, Cllr Payne, Cllr Roggendorff, and Cllr Woodage.

Also Present: 4 members of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Cuthbertson and Cllr De Zoete. Cllr Beckett did not attend.

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

17. Public Session.

A member of the public asked for an update to her recent request for the hedges to be cut back alongside the verges adjacent to B2139 and A272. The Clerk advised that he had written to those residents for whom he had addresses. The Clerk was asked to write again to the residents in question.

A member of the public spoke in support of planning application DC-22-0076 - Elm Stud, Thakeham Road, Coolham.

18. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 17th January 2022.

After a typographical error had been corrected, the minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

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

The actions from the previous meeting, circulated previously, were noted. The Clerk advised that the Jubilee road closure application for School Lane, Shingley was ready for submission to HDC. He would work with Cllr Cuthbertson to submit it.

20. Report from the County Councillor – no update.

21. Report from the District Councillor – HDC Cllr Lindsay advised that HDC had appointed a new Chief Executive, Jane Eaton, following the retirement of Glen Chipp.

22. Planning.

- **DC-21-2781 - Westfield, Billingshurst Road, Coolham** - Erection of a two-storey side and rear extension; After review and consideration, Members voted to **SUPPORT** the application. Votes 7 support and 1 abstention.
- **DC-22- 0076 - Elm Stud, Thakeham Road, Coolham** - Removal of 3no rooflights and creation of 3no replacement dormer windows to east elevation. After review and consideration, Members voted to **SUPPORT** the application. Votes 7 support and 1 abstention.

23. Other Planning Matters.

- The Chairman referred to the letter received from Rudgwick PC related to housing allocation numbers in Horsham District. He had raised the issue of housing numbers and their effects on Neighbourhood Plans with both HALC and WSALC, suggesting that collective action should be taken; however, the response had been that it was for each parish council to make its own case in relation to this matter. Cllr Neal-Smith suggested the issue of housing allocation had left SPC vulnerable to new planning legislation. The Shipley Neighbourhood Plan had been produced in accordance with the rules applicable at the time but in Horsham District Council's 'Secondary Settlement Boundary Review' (February 2020) as part of the Local Plan Review, HDC had revisited the 'unclassified' settlements and sought to identify areas where some limited development may be appropriate. These small hamlets and villages had been entitled 'Secondary Settlements' and there were now two sites within Shipley Parish which were so described. It was decided that SPC should ask HDC for its view of the implications for the Shipley Neighbourhood Plan, given that parts of Coolham and Shipley could be designated as 'secondary settlements' in HDC's draft Local Plan. Cllr. Neal-Smith will draft a letter to HDC and circulate for comment; and
- The Clerk advised that the recent planning application for a re-located private ambulance station had been withdrawn.

24. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- The Chairman referred to his email suggesting that traffic management issues that had been identified by Councillors across the parish be considered by a Sub-Committee rather than be brought before full council. Cllr Payne agreed that these issues should be addressed in a co-ordinated manner outside of the main meeting. Cllr Neal-Smith suggested that the views of the residents be sought and referred to the previous NHP traffic management survey. This survey identified several key issues that were of concern to local residents. The Chairman asked for the template and results of the survey to be re-circulated to Councillors so that all had a basis from which to work. Cllr Emrich drew attention to the forthcoming A24 feasibility study options that will suggest changes to the Buck Barn junction. It was agreed that the Clerk would allocate parish areas to each of the Members and circulate; and
- The Chairman referred to Cllr Cuthbertson's update on fingerposts circulated previously. After review and discussion, Members **AGREED** that the quotation submitted by Ralph Restorations be accepted. Cllr Cuthbertson was asked to notify the supplier and agree a programme of works.

25. Finance.

- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A);
- The Clerk referred to the Q3 Variance Report, circulated previously. Members **NOTED** the report; and
- Cllr Emrich referred to a recent letter received from the owners of the Shipley Windmill. However, that matter was not on the Agenda and the Chairman ruled that it could not therefore be discussed.

26. Queen's Platinum Jubilee

- The Chairman referred to Cllr Cuthbertson's summary of activity so far, circulated previously, and asked that Members agree on the style of metal bench that the Council should purchase to commemorate the Queen's Platinum Jubilee. A metal bench had been decided upon at a previous meeting and two styles had been submitted. It was **AGREED** by majority to purchase a metal bench with the number 70 inset. Members also **AGREED** to purchase three banners for the Soap-Box Derby and site them as indicated in Cllr Cuthbertson's report.
- The Chairman brought forward Item 28 of the Agenda and reminded Members that they had seen an update on Jubilee events that Cllr. Cuthbertson had kindly prepared for Shipley Parish News. That would be submitted for publication in the next edition.

27. Shipley Telephone Box Defibrillator

The Chairman advised that he had received a request that a defibrillator be installed in the telephone box in Red Lane, Shipley. That suggestion had come from a resident who felt that the defibrillators that were available were too far away from Shipley Village. Members noted that another defibrillator was being funded by the ‘Selsey Arms’ and thanked them for their fundraising efforts. The Clerk was asked to check the status of the telephone box in Red Lane and report back.

28. Newsletter – dealt with under item 26.

29. Website.

The Clerk provided an update and advised that the new website was live. He thanked Cllr Payne for his assistance in setting up the necessary security certificates and Google analytics. Councillors noted that the new Shipley Parish Council website had been created largely by the Clerk who had saved the Parish a substantial sum of money by his efforts – for which Councillors expressed their thanks.

30. Dates of next meetings.

- The next Ordinary Council Meeting will be held on a 17th March 2022 at the Andrew Hall, Shipley; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:26

Signed **Chair**

Date.....

Acronym Information

AIRS	Action in Rural Sussex
AGAR	Annual Governance and Accountability Return
APCAG	Association of Parish Councils Aviation Group
CIL	Community Infrastructure Levy
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HDC	Horsham District Council
HDPF	Horsham District Planning Framework
HAMSVA	Horsham and Mid Sussex Voluntary Association
LGS	Local Green Space
NALC	National Association of Local Councils
NHP	Neighbourhood Plan
PROW	Public Rights of Way
SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SPC	Shipley Parish Council
TPO	Tree Preservation Order
TRO	Traffic Regulation Order
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WSCC	West Sussex County Council

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Payments 17th February 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
Mulberry & CO	Training - Cllr Payne	1806	59	£ 60.00
WSCC	Clerk's salary - Dec 2021	1807	60	£ 1,147.95
The Andrew Hall	Hall hire x 4	1808	61	£ 72.50
				£ 1,280.45
Income since last meeting	Amount			
Interest	£ 0.60			
TOTAL INCOME	£ 0.60			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 1,300.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 640.76	31 January 2022		
Deposit Account (Bus Bank)	£ 66,921.69	31 January 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 72,911.59			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			Less signs in Nov 2021 plus donations
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ 1,600.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 982.00			
Playing field and pavilion maintenance	£ 500.00			
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 19,250.00			
New website	£ 2,000.00			
TOTAL ALLOCATIONS	£ 40,910.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - Jan 2022	1809	62	£ 1,147.95
Starboard Systems (Scribe)	Accounting software	1810	63	£ 276.00
Coolham Village Hall	Hall hire 17/01/2022	1811	64	£ 25.00
Mulberry & Co	Training - Cll Cuthbertson	1812	65	48
				£ 1,496.95
	Immediate Transfer D/Acc to C/Acc.			£ 1,500.00



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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 17th March 2022 commencing 8:00pm held at the Andrew Hall, Shingley

31. Attendance and Apologies for Absence.

In the absence of the Chairman, the Vice Chairman took the Chair.

Those Present: Cllr Lindsay (Chair), Cllr Beckett, Cllr Cuthbertson, Cllr De Zoete, Cllr Emrich, Cllr Larcombe, Cllr Payne, and Cllr Woodage.

Also Present: 4 members of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Baxter, Cllr Neal-Smith, and Cllr Roggendorff.

32. To receive any declarations of interests from members in respect to Items on the agenda.

Cllr Emrich expressed an interest in planning application DC-22-0394 (Floodgates, Castle Lane, West Grinstead).

33. Public Session.

A member of the public presented her application to use the Coolham Playing Fields for the Barns Green under 12 youth football team. The Chairman thanked her for her presentation and advised Members that this matter was due for discussion at item 36.

A member of the public asked for an update to the recent request for the hedges to be cut back alongside the verges adjacent to B2139 and A272. The Clerk advised he has had no response to his letter and would write again to the landowner before escalating this to WSCC.

34. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 10th February 2022.

The minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

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

The actions from the previous meeting, circulated previously, were noted.

36. Coolham Playing Field – request for use.

The Chairman referred to an application, circulated previously, by the Barns Green under 12 youth football team to use the Coolham playing fields for their matches. The applicant had reported that they were unable to find a suitable pitch for their team to play on. Cllr Cuthbertson suggested that the Shingley Football Club ground might be a better alternative for them and agreed to contract the club. Members were concerned about the suitability of the Coolham playing fields but were reassured that the Barns Green team would accept all and every liability in this respect. Members **AGREED** that the Barns Green under 12 youth football team could use the Coolham playing fields for their matches providing the necessary public liability insurance certificate was in place and sent to the Clerk before matches commenced.

- 37. Report from the County Councillor** – WSCC Cllr Jupp presented her update that included: -
- The WSCC budget for 2022/23 had been finalised with significant increases to the Adults and Children’s social care budgets. Increases to both the capital and revenue budgets for Highways had also been agreed;
 - The WSCC portion of Council Tax will increase by 2.9% with an additional 1% surcharge for Adult Social Care;
 - The County Council is awaiting information from Government before announcing their plans to support Ukrainian refugees;
 - She advised that she had been in contact with the WSCC Director of Highways regarding SPC concerns related to the flooding risk on the A272 junction with Shipley Road. Cllrs Cuthbertson and Emrich advised that they had also been in touch with Highways regarding this matter; and
 - Cllr Emrich asked her what her thoughts were in relation to the A24 feasibility report issued recently. She advised that no decision had been reached as the study was at the feasibility stage.

38. Report from the District Councillor – no update.

39. Planning.

- **DC-21-1763 - Garden Room, Old House Manor Estate, Cowfold Road, Coolham** - Retrospective application for the change of use of a building from a religious retreat (Use Class F.1) to a cafe and shop to (Use Class E).

Members voted to **OBJECT** to the application. Votes - 6 objections with 2 abstentions.

Members noted the retrospective nature of the application and also noted that the operation had been in place for some time. The cafe appears to be open to 10pm at night which could cause disturbance to the nearby residents.

Members also noted that the cafe provides hot food (as advertised on social media). If the applicant requests a change of use to Class E, then this class excludes the serving of hot food. The application is, therefore, not a true reflection of current activity.

20:26 – Cllr Emrich leaves the meeting.

- **DC-22-0394 - Floodgates, Castle Lane, West Grinstead** - Variation of condition 1 and removal of condition 17 to previously approved application DC/18/1284 (Demolition of existing buildings. Erection of a building for B1 and B8 use together with associated parking and turning area). Variation of condition 1 to allow for changes to the floorplans of units to accommodate multiple businesses rather than one. Removal of Condition 17 to allow for removal of requirement for traditional detailing. After review and consideration, Members voted to **SUPPORT** the application. Votes - 6 support and 1 abstention.

20:35 – Cllr Emrich re-joins the meeting.

40. Other Planning Matters.

- The Clerk referred to a recent Permission in Principle application and advised that, much like Permitted Development applications, the parish council would not be invited, as a Consultee, to comment; and
- The A24 feasibility study, circulated previously, was discussed. Members agreed that something must be done to improve the traffic flow at this busy crossroads between the A24 and A272. Members referred to recent road improvements undertaken by WSCC Highways at this location. The A272 eastbound road at the junction with the A24 had been widened and the traffic light signal management system was outsourced to a specialist company. Despite these steps, the flow of traffic was not managed adequately causing local bottlenecks at peak times. The traffic signals were not responsive to traffic demand and were often out of phase. In viewing the proposals, Members commented that any new solution must optimise the maximum traffic flows and have the necessary responsible sensors in place. The Clerk was asked to send these comments to WSCC.

41. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- Cllr de Zoete referred to series of potholes along Countryman Lane. The Clerk encouraged her to report this via the Love West Sussex app or write to him with precise location details;
- Cllr Emrich congratulated WSCC for clearing the trees impacted by Ash die back along the A24;
- Cllr Becket advised of a dangerous hole at the junction with Coolham Road/Trout Lane/Lackenhurst Lane. Cllr Cuthbertson, as part of her highways area of responsibility, agreed to liaise with Cllr Beckett to identify the problem and report it to WSCC;
- Cllr Larcombe reported that "Road Closed" signs remained in place in Countryman Lane long after the roadworks had been completed. WSCC Cllr Jupp agreed to have them removed;
- Cllr Cuthbertson advised that the road signs in Dragons Green, reported as damaged, had now been replaced however the bridlepath sign had yet to be repaired despite follow up report; and
- Cllr Cuthbertson reported that work on the refurbishment of the parish fingerposts had commenced.

42. Finance - the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A).

43. Code of Conduct – approve minor update.

The Chair referred to the revised Code of Conduct, circulated previously. After discussion and review, Members **AGREED** to adopt the new Code.

44. Proposed boundary changes.

The Chair referred to the proposed boundary change consultation, circulated previously. Members suggested that the changes had little impact on Shipley Parish and noted the report.

45. Queen’s Platinum Jubilee

- The Clerk referred to a £200 grant offered by HDC towards Jubilee costs. He reported that the Chairman had suggested that commemorative mugs be purchased for the children at the two schools in the parish and that the HDC grants be utilised to purchase them. Members **AGREED** with this suggestion and the Clerk was asked to accept the HDC grant and provide cost estimates for the mugs based on the number of school children at the two schools;
- Cllr Cuthbertson reported that the SPC Chairman had been asked to unveil the new commemorative bench (to be located on SPC owned land in Red Lane, Shipley). Other suggestions from Members were that village elders be invited to attend and/or unveil the bench; and
- Cllr Cuthbertson reported that plans are progressing in relation to the Shipley First School Soapbox Derby. She had received agreement that the High Sheriff of West Sussex (who takes his post in April 2022) had agreed to attend and open the event. She advised that the necessary road closure notices had been submitted.

46. Website - the Clerk advised that the new website had received positive feedback. Cllr Larcombe expressed his thanks to the Clerk for assisting the Shipley History Society in uploading many historical documents to the SPC website.

47. Dates of next meetings.

- The next Ordinary Council Meeting will be held on 11th April 2022 at the Coolham Village Hall; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:06

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 17th March 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - Jan 2022	1809	62	£ 1,147.95
Starboard Systems (Scribe)	Accounting software	1810	63	£ 276.00
Coolham Village Hall	Hall hire 17/01/2022	1811	64	£ 25.00
Mulberry & Co	Training - Cll Cuthbertson	1812	65	£ 48.00
				£ 1,496.95
Income since last meeting				
	Amount			
Interest	£ 0.55			
TOTAL INCOME	£ 0.55			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 1,500.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 668.81	28 February 2022		
Deposit Account (Bus Bank)	£ 65,422.24	28 February 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 71,440.19			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			Less signs in Nov 2021 plus donations
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ 1,600.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 982.00			
Playing field and pavilion maintenance	£ 500.00			
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 19,250.00			
New website	£ 2,000.00			
TOTAL ALLOCATIONS	£ 40,910.00			
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
ICO	Data Protection fee	1813	66	£ 40.00
Mulberry & Co	Training - Cllr Payne (Planning)	1814	67	£ 48.00
WSCC	Clerk's salary - Feb 2022	1815	68	£ 1,147.95
HDC	Litter bin emptying - 1/4 to 30/9	1816	69	£ 82.68
Phil Baxter	Mileage	1817	70	£ 40.05
Phil Baxter	Chair's allowance	1817	71	£ 500.00
Andrew Hall	Meeting - 10/2/2022	1818	72	£ 25.00
Andrew Hall	Meeting - 17/03/2022	1818	73	£ 25.00
Sarah Cuthbertson	Jubilee Bench	1819	74	£ 579.00
Sarah Cuthbertson	Bench signs x 2	1819	75	£ 67.55
Sarah Cuthbertson	Jubilee Tree sign	1819	76	£ 23.87
Sarah Cuthbertson	Jubilee soapbox banners	1819	77	£ 213.60
Paul Richards	Mileage	1820	78	£ 81.00
Paul Richards	Stamps	1820	79	£ 31.68
Paul Richards	Microsoft 365 licence	1820	80	£ 79.99
				£ 2,985.37
	Immediate Transfer D/Acc to C/Acc.			£ 3,000.00



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
Email: cllr.baxter@shingleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shingleyparishclerk@gmail.com
Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 11th April 2022 commencing 8:00pm held at the Coolham Village Hall

48. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Neal-Smith (Vice-Chair), Cllr Beckett, Cllr Cuthbertson, Cllr De Zoete, Cllr Larcombe, Cllr Payne, and Cllr Woodage.

Also Present: WSCC Cllr Jupp, 3 members of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Emrich, Cllr Lindsay and Cllr Roggendorff.

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

50. Public Session.

- A member of the public advised that most of the hedges had been cut back save for a section on the B2139; and
- A member of the public reported that work to infill a pond and new access onto the A272 had commenced. The Clerk advised that this matter had been reported to the HDC Enforcement team for action.

51. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 17th March 2022.

The minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

52. Matters Arising from Item 51 (for information only).

- Item 36 – playing field – Cllr Cuthbertson had contacted both the Shingley Football Club and local School but, regrettably, they are unable to accept football pitch bookings at this time.
- Item 41 – potholes – Cllrs Beckett and Cuthbertson will meet and report on the dangerous hole at Trout Lane. WSCC Cllr Jupp advised that she would also report it.

53. Report from the County Councillor – WSCC Cllr Jupp presented her update that included: -

- The Love West Sussex reporting app is to be updated and replaced;
- WSCC has a new web page for requests to house Ukrainian refugees. WSCC Cllr Jupp will forward details to the Clerk;
- WSCC and Districts have joined forces to support small businesses on their journey to achieve net zero carbon emissions. A Green Business Advice team has been appointed to assist. They are funded by the Economic Recovery Fund;
- Natural England's Water Neutrality website has been updated. She will forward details to the Clerk; and
- "Your Mind Matters" is a new support and advice service for young people and families. She will forward details to the Clerk.

54. Report from the District Councillor – no update.

55. Planning matters.

The Chairman advised that he would bring forward this item on the agenda so as to hear Cllr. Payne's report on the management of planning matters before considering the item on planning applications. Matters discussed included:-

- **Water Neutrality** – HDC advised that parish councils should not consider this issue when debating planning applications. An application should be evaluated solely on its merits. HDC anticipates that this matter will be resolved this year however all new developments will cease until this issue is reconciled;
- **Staffing** – HDC acknowledged that staffing issues had led to some inconsistencies in the way that planning applications had been processed. HDC will continue to experience staffing difficulties as they recruit more staff during the summer; and
- **Permission in Principle (PIP)** – HDC advised that PIP is like outline planning permission but is a simpler process than a full planning application. The PIP application does not contain technical details; they would be submitted once the PIP is approved. This means PIPs are dealt with quicker with just a 2 week consultation process.

56. Planning.

- **DC-22- 0452 - Spear Hill Farm, Hooklands Lane, Shipley** - Installation of external lights. Members voted to **SUPPORT** the application. Votes - 6 for, 1 against with 1 abstention.
- **DC-22-0550 - Hillside Farm, Billingshurst Road, Coolham** - Erection of a first floor side extension and single storey side and rear extension. Members voted to **SUPPORT** the application. Votes - 3 for with 5 abstentions.
- **DC-22-0166 - Hillside Farm, Billingshurst Road, Coolham** - Permission in Principle for the demolition of the existing outbuildings and erection of residential development of 4no dwellings. Members voted to **OBJECT** to the application. Votes – 7 against with 1 abstention. Members voted to object to the application on the grounds that it was an overdevelopment of a small site and in contravention of the Shipley Neighbourhood Plan. In particular, the application was in conflict with:-
 - Policy Ship HD1: New housing development** - the proposal does not meet the criteria in this policy. In addition, it is outside the settlement boundary for Coolham. Section 4.7 of this policy also refers to development that should not "... result in the over-development of a site or create a precedent for ribbon development". It is clear that this application is in direct conflict with this policy; and
 - Policy Ship HD2: Housing mix** -the application has not provided details on what is proposed and therefore would not meet the criteria in this policy.

57. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- The Chairman congratulated Cllr Cuthbertson for her hard work in organising the parish fingerpost refurbishment programme. Members **AGREED** that Ralph Restorations had done a marvellous job and that the company should be requested to complete the refurbishment of the remaining fingerposts;
- Cllr Cuthbertson reported that she had emailed the WSCC Highways officer in regard to the poor flood warning signage on the A272 junction with Shipley Road. She had received a terse response and WSCC Cllr Jupp was similarly unimpressed with the reply. She had escalated this matter to the WSCC Highways Director for action;
- Cllr Cuthbertson reported that the previously reported damaged bridlepath post remains unrepaired. Despite several re-reports over the last six months, no action had been taken. WSCC Cllr Jupp agreed to report this matter to the PROW team;
- Cllr Cuthbertson reported that the Boar Lane bridleway was impassable due to flooding. WSCC Cllr Jupp agreed to report this matter to the PROW team and would arrange to inspect the site with them. She reminded Members that all PROW reports should be sent to the Clerk for onward reporting to the PROW team;
- Cllr Woodage reported that the dog waste signs on Coolham Playing Field had become detached. The Clerk advised that he had received new signs from HDC;

- Cllr Beckett reported the fly tipping of tyres in Lackenhurst Lane. Cllr Cuthbertson suggested that she collect them to use for the Jubilee Soapbox derby; and
- Cllr de Zoete requested a progress report of the speed indication devices and village gateways. The Clerk reported that he is awaiting an inspection with the nominated councillor. The Chair requested that this matter be expedited.

58. Finances.

- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A);
- A donation request from the Shipley Parochial Church was discussed. Members **AGREED** that £500 be donated to support the church yard. The Clerk was asked to advise the applicant.

59. NALC Consultations

The Chair referred to the NALC consultation for Small Councils, circulated previously. Members suggested NALC be advised of the lack of a clear direction of travel and ambiguity relating to neighbourhood plans. The Clerk was asked to draft a suitable response and circulate to Members for comment.

60. Queen’s Platinum Jubilee

- Cllr Cuthbertson reported that the Shipley First School will host a cream tea event (details of which are on the SPC website);
- Cllr Cuthbertson reported that she is awaiting a delivery date for the jubilee bench. Cllr Larcombe had provided details of the attendees at the coronation event in 1953 and suggested that the Freemen of Shipley be invited to the unveiling of the bench. Members **AGREED** that a commemorative plaque also be purchased for the coronation oak tree. Cllr Cuthbertson agreed to action this. She also asked WSCC Cllr Jupp if the Andrew Hall could be used to provide refreshments. WSCC Cllr Jupp agreed and asked that Cllr Cuthbertson email her the details;
- Cllr Cuthbertson reported that the jubilee picnic bench at the Coolham Playing Field would need a suitable base. A quote of £250 for material had been received (with free installation). Members **APPROVED** the expenditure; and
- The Chairman advised that HDC had not approved allocation of its grant of £200 towards the provision of 200 mugs to the children at Shipley schools. It was **AGREED** that SPC provide the mugs in any event and that the children at the Montessori nursery be included. Cllr Cuthbertson agreed to contact the Nursery for details and numbers.

61. Dates of next meetings.

The Annual Parish Meeting (APM - a meeting of the parishioners) will be held on a 12th May 2022 commencing 7.30pm at the Andrew Hall, Shipley. It will be followed thereafter by the Annual Council Meeting (ACM). Members **AGREED** that the various reports be requested and posted up onto the SPC website in advance of the meeting.

There being no further business the Chairman closed the meeting at 21:35

Signed **Chair**

Date.....

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PIP	Permission in Principle
PROW	Public Rights of Way
SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SPC	Shingley Parish Council
TPO	Tree Preservation Order
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APPENDIX A – Payments

Payments 11th April 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
ICO	Data Protection fee	1813	66	£ 40.00
Mulberry & Co	Training - Cllr Payne (Planning)	1814	67	£ 48.00
WSCC	Clerk's salary - Feb 2022	1815	68	£ 1,147.95
HDC	Litter bin emptying - 1/4 to 30/9	1816	69	£ 82.68
Phil Baxter	Mileage	1817	70	£ 40.05
Phil Baxter	Chair's allowance	1817	71	£ 500.00
Andrew Hall	Meeting - 10/2/2022	1818	72	£ 25.00
Andrew Hall	Meeting - 17/03/2022	1818	73	£ 25.00
Sarah Cuthbertson	Jubilee Bench	1819	74	£ 579.00
Sarah Cuthbertson	Bench signs x 2	1819	75	£ 67.55
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Paul Richards	Mileage	1820	78	£ 81.00
Paul Richards	Stamps	1820	79	£ 31.68
Paul Richards	Microsoft 365 licence	1820	80	£ 79.99
				£ 2,985.37
Income since last meeting				
	Amount			
Interest	£ 0.50			
TOTAL INCOME	£ 0.50			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 3,000.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 1,223.49	31 March 2022		
Deposit Account (Bus Bank)	£ 62,422.74	31 March 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 68,995.37			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			Less signs in Nov 2021 plus donations
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ 1,600.00			
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 982.00			
Playing field and pavilion maintenance	£ 500.00			
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 19,250.00			
New website	£ 2,000.00			
TOTAL ALLOCATIONS	£ 40,910.00			
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Payroll	1821	1	£ 55.69
WSCC	Clerk's salary and backpay to 4/2021	1822	2	£ 1,411.98
WSALC	WSALC and NALC subscriptions	1823	3	£ 447.53
T. A. Ralph (Ralph Restorations)	Fingerpost restoration	1824	4	£ 2,802.00
Pul Richards	Printer	1826	5	£ 276.94
				£ 4,994.14
	Immediate Transfer D/Acc to C/Acc.			£ 5,000.00



Shingley Parish Council

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Website: www.shingleyparishcouncil.org.uk

The Minutes of the Annual Council Meeting of Shingley Parish Council held on Thursday 12th May 2022 commencing 8:00pm held at the Andrew Hall, Shingley

Cllr Phil Baxter welcomed those present and thanked the councillors for their support over the last 12 months. He noted that many Members had taken up important community projects on behalf of SPC and thanked them for their efforts.

- 62. Election of Chairman** – Cllr Emrich nominated Cllr Baxter to be Chairman. This was seconded by Cllr Woodage. No other nominations were received, and Members **AGREED**, unanimously, that Cllr Baxter be elected as Chairman.
- 63. Election of Vice-Chairman** - Cllr de Zoete nominated Cllr Neal-Smith to be Vice-Chair. This was seconded by Cllr Woodage. No other nominations were received, and Members **AGREED**, unanimously, that Cllr Neal-Smith be elected as Vice-Chair.
- 64. Attendance and Apologies for Absence.**

Those Present: Cllr Baxter (Chair), Cllr Neal-Smith (Vice-Chair), Cllr Beckett, Cllr Cuthbertson, Cllr De Zoete, Cllr Emrich, Cllr Larcombe, Cllr Payne, Cllr Roggendorff and Cllr Woodage.

Also Present: WSCC Cllr Jupp, 4 members of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Lindsay.

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

66. Public Session.

- A member of the public reported that a footpath adjacent to the Coolham airfield had been 'lost'. The consequence of this lost footpath forces pedestrians, when crossing the B2139, to detour along the road which has no pavement or verge. He suggested that was dangerous and asked that SPC take action as, despite repeated contact with WSCC, the matter had not been resolved. WSCC Cllr Jupp agreed to review the situation and report back but was concerned that a "20 year" rule might exclude the path from being re-adopted;
- A member of the public reported that obstacles had appeared on many roadside verges throughout the parish. These obstacles had been placed, in many instances, by the adjacent landowner to prevent vehicles from driving on the verges. He asserted that was illegal. He was also concerned that residents had been mowing these verges which had destroyed many wildlife habitats. WSCC Cllr Jupp opined that she would prepare a letter that could be used by the Clerk to advise residents. The Chairman advised that any complaints should be accompanied by photographic evidence;
- A resident asked about the progress of the mobile speed devices. She was advised that this matter would be addressed at agenda item 75;
- A resident referred to recent work on a field adjacent to the A272 where a pond had been filled in and an access to the A272 created. The Clerk advised that this matter had been reported to the HDC Enforcement team. They took swift and immediate action and issued a "Stop" notice to halt any

additional work. The HDC Case Officer had advised the landowner of the need for planning permission for any future works and asked that residents keep an eye on any future developments at the site; and

- A resident suggested that parish councillors might wish to walk the parish boundary as part of the Jubilee celebrations. He advised that, at a previous Jubilee event, parish councillors had undertaken this activity. The Chairman thanked him for his comments and would put his request to the Members.

67. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 11th April 2022.

The minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

68. Matters Arising from Item 67 (for information only).

- Item 52 – hole in the verge – WSCC Cllr Jupp agreed to action this;
- Item 57 – fingerpost - Cllr Cuthbertson is liaising with the contractor;
- Item 57 – bridleway sign – now replaced;
- Item 61 – plaque – action completed; and
- Item 61 – teas at the Andrew Hall – arrangements confirmed.

69. Council Structure – Members were asked to review the appointment of members to Committees and representatives on outside organisations. Members **AGREED** the following appointments:

- WSALC – Cllr Baxter;
- HALC – Cllr Baxter;
- Coolham Village Hall Management Committee representation – Cllr Woodage. The Clerk was asked to write to the Committee and advise them of the appointment; and
- Chair of the Complaints Committee – the Chairman (Cllr Baxter).

70. Policies and codes of conduct - Members were asked to review and approve the updated policies, procedures, and codes of conduct. No amendments were proposed therefore Members **AGREED** that they be adopted for the next 12 months. The Clerk was asked to update the documents as necessary.

71. Report from the County Councillor – WSCC Cllr Jupp presented her update that included: -

- She met landowners adjacent to Boars Lane to review the footpath and flooding issues. She asked the PROW team to clear the ditches and install a pedestrian boardwalk. The works should commence in August 2022;
- The PROW team will place a bollard in the lay-by in School Lane to prevent cars parking there;
- She is not content with the pothole repairs in Church Causeway and will ask the relevant WSCC contractors to tidy-up the repairs;
- 2 Velocity pothole repair machines have been acquired by WSCC Highways. They are deployed to repair potholes and in the last four weeks undertook 1,100 such repairs;
- She approved of the proposed SPC SID locations in Coolham; and
- She advised that the current Area Highways Engineer is being replaced. Cllr Jupp suggested that SPC might invite his replacement to a future parish council meeting.

72. Report from the District Councillor – no update.

73. Planning Applications – none.

74. Planning Matters – the Chairman advised that Cllr Neal-Smith had assessed the two year review options for the SPC NHP. The impact of the 2021 NPPF and the long awaited HDC Local Plan will all impact on the review that must occur in May 2023. Cllr Neal-Smith reported that, for the SPC NHP to be current, due consideration must be given to the NPPF and proposed local plan. HDC has a “duty to support” to ensure the NHP is fit for purpose. The NHP policies must be re-mapped to any changes, firstly, with the NPPF. If, by the NHP review date in May 2023, the HDC Local Plan has been completed, the policies must also be reviewed against the new Local Plan. The SPC NHP will lose “weight” when future planning applications are assessed if the NHP is

out of step with the National and District frameworks. She has prepared a 15 page precis of the relevant changes and the Chairman asked that all Members review them carefully. Cllr Neal-Smith agreed to map the relevant changes to the NHP policies and report back. The Chairman thanked her for a most detailed assessment of the future for the NHP.

75. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- Cllr Cuthbertson reported that a road sign in Pound Lane had rusted away and fallen over. She has reported this to WSCC Highways;
- Cllr Cuthbertson advised that she had reported a pothole in School Lane, but WSCC Highways had responded by saying the pothole was too small and that they would not repair it at this time;
- WSCC Cllr Jupp had received an update on the flooding issue on the A272 at the staggered junction with Shipley Road and Pound Lane. He will forward the update to the Clerk for onward circulation;
- The Chairman advised that a pothole, reported previously, in Countryman Lane had been repaired but the works were untidy;
- Cllr Neal-Smith reported that she had attended a recent Sussex Police briefing on their summer road safety programme. There were many common issues (speeding in rural areas, motorbikes, lack of support for Speedwatch etc.) and it was recommended that parish councils maintain a regular dialogue with their local rural PCSO team on their road safety issues. She agreed to liaise with the local Police team and report back; and
- The SID report, circulated previously, was presented by the Clerk. After review and consideration, Members **AGREED** with the recommendations and asked the Clerk to purchase the solar-operated device.

76. Finances - the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A).

77. Queen’s Platinum Jubilee

- Cllr Cuthbertson reported that she had received delivery of the jubilee bench. A presentation ceremony was planned and would refer to the coronation event held in 1953. Three commemorative plaques had been purchased that describe the 1953 event with a photograph of residents who attended the ceremony. She had worked with Cllr de Zoete to prepare the invitation list with refreshments available at the Church Hall for all those attending. The Knepp Estate has kindly agreed that the parish council could use its (church car park) field for parking;
- Cllr Cuthbertson suggested holding a Teddy Bears’ picnic for the young people of the parish. The event could be held on Coolham Playing fields and would complement the picnic bench that had been donated to the Parish and the commemorative Cherry tree that had been planted by the nursery school children. Members approved the expenditure to acquire two banners that will advertise the event. It was suggested that the banners would be capable of being recycled for future events; and
- The Clerk was asked to contact the supplier of the Jubilee mugs about progress on their delivery.

78. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on a 20th June 2022 commencing 8pm at the Coolham Village Hall. It will be followed thereafter by the Annual Council Meeting.
- The next Planning Sub-Committee Meeting will be held on a date to be advised

There being no further business the Chairman closed the meeting at 21:28

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 12th May 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Payroll	1821	1	£ 55.69
WSCC	Clerk's salary and backpay to 4/2021	1822	2	£ 1,411.98
WSALC	WSALC and NALC subscriptions	1823	3	£ 447.53
T. A. Ralph (Ralph Restorations)	Fingerpost restoration	1824	4	£ 2,802.00
Paul Richards	Printer	1825	5	£ 276.94
				£ 4,994.14
Income since last meeting	Amount			
Interest	£ 0.57			
Precept - 1st payment	£ 14,587.14			
TOTAL INCOME	£ 14,587.71			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 5,000.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 686.30	29 April 2022		
Deposit Account (Bus Bank)	£ 72,011.02	29 April 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 78,046.46			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 23,250.00	£4,000 added		
New website	£ 2,000.00	Release to reserve?		
TOTAL ALLOCATIONS	£ 44,810.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - April 2022	1826	6	£ 1,169.43
Coolham Village Hall	Hal hire 11/4/22	1827	7	£ 35.00
Shipley Parochial Church Council	Donation	1828	8	£ 500.00
Sarah Cuthbertson	Jubilee - banner	1829	9	£ 76.57
				£ 1,781.00
	Immediate Transfer D/Acc to C/Acc.			£ 1,700.00



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
Email: cllr.baxter@shingleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shingleyparishclerk@gmail.com
Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 20th June 2022 commencing 8:00pm held at the Coolham Village Hall.

79. Attendance and Apologies for Absence.

Those Present: Cllr Neal-Smith (Chair), Cllr Cuthbertson, Cllr Emrich, Cllr Larcombe, Cllr Lindsay, Cllr Payne and Cllr Roggendorff.

Also Present: 3 members of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr De Zoete, Cllr Baxter, Cllr Woodage and WSCC Cllr Jupp.

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

81. Public Session.

- A member of the public asked if the Vicar could be co-opted onto the parish council. The Chair explained the co-option and election process. She advised that the Vicar should write to the Clerk regarding any application;
- A member of the public referred to the agenda item relating to Abraham's Well. He provided a history of past activities at the site. He reminded Members that the Well never empties and maintains a constant, cool temperature. The Chair moved that agenda item 88(a) be brought forward in order that Members might discuss this matter. Members **AGREED** the motion.

82. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements (item a)

Cllr Cuthbertson explained that she and Cllr Woodage had proposed the erection of display signs (similar to those provided for the Jubilee benches) at two locations in the parish i.e., Abraham's Well (land owned by Lord Lytton) and the WW2 Listening station (land owned by the Knepp Estate).

- **Abraham's Well** - Cllr Cuthbertson confirmed that Lord Lytton had given permission for a sign to be erected and supported the idea of a community project to clean/refurbish the Well. Members reviewed the suggestion to sponsor a community project that could be funded via a grant or donation from the parish council; and
- **WW2 Listening Station** – Members agreed the principle of erecting a sign but as the site is on private property and not easy to access, they proposed that any sign be located on the Coolham Airfield site where similar signs have been erected. As regards any community project to repair/reinstate the Listening Station, it was thought that this would be expensive to fund and would require specialist contractors to undertake any proposed works.

The Chair suggested as both sites were on private land, more research should be undertaken. Cllr Cuthbertson **AGREED** to undertake this.

83. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 12th May 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

84. Matters Arising from Item 67 (for information only).

- WSCC Cllr Jupp to update her actions; and
- Item 66 – parish walk – Cllr Baxter to progress.

85. Report from the County Councillor – no update as WSCC Cllr Jupp had sent her apologies.

86. Report from the District Councillor.

HDC Cllr Lindsay advised that a £300,000 UK Shared Prosperity Fund grant had been received from central government. The money is to be allocated by HDC who will ask for proposals. The Fund priorities are (a) Community and place (b) Supporting local business and (c) People and skills.

87. Planning Applications.

- **DC-22-0877 - Thornhill Court, Billingshurst Road, Coolham** - Erection of replacement industrial building for B8 storage and Class E use with associated parking.

Members voted to **OBJECT** to the application. Votes – 4 against with 3 abstentions.

- **Overdevelopment** - the site is significantly bigger (30%) than the previously approved application referred to in the applicant's statement which suggested the application was "similar" in size;
- **Change of use** - the previous application was for a private modest vehicle storage garage. The change of use to Class E will allow the public onto the site and vastly increase both footfall and traffic movements;
- **Parking** - the addition of 60 car park spaces adds to the overdevelopment of the site beyond what was originally approved;
- **Security** - Members agreed with neighbour comments that the presence of (a) increased traffic and (b) public access would present an unacceptable impact on their privacy and security; and
- **NHP** - the application conflicts with the Shipley Neighbourhood Plan (NHP). Whereas the NHP supports the development of small businesses, the erection of a large-scale industrial building in the countryside conflicts with the plan. If approved, the development would set a dangerous precedent that could allow infill/ribbon development of a similar nature.

Members also noted an error in the WSCC Highways consultation report. The report suggested that the speed limit on Billingshurst Road was 40mph when it is 60mph. This would make a significant difference to any traffic analysis as more vehicles would be turning onto a 60mph road rather than a 40mph one.

- **DC-22-0973 - Sweepers, Saucelands Lane, Shipley** - Demolition of existing garage and erection of a detached single storey garage. Erection of a single storey infill extension, alterations to extensions to roof and alterations to windows. Installation of a new window to the dining room and relocation of an existing window at the entrance.

Members voted to **SUPPORT** the application. Votes - 5 for with 2 abstentions.

88. Planning Matters.

The Chair reported that she had reviewed the NPPF and suggested that some policy changes to the Shipley NHP may be required. They were not, in her opinion, material changes. She had also spoken to HDC who advised that SPC continue with a desktop study and await any housing allocation requirements arising from their new Local Plan. She confirmed that HDC still had a "duty to support" parishes and this topic remains a work in progress. She agreed to advise Members on any future developments.

89. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

(a) **Listening station and water well signs** – as at item 82.

(b) **Any other parish maintenance matters.**

- Cllr Cuthbertson advised that she continues to chase WSCC regarding the fallen bridleway sign reported previously;
- Cllr Cuthbertson reported that the bridleway at Green Lane was overgrown preventing horses from using it. Cllr Emrich suggested that this may be on the Knepp Estate and that he would attend to it; and
- Cllr Cuthbertson reported that a road sign in Pound Lane had rusted away and fallen over. This had been reported previously but has not been resolved by WSCC.

(c) **Quiet Lanes**

- **Speeding** – Cllr Cuthbertson proposed that Members support a TRO to reduce speed in School Lane to 20mph. She referred to a letter sent by the Head Teacher of the Shipley C E Primary School regarding this matter. The reduction of speed could reduce instances of excessive speed outside of the School. The Chair reminded Members that a TRO would take a minimum of three years for WSCC to approve. Their approval might be difficult to achieve given the proposed site might not score well based on the WSCC points system process. (e.g., the number of serious or fatal accidents). Members also discussed the “20 is Plenty” approach. This would not require a lowering of the speed limit but could, instead, provide advisory warning signs for motorists. The Chair **AGREED** to discuss this matter with WSCC Cllr Jupp. Cllr Cuthbertson was also asked to contact the William Penn School and share her proposals with them; and
- **Quiet Lanes** - Cllr Cuthbertson requested that Members revisit this topic. After review and discussion, Members **AGREED** to revisit their allocated parish areas and review all traffic management issues within them. The Clerk was asked to recirculate the map that detailed the allocations. Members would then present their findings at the next meeting.

90. Finances.

- a) **Review the internal audit report 2021/22** – the Clerk presented the findings of the audit, circulated previously, and advised that no observations were made by the auditor. Members noted the report.
- b) **Approve the Annual Governance Statement 2021/22** – the Clerk referred to the Statement and requested that Members approve it. This was **AGREED** and Members approved that the Chair and Clerk sign the Statement.
- c) **Approve the Accounting Statement 2021/22** – the Clerk referred to the Statement and requested that Members approve it. This was **AGREED** and Members approved that the Chair and Clerk sign the Statement.
- d) **Payments for June 2022** - the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A). Members also **AGREED** that the earmarked reserves (£2,000) for the updated website be released as the new website was free of charge.

91. Queen’s Platinum Jubilee

Members congratulated Cllr Cuthbertson for her hard work in planning the various Jubilee events, all of which were successful and very well received. Cllr Cuthbertson provided an update on the activities:

- **Soap Box Derby** – over 700 visitors enjoyed a wonderful event that was opened by the High Sherriff of West Sussex;
- **Picnic** – over 20 families enjoyed a picnic on the Coolham Playing Fields with ice creams and face-painting on hand;
- **Jubilee Bench** – the opening ceremony was well attended, and the Trustees of the Andrew Hall kindly opened the hall for visitors. Refreshments were provided with donations going to the Church;
- **Coronation Tree** – she suggested that a sign be procured (as per the Jubilee bench) to detail the planting of the tree 75 years ago. Members **AGREED** to fund the costs of the sign and installation;
- **Jubilee Mugs** – she advised that 30 mugs were left over following the donation of Jubilee Mugs to the two schools in Shipley parish. Members **AGREED** that they could be re-sold at £6.00 to those who might be interested.

92. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on a 21st July 2022 commencing 8pm at the Andrew Hall, Shipley.
- The next Planning Sub-Committee Meeting will be held on a date to be advised

There being no further business the Chairman closed the meeting at 20:54

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 20th June 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Clerk's salary - April 2022	1826	6	£ 1,169.43
Coolham Village Hall	Hal hire 11/4/22	1827	7	£ 35.00
Shipleigh Parochial Church Council	Donation	1828	8	£ 500.00
Sarah Cuthbertson	Jubilee - banner	1829	9	£ 76.57
				£ 1,781.00
Income since last meeting	Amount			
Interest	£ 0.49			
Refund of jubilee expenses - Sarah Cuthbertson	£ 50.00			
Cleansing grant - HDC	£ 162.77			
TOTAL INCOME	£ 213.26			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 5,000.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 640.30	31 May 2022		
Deposit Account (Bus Bank)	£ 70,524.28	31 May 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 76,513.72			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	-	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 23,250.00	£4,000 added		
New website	£ 2,000.00	Release to reserve?		
TOTAL ALLOCATIONS	£ 44,810.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
Andrew Hall	Hall hire 12/5/22	1830	10	£ 32.50
Golden Crown Tree Surgery & Landscaping	Remove fallen tree Coolham field	1831	11	£ 300.00
WSCC	Clerk's salary - May 2022	1832	12	£ 1,169.28
Geosphere Ltd	Parish on Line subscription	1833	13	£ 60.00
Peter Frost	Internal audit	1834	14	£ 159.90
Sarah Cuthbertson	Jubilee signs	1835	15	£ 66.26
Sarah Cuthbertson	Jubilee banners	1835	16	£ 63.00
Paul Richards	Jubilee mugs	1836	17	£ 1,763.76
Mulberry & Co	Training - Cllr Cuthbertson	1837	18	£ 42.00
Elan City	Speed Indicator device	1838	19	£ 2,700.00
				£ 6,356.70
	Immediate Transfer D/Acc to C/Acc.			£ 6,400.00



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
Email: cllr.baxter@shingleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shingleyparishclerk@gmail.com
Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 21st July 2022 commencing 8:00pm held at the Andrew Hall, Shingley.

92. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Neal-Smith, Cllr de Zoete, Cllr Larcombe, Cllr Lindsay, Cllr Payne, Cllr Roggendorff and Cllr Woodage.

Also Present: 1 member of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Cuthbertson, Cllr Emrich, and WSCC Cllr Jupp.

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

94. Public Session.

- A member of the public presented his planning application and described the reasons behind it (DC-22-1013 - Lackeys, Hooklands Lane, Shingley - Demolition of existing dwelling and double garage and erection of a replacement two-storey dwelling).

95. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 20th June 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

96. Matters Arising from Item 95 (for information only).

- Clerk to check the progress on the outstanding items from the last meeting; and
- Item 66 – parish walk – Clerk to calculate footpath mileage for the proposed route and circulate details to the Members.

97. Report from the County Councillor – as WSCC Cllr Jupp had sent her apologies, Cllr Neal-Smith was able to update Members on her update and asked the Clerk to circulate the update after the meeting. One important update was that WSCC are advising residents to wear masks at each healthcare setting and visit.

98. Report from the District Councillor – no update.

99. Planning Applications.

- **DC-22-1013 - Lackeys, Hooklands Lane, Shingley** - Demolition of existing dwelling and double garage and erection of a replacement two-storey dwelling.
Members offered a **NEUTRAL** comment. Votes – 1 against, 1 abstention and 6 neutral.
Whilst Members agreed that the new design was a considerable improvement on the existing dwelling, they raised concerns about the conformity of the design to the Shingley Neighbourhood Plan (Design Statement). They felt the design was not representative of the local character;
- **DC-22-1015 (Householder Application) and 1017 (Listed Application)**. - Falconers, Sincox Lane, Shingley - Installation of 6no air source heat pumps and associated works.
Members agreed to **SUPPORT** the application. Votes – 7 for with 1 abstention.

- **DC-22-1102 - Chestnuts, Trout Lane, Brooks Green** - Erection of a first floor side extension with balcony and a single storey rear extension with associated works.
Members agreed to **SUPPORT** the application. Votes – 7 for with 1 abstention.
Members voted to support the application providing the two large first-floor windows shown on the rear elevation are changed to windows more in keeping (style and size) with the rest of the building.
- **DC-22-1118 - Hillside Farm, Billingshurst Road, Coolham** - Erection of a detached double garage with home office above.
Members agreed to **SUPPORT** the application. Votes – 5 for with 3 abstentions.
Members agreed to support the application but requested a condition be applied. "*The garage hereby shall be used solely for purposes ancillary to the occupation and enjoyment of Hillside Farmhouse as a dwelling; and shall not be used as a separate unit of accommodation.*" and
- **DC-22-1204 - Hoes Farm, Cowfold Road, Shipley** - Retention of an ambulance station and parking areas.
Members agreed to **SUPPORT** the application. Votes – 7 for with 1 abstention.

100. Planning Matters – Cllr Neal-Smith advised that she would meet with HDC’s Planning team in September 2022 to discuss update requirements to the Shipley NHP.

101. Weald to Wave workshop – Cllr Neal-Smith reported on the recent workshop held at the Knepp Estate for local councils and authorities. The objective of the project was to promote nature recovery networks from the Ashdown Forest to the coast. Members **AGREED** that Cllr Emrich be invited to lead on any parish council initiatives related to this project e.g., rewilding, biodiversity and similar.

102. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

(a) **Traffic management** – Members drew attention to issues in their allocated areas.

- Cllr Payne reported that the narrow ‘B’ roads in the parish continue to be eroded by poor maintenance. It was the case that, several years ago, these roads were navigable by two vehicles passing side by side. It appears that WSCC contractors have failed to resurface the entire carriageway in many places. He described examples in Lackenhurst Lane where, over time, the sub structure at the edge of the carriageway has reduced creating a single track road with eroded verges. These roads also ‘benefit’ from planning approval by HDC for commercial operations with 44 tonne heavy goods vehicles forced to drive in the centre of these ‘B’ roads;
- Cllr Woodage repeated concerns relating to speeding in and around the Coolham crossroads;
- Cllr Neal-Smith advised that WSCC Cllr Jupp had suggested that the WSCC Highways Area Manager be invited to the next SPC meeting to discuss highways matters. The Chair asked Members to forward any traffic management issues to the Clerk who would compile a list; and
- Cllr Neal-Smith reported that she had met with WSCC Cllr Jupp to discuss speed limits in the parish and the Quiet Lanes initiative. Cllr Jupp advised that:
 - she was looking into the speed limits across the parish and that the process was in hand;
 - a WSCC Cabinet Member was reviewing the County Council Quiet Lane Strategy and would report back on progress once known;
 - she had advised that the deployment of village gateways was an effective way of reducing traffic speed. She suggested that they could be deployed at Dragons Green. The Chair expressed concern that all areas of the parish should have a similar opportunity and not just the example location suggested; and
 - Finally, Cllr Jupp advised that the WSCC process to review speed limits (a points based system) would not find in favour of SPC given the low number of traffic incidents that have been reported.

21:10 – Cllr Lindsay leaves the meeting.

(b) Any other parish maintenance matters.

- Cllr Larcombe expressed concern related to speed limit banners in the parish. The Chair asked the Clerk to check the legal situation in these cases; and
- Cllr de Zoete reported instances of carriageway flooding adjacent to Pannets in Smithers Hill Lane.

103. Finances.

a) Q1 variance report – the report was noted.

b) Payments for July 2022 - the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A).

104. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 30th August 2022 commencing 8pm at the Coolham Village Hall. The Clerk was asked to circulate alternative dates to ensure the even spacing of future meetings.
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:24

Signed **Chair**

Date.....

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LGS	Local Green Space
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SDNP	South Downs National Park
SHELAA	Strategic Housing Economic Land Availability Assessment
SID	Speed Indicator Device
SPC	Shipley Parish Council
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APPENDIX A – Payments

Payments 21st July 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
Andrew Hall	Hall hire 12/5/22	1830	10	£ 32.50
Golden Crown Tree Surgery & Landscaping	Remove fallen tree Coolham field	1831	11	£ 300.00
WSCC	Clerk's salary - May 2022	1832	12	£ 1,169.28
Geosphere Ltd	Parish on Line subscription	1833	13	£ 60.00
Peter Frost	Internal audit	1834	14	£ 159.90
Sarah Cuthbertson	Jubilee signs	1835	15	£ 66.26
Sarah Cuthbertson	Jubilee banners	1835	16	£ 63.00
Paul Richards	Jubilee mugs	1836	17	£ 1,763.76
Mulberry & Co	Training - Cllr Cuthbertson	1837	18	£ 42.00
Elan City	Speed Indicator device	1838	19	£ 2,700.00
				£ 6,356.70
Income since last meeting				
	Amount			
Interest	£ 0.60			
S. Roggendorff (to be reversed)	£ 60.00			
TOTAL INCOME	£ 60.60			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 6,400.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 4,038.00	30 June 2022		
Deposit Account (Bus Bank)	£ 64,124.88	30 June 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 73,512.02			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 20,550.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED				
None				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
S. Roggendorff (to be reversed)	Reverse of receipt	1839	20	£ 60.00
WSCC	Clerk's salary - June 2022	1840	21	£ 1,169.36
Grasstex	Grounds maintenance - April/May/June	1841	22	£ 870.24
Ralph Restorations (T P A Ralph)	Fingerpost refurbishment	1842	23	£ 1,153.00
Coadman Contractors	SID post - Coolham Playing Field	1843	24	£ 451.20
Vision ICT	Domain renewal	1844	25	£ 36.00
Coolham Village Hall	Hall hire 20/6/2022	1845	26	£ 25.00
Paul Richards	Mileage	1846	27	£ 50.40
Paul Richards	Mobile phone - 10 months x £10 per mth	1846	28	£ 100.00
Paul Richards	Stamps0	1847	29	£ 34.00
				£ 3,949.20
	Immediate Transfer D/Acc to C/Acc.			£ 3,950.00



Shingley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shingley, West Sussex, RH13 8AX
Email: cllr.baxter@shingleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shingleyparishclerk@gmail.com
Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Tuesday 30th August 2022 commencing 8:00pm held at the Coolham Village Hall

105. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr de Zoete, Cllr Emrich, Cllr Larcombe, and Cllr Payne

Also Present: P. Richards (Clerk). No members of the public were present.

Apologies: Apologies were accepted from Cllr Cuthbertson, Cllr Neal-Smith, Cllr Roggendorff and Cllr Woodage.

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

107. Public Session – none.

108. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 21st July 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

109. Matters Arising from Item 108 (for information only).

- 96 - Clerk to write to Bob Phillips re walking the parish; and
- 101 – Green initiatives – Cllr Emrich provided an update that included:
 - **Weald to Waves** – Parish Councils across West Sussex attended the launch of this initiative, which seeks to create a nature corridor from Climping to Ashdown Forest.
<https://www.wealdtowaves.co.uk/>
 - **River Adur Restoration Project** – a massive collaboration between landowners and farmers along the River Adur, has been selected as a national pilot by DEFRA and awarded two years of funding to work out how to improve the Adur corridor.
 - **Grant** - Knepp Wildland Foundation, which is administering and co-ordinating both of the above projects, is seeking a Biffa grant to create a new space to host nature events. Planning Permission has been received for an education centre at Swallows Farm, and funding is being sought so the centre can be available free to all. Further information can be made available, but the Foundation hopes that the project will be well received by local people.

110. Report from the County Councillor – no update.

111. Report from the District Councillor – no update.

112. Planning Applications – none.

113. Planning Matters

- The Chair referred to the Planning Sub-Committee meeting held on 18th August 2022 where Cllr Payne drew attention to previous planning abstention comments from Members. Cllr Payne had suggested that

more time be given to planning matters and that Members form a view rather than abstain. The Chair sought views from Members on this matter.

- Cllr Payne reiterated his comments, stated previously, and further suggested that a dedicated Planning Sub-Committee be appointed with responsibility to decide on the comments to be submitted to HDC. He suggested that this dedicated Sub-Committee would be able to spend more time on reviewing each application. Cllr Beckett reminded Members that, in the past, a small number of councillors had formed a Sub-Committee to discuss planning applications. It was felt that the burden placed on such a few Members was too much as they became ‘targeted’ by disgruntled residents who did not agree with some of the comments made;
 - The Clerk reminded Members of their resolution to continue with all Council Sub-Committees made on 18th May 2022 and that this decision could not be reversed for six months unless a special resolution was passed at the next Ordinary Council Meeting. He further reminded Councillors of the need for meetings relating to planning applications to be held in public to ensure transparency and openness; and
 - Following further discussion and debate, Members **RESOLVED** to continue with all-Council Sub Committees (including Planning). Members further **RESOLVED** to ensure Planning Sub Committees would be convened should a planning application require comments in-between the scheduled Ordinary Council meetings. Cllr de Zoete asked the Clerk to document the procedure and to remind Councillors of their obligations regarding planning applications.
- **Approval of the minutes of the Planning Sub-Committee meeting held on 18th August 2022** - The draft minutes were reviewed by Members. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

114. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- Cllr Becket referred to impaired road visibility adjacent to the bridge in Lackenhurst Lane. The Clerk was asked to report this to WSCC; and
- Members discussed the proposal to reduce speed in Shipley village to 20mph. Recent examples in other parishes had shown how this might be achieved with the necessary support.

115. Civility and Respect pledge – Members noted the details of the proposed Pledge but, having full confidence in the recently adopted new Code of Councillors’ Conduct decided that it was unnecessary and so, not to sign it.

116. Finances - the Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A).

117. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 3rd October 2022 commencing 8pm at the Coolham Village Hall. The Clerk was asked to circulate alternate dates to ensure the even spacing of future meetings.
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:25

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 30th August 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
S. Roggendorff (to be reversed)	Reverse of receipt	1839	20	£ 60.00
WSCC	Clerk's salary - June 2022	1840	21	£ 1,169.36
Grasstex	Grounds maintenance - April/May/June	1841	22	£ 870.24
Ralph Restorations (T P A Ralph)	Fingerpost refurbishment	1842	23	£ 1,153.00
Coadman Contractors	SID post - Coolham Playing Field	1843	24	£ 451.20
Vision ICT	Domain renewal	1844	25	£ 36.00
Coolham Village Hall	Hall hire 20/6/2022	1845	26	£ 25.00
Paul Richards	Mileage	1846	27	£ 50.40
Paul Richards	Mobile phone - 10 months x £10 per mth	1846	28	£ 100.00
Paul Richards	Stamps	1847	29	£ 34.00
				£ 3,949.20
Income since last meeting	Amount			
Interest	£ 2.02			
TOTAL INCOME	£ 2.02			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 6,400.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 719.40	30 August 2022		
Deposit Account (Bus Bank)	£ 60,177.48	30 August 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 66,246.02			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 20,550.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
Andrew Hall	Meeting 18/8/2022	1847	30	£ 10.00
HALC	Subscription 4/22 to 3/23	1848	31	£ 20.00
WSCC	Clerk's salary - July 2022	1849	32	£ 1,169.36
Andrew Hall	Meeting 21/7/2022	1850	33	£ 25.00
Paul Richards	Insurance 1/6/22 to 31/5/23	1851	34	£ 961.11
Paul Richards	External hard drive (audit requirement)	1851	35	£ 39.99
				£ 2,225.46
	Immediate Transfer D/Acc to C/Acc.			£ 2,225.00



Shingley Parish Council

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The Minutes of the Planning Sub-Committee Meeting of Shingley Parish Council held on Thursday 18th August 2022 commencing 8pm at the Andrew Hall, Shingley

1. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Cuthbertson, Cllr Larcombe and Cllr Payne.

Also Present: One member of the public and P. Richards (Clerk).

Apologies: Apologies were accepted from Cllr Emrich, Cllr Lindsay, Cllr Wiltshire, and Cllr De Zoete.

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

3. Public Session – none.

4. Approval of the Minutes of the Planning Sub-Committee Meeting of the Parish Council held on 30th September 2021.

The minutes, having been circulated previously, were taken as read. The Chairman proposed that they be accepted and signed as correct records. This was **AGREED**.

5. Matters Arising from Item 4 (For information only) – none.

6. Planning Applications.

- **DC-22-1306 - Sunnydell, Coolham Road, Brooks Green** - Erection of a porch, single storey side extension, and roof extensions and alterations to facilitate creation of additional habitable space.
Members voted, unanimously, to **SUPPORT** the application.
- **DC-22- 1375 Falconers, Sincox Lane, Shingley** - Variation of condition 3 of previously approved application DC/19/0492 (Adaption of an existing dwelling and adjacent redundant farm buildings to form three independent dwellings with access together with landscaping, facilities for sustainable energy sources including partial demolition Alternative design and layout approved under SP/13/02) (Listed Building Consent)) to allow for amendment to wording of condition in relation to Dwelling 1.
Members voted to submit a **NEUTRAL** comment given HDC's Conservation Officer had no objection to the variation.
- **DC-22-1418 - 2 Korea Villas, Dragons Lane, Dragons Green** - Erection of a single storey side and rear extension and construction of front entrance gates/walls.
Members voted to **OBJECT** to the application. Votes 1 in support and 3 objections.
Following review of the application Members noted that the design and materials chosen conflicted with the Parish Design Statement that forms part of the Shingley NHP. The extension was not in keeping with the cottage and surrounding buildings.
- **DC-22- 1498 - Field House, Emms Lane, Brooks Green** - Erection of a two-storey rear extension and single storey side/rear extension. Conversion of integral garage and repositioning of main entrance, fenestration changes and associated alterations to dwelling. Demolition of existing garage and erection of a new detached three bay garage with first floor room and erection of a replacement detached pool house building.
With regard to the proposed house extension, Members voted to offer a **NEUTRAL** comment. Votes 1 in support with 3 neutral votes.
With regard to the swimming pool and proposed plan to rebuild the pool house, Members noted that there was no original approval for both the pool and pool house in the HDC planning history. If HDC decide to approve the pool house plans, Members requested that the following condition apply "*The pool house hereby shall be used solely for purposes ancillary to the occupation and enjoyment of Field House as a dwelling and shall not be used as a separate unit of accommodation*".

7. Planning Matters

- Cllr Payne asked the Clerk to explain the various voting options for making comments on planning applications. The Clerk advised that HDC requires Members to offer either a Support, Object or Neutral comment. He also reminded Members that they had the option to abstain from making a vote should, for example, they have a non-personal interest in the application; and
- Cllr Payne drew attention to previous planning abstention comments from Members. He suggested that more time be given to planning matters and that Members form a view rather than abstain. The Chair suggested that this matter would benefit from views from all Members at the next full council meeting. Members **AGREED** and asked that the Clerk add this to the next agenda.

8. Dates of next meetings – to be advised.

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

Signed Chair

Date.....



Shipley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shipley, West Sussex, RH13 8AX
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The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Thursday 13th October 2022 commencing 8:00pm held at the Andrew Hall, Shipley

118. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Cuthbertson, Cllr Emrich, Cllr Payne, Cllr Roggendorff, Cllr Woodage and Cllr de Zoete,

Also Present: WSCP Cllr A. Jupp and P. Richards (Clerk). Eight members of the public were present.

Apologies: Apologies were accepted from Cllr Beckett, Cllr Larcombe, Cllr Lindsay and Cllr Neal-Smith.

119. To receive any declarations of interests from members in respect to Items on the agenda.

- **Item 127** - Cllr Cuthbertson advised that she is a member of the Shipley CE Primary School Parent-Teacher Association (PTA) and would be submitting a speed limit TRO on behalf the School; and
- **Item 125** – Cllr Emrich advised that he had submitted a comment of support for application DC-22-1850 and would, therefore, be unable to vote on this matter.

120. Public Session.

- A resident petitioned the parish council to add speed reduction in Pound Lane, Shipley to the list of parish traffic management projects. He advised that there has been a dangerous increase in both the volume and speed of traffic along this quiet country lane;
- A resident presented his planning application (DC-22-1850) and advised the parish council that the new design would comply with the Parish Design Statement. The applicant's partner also described the steps taken to change external finishes and design to satisfy HDC planning criteria.

121. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 30th August 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

122. Matters Arising from Item 121 (for information only) – the Clerk was asked to progress items 109 and 113.

123. Report from the County Councillor – WSCP Cllr Jupp provided an update that included: -

- A request for SPC to post a message on its website advising residents of the need to cut back hedges and vegetation that restrict access to footpaths;
- A final seasonal cut of highway verges will be undertaken by WSCP contractors that week;
- WSCP contractors will soon visit the parish to clean signs, white lines and remove debris. She asked that Members contact her with any issues;
- The next school admission process will commence on 15th January 2023;
- The WSCP Public Health Team advised that Covid cases are on the increase across the County. A local programme of Covid booster and flu vaccinations will be issued via the NHS;
- The new WSCP Highways Area engineer will attend the next SPC meeting with Cllr Jupp to discuss the list of parish traffic management projects. She asked that the list of projects be forwarded to her;

- Any TRO application for a 20mph speed limit in School Lane would be supported by her. However, she advised that it would be unlikely that other 20mph TRO applications would be successful in the parish because of the WSCC points based evaluation process. She further advised that if the parish council funded speed surveys (to support any TRO application), then the data gathered would be useful to support any application;
- WSCC is considering a new TRO application system that would be quicker to implement than the current process;
- She advised that Village Gateways are seen to be an effective way of reducing the speed of vehicles approaching villages; and
- She reminded Members that items placed on verges were not lawful and that WSCC could enforce their removal.

The Chair was asked if SPC Councillors could accompany the new WSCC Highways Area engineer when he visits the parish. Cllrs Cuthbertson, de Zoete and Payne agreed to accompany him on a date to be advised.

124. Report from the District Councillor – no update.

125. Planning Applications.

- **DC-22-1680 - Land East of Shipley Road, Shipley Road, Southwater** - Demolition of existing local meeting hall (Use Class F.2) and erection of replacement local meeting hall (Use Class F.2);
Members voted, unanimously, to OBJECT to the application.
Members referred to the roof design materials (concrete interlocking tiles) which conflict with Shipley PC's Neighbourhood Plan's Design Statement. Members would be inclined to support the application if the roof materials complied with the Design Statement.
- **DC-22-1850 - Lackeys, Hooklands Lane, Shipley** - Demolition of existing dwelling and double garage and erection of a replacement two-storey dwelling.
Members voted to SUPPORT the application – votes 6 to support with 1 abstention.

126. Planning Matters – none.

127. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements.

- The Chair referred to the draft list of proposed parish traffic management projects. Cllr de Zoete asked that speed reduction measures relating to Pound Lane (as described earlier in the meeting) be added to the list. Cllr Cuthbertson advised that the parish list need not contain the School Lane proposed 20mph TRO as she would take this up with the School. Members **AGREED** to support the School TRO 20 mph speed limit application;
- WSCC Cllr Jupp advised that WSCC would not be pursuing any 'Quiet Lane' initiatives but is reviewing its current speed limit policy;
- Members discussed the merits of the various proposed projects. The Chair suggested that the list may not be complete but at least it was a start for discussions with WSCC. He asked that the updated project list be circulated to Members and WSCC Cllr Jupp. Members **AGREED** to action the following projects:-
 - Add speed reduction TRO relating to Pound Lane;
 - Remove the proposed 20mph speed limit TRO for School Lane (as the School will now progress this);
 - Approve the purchase of three additional SIDs for Coolham Crossroads; and
 - Clerk to provide cost estimates for village gateways at (a) Dragons Green (b) Pound Lane and (c) entrances to the Coolham crossroads.
- Members **AGREED** to bring forward the start time for next parish council meeting to 7pm to allow sufficient time to discuss the traffic management projects with WSCC at the meeting;
- The Chair advised that he had reported a broken 'Shipley' direction sign via the Love West Sussex reporting system;

- The Chair thanked Cllr Payne for arranging the removal of a parish owned tree that had fallen into the churchyard;
- Cllr Payne highlighted issues with the Love West Sussex reporting system. WSCC Cllr Jupp asked that he forward details to her; and
- Cllr Cuthbertson had reported fly tipping issues in Dragons Lane.

128. Finances.

- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A). Cllr Payne reminded Members of the need to seek best value when requesting quotes for services;
- Members **RESOLVED** to approve the virement of £7,595.00 from the earmarked ‘Solar Community Development’ to the traffic management projects; and
- The Clerk asked that Members send him any proposals for projects or works that might need to be costed in the 2023/24 budget and resulting precept request.

129. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 10th November 2022 commencing 7pm (**NOTE new time**) at the Andrew Hall, Shipley.
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:55

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
Andrew Hall	Meeting 18/8/2022	1847	30	£ 10.00
HALC	Subscription 4/22 to 3/23	1848	31	£ 20.00
WSCC	Clerk's salary - July 2022	1849	32	£ 1,169.36
Andrew Hall	Meeting 21/7/2022	1850	33	£ 25.00
Paul Richards	Insurance 1/6/22 to 31/5/23	1851	34	£ 961.11
Paul Richards	External hard drive (audit requirement)	1851	35	£ 39.99
				£ 2,225.46
Income since last meeting				
	Amount			
Interest - Sept	£ 2.53			
Precept - second payment	£ 14,587.71			
HDC Cleansing Grant - second payment	£ 162.77			
Sale of Jubilee Mugs	£ 108.00			
	#			
TOTAL INCOME	£ 14,861.01			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 2,225.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 738.93	29 September 2022		
Deposit Account (Bus Bank)	£ 72,705.49	29 September 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 78,793.56			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 20,550.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED				
	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting				
	Invoiced Services	Chq Nos	Folio	Amount
HDC	Litter bin emptying Sept-April 2023	1852	36	£ 82.68
Moore	External auditor fee	1853	37	£ 240.00
WSCC	Clerk's salary - August 2022	1854	38	£ 1,169.36
Coolham Village Hall	Hall hire - 30th Aug 2022	1855	39	£ 25.00
Play Inspection Company	Annual Inspection	1856	40	£ 120.00
Grasstex	Grounds maintenance - July/Aug/Sept	1857	41	£ 649.68
WSCC	Clerk's salary - Set 2022	1858	42	£ 1,169.36
Coadman Contractors	Installation of SID post	1859	43	£ 970.80
Harry Woodage	Brackets for SID installation	1860	44	£ 14.99
				£ 4,441.87
	Immediate Transfer D/Acc to C/Acc.			£ 4,500.00



Shingley Parish Council

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Website: www.shingleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Thursday 10th November 2022 commencing 7:00pm held at the Andrew Hall, Shingley

130. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Beckett, Cllr Payne, Cllr Woodage and Cllr de Zoete,

Also Present: WSCC Cllr A. Jupp and P. Richards (Clerk). Two members of the public were present.

Apologies: Apologies were accepted from Cllr Cuthbertson, Cllr Emrich, Cllr Larcombe, Cllr Lindsay, Cllr Neal-Smith and Cllr Roggendorff.

The Chairman acknowledged the letter of resignation from Cllr Neal-Smith and thanked her for her invaluable contribution and service to the community. He advised that he will, on behalf of the parish council, write and thank her but asked that Members send him any comments first. The Clerk was asked to prepare the relevant co-option process for a new parish councillor.

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

132. Public Session – none.

133. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 13th October 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

134. Matters Arising from Item 133 (for information only) – None.

The Chairman proposed a change to the agenda running order to accommodate the late arrival of WSCC Cllr Jupp. This was **AGREED**.

135. Report from the District Councillor – no update.

136. Planning Applications.

- **DC-22-1813 - 2 Purveyors Cottages, Coolham Road, Coolham** - Resurfacing of existing vehicle crossover. Members voted, unanimously, to **SUPPORT** the application.

137. Planning Matters – The Chairman referred to the proposed forestry work at Netherwood in Old House Lane. Members noted that the proposed Woodland Tree Health Road Closure Project related to highways and public rights of way matters. The Clerk was asked to write to the Land Agent accordingly.

138. Finances.

- The Clerk presented the Q2 variance report. The report was noted.
- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A); and

- The Clerk presented the draft budget. Members noted and requested that:-
 - The Clerk's 2022/23 pay increase (awarded nationally by NALC) of £1,925 pa (pro rata) exceeded the 2022/23 budget figure and, in turn, would increase the 2023/24 draft salary figure;
 - There should be provision made for the replacement of the junior playground at Coolham playing fields;
 - That the allocation for traffic management be removed because of the agreed virement made at the last meeting; and
 - The Clerk to circulate the revised draft budget ahead of the next meeting.

139. Climate and Environment.

- Members noted the latest progress on the Rampion 2 development; and
- The Chairman advised that he would attend the HALC Climate Action event scheduled for 23rd November 2022. Members suggested that the parish set-up a small Working Group on climate related matters and involve other community organisations e.g., Men's Shed. The Clerk was asked to circulate a list of ideas to commence the process, which the Council had suggested, and which would involve the whole community. The initial ideas included: -
 - Bee Hotels - Get local schools involved;
 - Solar Panels on local Village Halls;
 - Repair Café - Liaise with Men's Shed;
 - EV charging points Coolham Village Hall and SPC owned car parks (Link to WSCC/HDC initiatives?);
 - Calculate Shipley's carbon footprint

140. Roads, Footpaths, Bridleways & General Maintenance of the Parish Pavements – the Chairman welcomed Adam Bazley (WSCC Area Highways Manager) and his colleague Jason Strachan. They reported that they were grateful for the invitation to attend the meeting and looked forward to discussing the various traffic management projects presented for review by SPC.

1955 – Cllr Payne joins the meeting.

Adam suggested that the best way to review the list of projects was to undertake a site visit at each location and review the project on the ground. Cllrs Cuthbertson, de Zoete, Payne and Woodage had volunteered to represent the parish council for these site visits. Discussions related to the various traffic issues across the parish included:-

- **Continued flooding on the A272 at the junction with Paygate Corner (Shipley Road and Pound Lane)** – Members referred to the very dangerous flooding at this staggered junction and remarked on the resultant number of road traffic accidents that had occurred at this location. Requests for 'Flood' signs had not been actioned. Adam advised that his local teams had been inundated with similar requests for flood signs due to the extreme weather conditions. The request from Shipley seemed to have gone astray but he had asked James to action this immediately;
- **Site visits** – Adam agreed to circulate dates he might be available to meet the SPC councillors. This would include a review of proposed SID and Village Gateway locations;
- **Brooks Green** – Cllr Payne reported that the recently installed speed safety signs at Brooks Green had been knocked over. He asked that they be replaced as a matter of urgency;
- **Road signs** – The Chairman advised that, despite several Love West Sussex reports, a 'Shipley' directional sign remained damaged. Adam asked that he re-send the necessary details. He did, however, advise that WSCC policy is to NOT replace such directional signs. The parish council could ask for his Highways teams to undertake such reinstallation, but the cost would rest with SPC;
- **Speed Policy** – Adam advised that WSCC was reviewing its speed policy and that the proposed scoring system would be based on threshold assessments. Cllr Payne asked if SID data could be used as evidence and Adam agreed that it could; and
- **Potholes** – Cllr de Zoete advised of two potholes in Countryman Lane and referred them to Adam and Jason.

The Chairman thanked Adam and Jason for attending and looked forward to the results of the site visits. The Chairman then referred to the email, circulated previously, from a councillor from Itchingfield Parish Council. After review and discussion, Members **AGREED** with the Itchingfield councillor's plan to collaborate

with neighbouring parishes and lobby for a review of speed limits on rural roads. Councillors de Zoete, Woodage and Payne agreed to be available to collaborate when required.

141. Report from the County Councillor – WSCC Cllr Jupp provided an update that included: -

- The WSCC draft budget is being prepared however pressure on services may make a balanced budget difficult to achieve. The expected government funding announcement had not been forthcoming but assumptions of a 1.9% rise in Council Tax together with a 1% Adult Social Care supplement will be made;
- The draft funding gap is approaching £20 million. Adult Social Care is the largest WSCC service spend at 37% closely followed by Children Services. However, both key services are experiencing high demand and problems with staff recruitment; and
- WSCC is providing measures to assist with the cost of living crisis that includes the Housing Support Fund. Community Hub liaison services are still available with District and Borough Councils operating Wellbeing Hubs.

142. Resolution to Exclude the public – Members **RESOLVED** to exclude the press and public in order that two confidential items be discussed. These included:-

- **WSALC advice on Allowances for Members** - It was noted that provision for these allowances is made via Section 18 of the SPC Financial Regulations. It was **AGREED** that no changes were necessary at this time; and
- **Clerk's Salary** – the Clerk's salary was reviewed.

143. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 12th December 2022 commencing 7:30pm (**NOTE new time**) at the Coolham Village Hall.
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:10.

Signed **Chair**

Date.....

Acronym Information

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

APPENDIX A – Payments

Payments 10th November 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
HDC	Litter bin emptying Sept-April 2023	1852	36	£ 82.68
Moore	External auditor fee	1853	37	£ 240.00
WSCC	Clerk's salary - August 2022	1854	38	£ 1,169.36
Coolham Village Hall	Hall hire - 30th Aug 2022	1855	39	£ 25.00
Play Inspection Company	Annual Inspection	1856	40	£ 120.00
Grasstex	Grounds maintenance - July/Aug/Sept	1857	41	£ 649.68
WSCC	Clerk's salary - Set 2022	1858	42	£ 1,169.36
Coadman Contractors	Installation of SID post	1859	43	£ 970.80
Harry Woodage	Brackets for SID installation	1860	44	£ 14.99
				£ 4,441.87
Income since last meeting	Amount			
S. Cuthbertson - Jubilee mugs	£ 12.00			
Interest	£ 2.70			
TOTAL INCOME	£ 14.70			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 4,500.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 922.06	31 October 2022		
Deposit Account (Bus Bank)	£ 68,328.19	31 October 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 74,599.39			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 20,550.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
WSCC	Payroll charges - April to Sept 2022	1861	45	£ 48.96
George's Tree Company	Remove fallen tree	1866	46	£ 880.00
WSCC	Clerk's salary - October 2022	1863	47	£ 1,169.36
Vision ICT	Councillor email boxes	1864	48	£ 259.20
Andrew Hall	Hall hire 13/10/2022	1865	49	£ 20.00
				£ 2,377.52
	Immediate Transfer D/Acc to C/Acc.			£ 2,400.00



Shipley Parish Council

Chair: Cllr Phil Baxter, 7 Kings Platt, Shipley, West Sussex, RH13 8AX
Email: cllr.baxter@shipleyparishcouncil.org.uk

Clerk: Mr Paul Richards, Dawtreys, Bracken Lane, Storrington, West Sussex, RH20 3HR
Tel: 07824 312070 **Email:** shipleyparishclerk@gmail.com
Website: www.shipleyparishcouncil.org.uk

The Minutes of the Ordinary Council Meeting of Shipley Parish Council held on Monday 12th December 2022 commencing 7:30pm held at the Coolham Village Hall.

144. Attendance and Apologies for Absence.

Those Present: Cllr Baxter (Chair), Cllr Cuthbertson, Cllr Payne, Cllr Roggendorff, Cllr Woodage and Cllr de Zoete,

Also Present: P. Richards (Clerk). Three members of the public were present.

Apologies: Apologies were accepted from Cllr Emrich, Cllr Larcombe and WSCP Cllr Jupp.

145. To elect a Vice-Chairman – nominations were received for Cllr Cuthbertson and Cllr Woodage. Cllr Woodage advised that he prefer that Cllr Cuthbertson be elected as Vice-Chairman. His nomination was withdrawn. Members voted, unanimously, to appoint Cllr Cuthbertson as Vice-Chair. The Chairman congratulated her on her appointment.

146. To co-opt a new parish councillor - The Chairman reported that only two applications had been received. He asked that Rachel Eustace and Bridget Huggett present their applications. Once the presentations were made, the public were asked to leave the meeting whilst Members reviewed the two applications. The public were then invited back to the meeting and the Members voted. The result of the ballot was that Bridget Huggett was co-opted onto the parish council. After Ms. Huggett had accepted Office and signed her Acceptance of Office Declaration, the Chairman congratulated her and asked her to take her place with the other Members.

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

148. Public Session – No members of the public wished to speak.

149. Approval of the Minutes of the Ordinary Meeting of the Parish Council held on 10th November 2022.

The minutes, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

150. Matters Arising from Item 149 (for information only).

Members noted that several actions agreed by the WSCP Highways officers (Adam Bazely and James Strachan) who attended the last meeting, had not been actioned. The Clerk was asked to write to WSCP Cllr Jupp highlighting Members' disappointment with the unsolved issues namely:

- **Site visits** – Adam Bazely was to supply available dates in December 2022 in order that councillors could show him the proposed traffic management sites across the parish. Four parish councillors were nominated and stood ready to accompany him. Members had expected that these visits take place before Christmas (Adam will recall that SPC has funds to acquire 3 additional SIDs and the current offer for a discounted SID price expires on 31st December 2022; hence the need for site visits before the end of the year);

- **Safety sign** - Cllr Payne reported damage to a road safety sign between Coolham and Brooks Green. James Strachan had agreed to deal with this urgently. To date, the repair is outstanding;
 - **Pothole** - Cllr de Zoete had showed James a photo of a 'crater' pothole in Countryman Lane. James told her that he would get it attended to immediately. To date, the repair is outstanding;
 - **"Shipley" directional sign** - Members had advised Adam that a "Shipley" directional sign had been damaged. Adam advised that WSCC would not repair such signs but did agree to fix this one. To date, one new post has been fitted but the undamaged sign has disappeared and has not been replaced. The parish council is able to fund a replacement sign if WSCC would install it.
- 151. Report from the County Councillor** – The Chairman referred to WSCC Cllr Jupp’s report and reminded Members that any issues with PROWs should be reported to her. Members congratulated her on resolving the flooding issues at the Boars Lane PROW. Cllr Cuthbertson advised that cyclists and horses could not easily navigate the newly repaired path as only two planks had been fitted (this being too narrow for bikes and horses to use). Cllrs Cuthbertson and Woodage agreed to review the location and propose an alternative solution.
- 152. District Councillor** – no update. Cllr Payne, however, advised that the Levelling Up and Regeneration Bill before Parliament could impact the new draft HDC Local Plan and might see the removal of the proposed strategic site housing proposals.
- 153. Planning Applications** – none.
- 154. Planning Matters** – none.
- 155. Roads, Footpaths, Bridleways & General Maintenance of the Parish.**
- **Traffic management projects** – Cllr Payne advised that he had been in contact with WSCC Highways officers regarding the installation of SIDs. They had advised him of the process that required their approval before any more SIDs could be installed in the parish. These included risk assessments, pole/post design and location approvals. Cllr Payne suggested that the parish proceed in the purchase of 3 SIDs. The Clerk advised Members that due process should be followed and cautioned that any attempt to install additional SIDs without the necessary approval could leave the parish open to future liability issues. Members asked the Clerk to obtain details of SID installations from neighbouring parishes Once this information had been received Members **AGREED** to review this matter at the next meeting.
 - **Other matters** – Cllr Cuthbertson referred to the recent icy road conditions and to the Shipley Winter Emergency Plan that relied on a local farmer to assist with gritting. The salt/grit supplies held on behalf of the parish had degraded, and she asked that additional grit bins be installed in the parish. She also advised that she had used a bag of salt from the Shipley CE Primary School to grit the road junction at Smithers Hill Lane and School Lane in order to avoid further incidents.
- 156. WSALC** – the Chairman advised that he had attended the recent WSALC AGM. He advised Members that the WSCC Fire and Rescue Service had offered to present fire safety measures at a future parish council meeting. Members **AGREED** that future fire safety updates could be posted onto local social media, the newsletter and the SPC website. The Chairman also referred to a WSALC initiative to update parish Resilience Plans. Members **AGREED** that the Clerk contact the WSALC officer and progress this.
- 157. Parishioner Survey** – Cllr Payne suggested that an annual Parish Survey be sent to residents asking their thoughts on local issues and opinions on service delivery. He agreed to circulate a draft survey for Members to comment upon.
- 158. Climate and Environment** – The Chairman referred to the next HDC Climate meeting in February 2023. Cllr Cuthbertson advised that she had registered to attend this event. Members asked the Clerk to obtain the Shipley carbon footprint calculation. Cllr Cuthbertson was asked to contact Cllr Emrich regarding the Knepp Estate’s climate and environment consultant.

159. Finances.

- The Clerk presented a bank mandate that proposed the removal of Nicky Neal-Smith as a bank signatory because Ms Neal-Smith was no longer a Councillor and the addition of Cllrs Cuthbertson and Payne as full signatories. Members **RESOLVED** to make these additions;
- The Clerk presented the payments schedule. Members approved the schedule and **AGREED** that the necessary payments be made (Appendix A); and
- The Clerk presented the draft budget. Members reviewed the proposed amendments and **AGREED** the 2023/24 budget (Appendix B). They asked the Clerk to request from HDC the precept amount of £31,638.86.

160. Dates of next meetings.

- The next Ordinary Parish Meeting will be held on 12th January 2023 commencing 7:30pm at the Andrew Hall, Shipley; and
- The next Planning Sub-Committee Meeting will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 21:32.

Signed Chair

Date.....

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APPENDIX A – Payments

Payments 12th December 2022				
Approved and paid at last meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Payroll charges - April to Sept 2022	1861	45	£ 48.96
George's Tree Company	Remove fallen tree	1866	46	£ 880.00
WSSC	Clerk's salary - October 2022	1863	47	£ 1,169.36
Vision ICT	Councillor email boxes	1864	48	£ 259.20
Andrew Hall	Hall hire 13/10/2022	1865	49	£ 20.00
				£ 2,377.52
Income since last meeting	Amount			
Bank Interest	£ 15.13			
TOTAL INCOME	£ 15.13			
Funds Transferred since last meeting				
D/Acc. To C/Acc.	£ 2,400.00			
BALANCES ON ACCOUNT				
Current Account (Treasurers)	£ 944.54	30 November 2022		
Deposit Account (Bus Bank)	£ 65,950.79	30 November 2022		
Investment Acc. (NSI)	£ 5,349.14			
TOTAL BALANCES	£ 72,244.47			
EARMARKED RESERVES				
Coolham Airfield Memorial	£ 733.00			
Replacement play equipment - reserve fund	£ 4,500.00			
Finger Posts	£ -	Spent in 2021/22		
Bridleway Imp.	£ 600.00			
Parish maintenance - inc Ash Die back, H&WB	£ 1,982.00	£1000 added		
Playing field and pavilion maintenance	£ 1,000.00	£500 added		
Includes Solar Community Benefit	£ 7,595.00			
Includes Operation Watershed 2014	£ 550.00			
Includes Election Reserves	£ 2,100.00			
Includes NHP Funding Reserves	£ 500.00			
Traffic management (Coolham crossroad & Pound Lane)	£ 20,550.00	Less SID June 2022		
TOTAL ALLOCATIONS	£ 40,110.00			
PAID SINCE LAST MEETING TO BE APPROVED	Invoiced Services	Chq Nos	Folio	Amount
None				£ -
				£ -
To Pay after this Meeting	Invoiced Services	Chq Nos	Folio	Amount
WSSC	Clerk's salary - November 2022	1867	50	£ 1,248.31
Grasstex	Grass/hedge cutting - Oct & Nov 2022	1868	51	£ 455.02
Andrew Hall	Meeting 10/11/2022	1869	52	£ 25.00
				£ 1,728.33
	Immediate Transfer D/Acc to C/Acc.			£ 1,700.00

APPENDIX B

Shibley Parish Council Precept Planning		2022/23	2023/24	
Running Costs		APPROVED 2022/23	APPROVED 2023/24	Budget Explanations
Staff costs and Salary				
	Clerks Salary/Staff Cover	£ 10,916.12	£ 13,758.11	Current = £12,800 x 7.5% inflation pay rise
	Clerks Pension	£ 2,626.56	£ 3,401.69	7.5% increase on above
	Overtime Allowance	£ -	£ -	None estimated
	Payroll Costs	£ 124.59	£ 133.93	7.5% increase
Office Administration				
	Telephone/Internet	£ 120.00	£ 120.00	£10 pcm - Clerk's phone. SAME AS LAST YEAR
	Travel - mileage	£ 600.00	£ 600.00	SAME AS LAST YEAR
	Postage	£ 50.00	£ 50.00	Based on run rate
	Stationery	£ 350.00	£ 350.00	No Change
	Heat & Light	£ -	£ -	
	Office Equipment	£ 500.00	£ 500.00	No Change
Other Administration				
	Rent of Halls	£ 375.00	£ 450.00	11 ordinary meeting plus 4 planning meets = 15 meets x £30 (was £25)
	Playground Report	£ 153.15	£ 138.00	Actual cost for 2023
	Insurance	£ 742.50	£ 950.00	£942 last year - SIDs will increase premium
	Subscriptions	£ 472.50	£ 1,096.13	Assume 5% increase (WSALC/NALC = £450) + £600 survey
	Audit	£ 700.00	£ 700.00	No Change
	Chairman's Allowance	£ 500.00	£ 500.00	No Change
	Training Allowance	£ 500.00	£ 500.00	No Change
	Councillors Allowance	£ 1,020.00	£ -	Never taken - Members agreed (10/11/22) to reduce to £0
	VAT Outlay	£ -	£ -	VAT now recovered
	Emergency Reserve	£ -	£ -	Not needed
Donations				
	Community Donations	£ 850.00	£ 850.00	No change
Environmental Services				
	Mowing & Hedge Trim	£ 2,100.00	£ 2,100.00	No change
	Play area	£ 150.00	£ 1,500.00	Build fund for junior playing field
	Playing Field & Pavilion	£ 1,000.00	£ 1,700.00	£500 Ash die-back + REPLACEMENT NOTICEBOARDS = £1.2k
	Parish Maint. & Imp.	£ 4,750.00	£ 750.00	£250 gritting, £500 maintenance, traffic management reduced by £4,000
	Bus Shelter Clean up	£ 25.00	£ 25.00	No change
Community Facilities				
	Website Hosting	£ 550.00	£ 216.00	Email only = 12 x £18 pa
	Defibrillator	£ -	£ 1,250.00	£250 consumables and £1,000 to fund replacement in the future
		£ 29,175.43	£ 31,638.86	2463.43
		£ 29,175.43	£ 31,638.86	Precept Requirement
TAXBASE CALCULATION FROM HDC		£ 644.80	£ 642.50	CONFIRMED - Band D houses figure from HDC for 2023/24
		£ 45.25	£ 49.24	per year
		£ 0.87	£ 0.95	per week
		-£ 9.97	£ 4.00	Increase per year
		-£ 0.19	£ 0.08	Increase per week
		-18.06%	8.12%	% increase per household
		£14,587.71	£15,819.43	Half year