

Minutes for the Council Meeting held on the 1st April 2014

PRESENT: Cllrs. Denia Turnbull (Chairman), Tim Russell (Vice Chairman), Frances Neave, Paul Chivers, Jon Stuart, Annie Maclean, Adrian Sampson and Rob Callaway-Lewis

In attendance: Louise Chater (Clerk).

PUBLIC QUESTION TIME ON MATTERS ON THE AGENDA

None.

61.14 APOLOGIES AND REASONS FOR ABSENCE

Cllr. Richard Beeny - holiday

District Cllr. Paul Jarvis - prior commitment

62.14 DECLARATION OF INTERESTS AND DISPENSATION REQUESTS

1. Register of Interest - none.

2. Dispensation Request - none.

63.14 MINUTES

On a proposal by Cllr. Russell, it was RESOLVED to agree and sign the minutes of the meeting held on the 4th March 2014; this was duly completed.

64.14 MATTERS ARISING FROM THE MINUTES

None

65.14 PLANNING

1. To consider all notified planning permission applications

NM/14/00515/DOM - Case Officer: Anna Weir

Prof C Nutting

Marsh Farm House Marsh Lane Runcton Chichester

Side and rear extensions.

On a proposal by the Chairman it was RESOLVED to make no objection.

NM/13/02608/FUL

Agricultural Grain Store

Chichester Food Park Walnut Tree Farm Runcton

Transport Statement Addendum and additional soil quality assessment

On a proposal by Chairman it was RESOLVED Cllr. Russell would make representation on behalf of the Parish Council at the Chichester District Council Planning Committee objecting on soil quality size and HDA limitations.

2. Updates from Chichester District Council, West Sussex County Council and Arun District Council

14/00507/FUL - Case Officer: Caitlin Boddy
Mr Lew Hazell
Stanley Cottage Pagham Road North Mundham
Steel framed agricultural machinery storage building
PENDING CONSIDERATION

NM/14/00384/DOM - Case Officer: Sophie Locke
Mr and Mrs Dale
Baytree Cottage South Mundham Chichester West Sussex
Proposed first floor extension.
PERMIT

13/04078/LBC - Case Officer: Natalie McKellar
Mr Stanley Davey
Springdale Cottage Runcton Lane Runcton
Retrospective change of use from ancillary accommodation to separate dwelling house. Strip and re-tile roof to repair and insulate for annexe. 2 no. conservation style Velux windows in roof to north facing side of annexe. Alterations to chimney.
REFUSE

13/04077/FUL - Case Officer: Natalie McKellar
Mr Stanley Davey
Springdale Cottage Annexe Runcton Lane Runcton
Retrospective change of use from ancillary accommodation to separate dwelling house. Strip and re-tile roof to repair and insulate for annexe. 2 no. conservation style Velux windows in roof to north facing side of annexe.
REFUSE

NM/14/00070/DOM - Case Officer: Caitlin Boddy
Mr & Mrs M Baggott
Delos Mill Lane Runcton Chichester
Convert bungalow to 1 & 1/2 storey house with north and south extensions
PERMIT

14/00144/DOM - Case Officer: Anna Weir
Mr K Hardstaff
Fisher Croft Fisher Lane South Mundham

Replace existing front entrance porch and erection of double garage.

PENDING CONSIDERATION

NM/13/04141/FUL - Case Officer: Peter Keen

Mr A Dury

Land To Rear Of 10 Elm Grove Runcton

Vary condition 2 of planning permission NM/12/04472/FUL.

Addition of chimney to chalet bungalow.

PERMIT

NM/14/00026/FUL - Case Officer: Maria Tomlinson

Miss Soulla Loizou

Fletcher House, 1 Church Road, North Mundham

To demolish a block of 3 existing dilapidated single storey garages to create additional parking bays for our elderly residents.

PENDING DECISION

NM/14/00005/DOM - Case Officer: Anna Weir

Mr Richard Lartey

10 Fletcher Place North Mundham Chichester West Sussex

Proposed rear single storey extension.

PERMIT

NM/13/03816/DOM - Case Officer- Anna Weir

Mr L Osborne

Retention of fences and gate.

Trotters , Vinnetrov Road, Runcton, Chichester

APPLICATION INVALID UPON RECIEPT

HN/13/03158/FUL- Case Officer: Peter Keen

Mr Jimmy Sullivan

Land At Lakeside Barn Hunston Road Hunston

The use of land for the stationing of 3 no. mobile homes and 1 no. touring caravan for settled accommodation, the retention of access and formation of hard standing. The erection of 4 no. stables and tack room, and retention of use of former agricultural barn to provide ancillary utility area in connection with the use of the land as a private gypsy and traveller site.

PERMIT

NM/13/02608/FUL

Mr David Langmead

Chichester Food Park Walnut Tree Farm Runcton

Agricultural grain store.

PENDING DECISION - Chichester District Council Planning Committee resolved to defer the decision.

NM/13/03370/DOM - Case Officer - Anna Weir

Mr Daryl Hardy

Long Meadow Bowley Lane South Mundham

Proposed conversion of existing timber sheds to new annexe

PENDING DECISION

3. Appeals, Licence Applications, and Enforcement Matters

APP/L3815/A/13/2203195

NM/13/01036/OUT

Mr Luke Lelieu

Land South Of Stoney Lodge, School Lane, North Mundham

Mixed housing development comprising 11 no. terraced cottages, 4 no. flats, 6 no. semi detached dwellings and 4 no. detached dwellings, associated access road, gardens and parking areas - Site visit by the Planning Inspector took place on 31 March 2014.

HN/13/00329/CONCOM Barn North Of Hunston Dairy

Farm Hunston - Change of use to car repair (case officer Reg Hawks) - Breach of planning control identified and planning application had been requested.

NM/11/00573/CONWST - Leythorne Farm Storage of road and building materials - no further update - review due shortly.

NM/04/00138/CONBC - Lakeside Holiday Park including wooden structure and advertising hording on Vinnetrow Road - no further update

HN/11/00585/CONBC Land to North of Electricity Sub Station Hunston - no further update - There was no on-going investigation relating to this site although Chichester District Council case file remained open. It would therefore be identified for a review of the existing information and current situation in due course.
Planning application HN/13/03158/FUL - application permitted:
MATTER CLOSED.

NM/14/00062/CONMHC (case officer Reg Hawkes) - Land West Of Little Fisher Farm Fisher Lane South Mundham - unauthorised mobile home - site visit had taken place.

Case Reference Awaited: Land North of Fisher Common - storage of vehicles - the Enforcement Officer had resolved not to open a case.

4. Planning Correspondence

- a) Letter of complaint to Chichester District Council - chase up
- b) Community Infrastructure Levy Consultation - closing date 23rd April 2014 - it was resolved to make no comment.

66.14 COUNTY COUNCILLOR'S REPORT RELEVANT TO THE PARISH

No report received.

67.14 DISTRICT COUNCILLOR'S REPORT RELEVANT TO THE PARISH

No report received.

68.14 FINANCE

a) Bank Balances as at date of meeting

Parish Council	£
Current Account	4786.54
Reserve Account	43069.77
Village Hall	
Current Account	22507.58
Reserve Account	20187.33

b) Approval of Parish Council and Village Hall Management Committee payments and authority to sign cheques

PARISH COUNCIL	£		
Direct Debit			
Anvil Mobile	22.68		parish council phone
Standing Orders			
Mrs Louise Chater	644.12		salary
West Sussex County Council Pension Fund	163.42		pension
Cheque Payments		chq no	
Mrs Louise Chater	15.18	300115	expenses
Pro-copy	34.00	300116	winter newsletter first run
Mrs Frances Neave	17.10	300117	mileage allowance for training
Mr M Brooks	80.00	300118	Bus shelter cleaning

Staples Ltd	21.05	300119	Papers/envelopes
West Sussex ALC Ltd	352.42	300120	Subscription
Ideal Catering Solutions Ltd	2023.00	300121	Kitchen Equipment (capital fund)
Village Hall	£		
Direct Debit			
Southern Electric	62.00		electricity
British Gas	281.00		gas
Chichester District Council	48.00		rates
Cheque Payments		chq No	
TP & TJ Reed	452.82	200270	invoice number:1921
Mrs Frances Neave	76.20	200271	Electrical meter cover
Chichester District Council	149.50	200278	Bin emptying
TFW Construction	18457.37	200279	Kitchen project 2 nd valuation

On a proposal by Cllr. Callaway-Lewis, it was RESOLVED to make payment and sign the cheques including four additional payments for the Parish Council Mr M Brooks, Staples Ltd, West Sussex ALC Ltd and Ideal Catering Solutions Ltd as listed above and two additional payments for the village hall for Chichester District Council and TFW Construction as listed above.

- c) Monthly statement - On a proposal by Cllr. Russell, it was RESOLVED to accept the monthly statement for February 2014.
- d) Bank Accounts Update - Handelsbanken the mandate had been submitted. Unity Bank the account was open but no paperwork had been received as yet. On a proposal by Cllr. Russell, it was RESOLVED to close the North Mundham Parish Council - reserve account and transfer the funds into the North Mundham Village Hall account.
- e) Audit 31 March 2014 - it was noted the internal audit was due to take place on 2nd May 2014. The external audit was scheduled for 9th June 2014.
- f) VAT Claim - a claim in the sum of £4260.75 had been submitted for the claim period up to 28th February 2014.

69.14 SECTION 106 FUNDS

1. Walnut tree roundabout safe crossing - the Chairman reported very useful meeting with Tracey Webb had provided a copy of the report which was on circulation to be read and discussed at the next meeting. Two proposals had

All

been suggested by the traffic consultant further work was being carried out to investigate the viability of both schemes. Request clarification on the situation with regard to the closure of Vinnetrow Road. **CLERK**

2. HDA footpath - no further update.

70.14 FLOODING in PARISH

1. Post Office Lane - letter to landowner had been sent and as a result clearance work had taken, however, the landowner had advised that the stretch of ditch that was causing the problems was outside of his ownership. Cllr. Maclean expressed concern with regard to the culvert size she would request the culvert be included on the maintenance programme. **AM**
Further investigation was required to ascertain the situation with the ditches and culverts at the Hoptarden Lane end of Post Office Lane.
2. The ditch adjacent to Farm Cottages South Mundham had been cleared.
3. Cllr. Russell reported a sewer jetting truck had jetted the length of sewer from Fletcher Place and Palmer Place to the sewage station on 30th March 2014.
4. Pavilion and Village Hall lavatories required rodding the matter had been reported to Southern Water and Offwat.

71.14 PLAYING FIELD COMMITTEE

Cllr Chivers thanked the Chairman for the article in Connect magazine with regard to dog waste. A discussion took place with regard to closing the five bar gates with the addition of the height restriction barrier and the need to reduce dog waste on the field.

72.14 VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Neave reported:

1. New Community Kitchen - the ovens had been ordered. The building work was progressing well. The community initiative grant application was successful with £2400.00. Cllr. Neave thanked County Cllr. Simon Oakley for his assistance. New Homes Bonus grant Cllr. Neave to investigate the grant requirements. **FN**
2. Sunbeams and Youth Club storage - it was noted that Sunbeams had paid for the storage. It was agreed that the youth club storage remain in place until a decision on the future of the club had been made, however, if no longer renting the village hall the storage would be charged from 1st April 2014.

73.14 YOUTH CLUB

Cllr Stuart reported: WSCC recruitment for youth workers had not been successful, however, the deadline to submit application forms had been extended.

The church continued to investigate the viability of the groups following the end of for the curate.

74.14 AFFORDABLE HOUSING

1. Naming the site - following the request in the parish newsletter the clerk had received eight suggestions.
2. Footpath - nothing further.

75.14 ANNUAL PARISH ASSEMBLY - 20th May 2014 7pm

1. Topic - Chichester Free School the first year and the way forward and The Parish of North Mundham in the Great War.
2. Speakers - Guy Martyn Principal Chichester Free School and Andy Forsyth British Legion had confirmed their attendance.
3. Exhibitors - Parish Council - Footpaths 2026

76.14 HIGHWAY ISSUES

1. Barrier on B2166 - work had been completed matter closed.
2. Layby adjacent to Wheatlands - A letter had been received from the adjacent resident requesting its closure. A meeting had taken place with Tracey Webb who had discussed various options and she had agreed to provide further information. On a proposal by Cllr. Sampson it was resolved to continue discussions with Tracey Webb for the layby to remain, however work should be completed to improve the surroundings.
3. Vinnetrow Road patching - concern was expressed with regard to the standard of the work completed. Tracey Webb had raised this at the meeting. It was agreed the Clerk write to request further work be completed. **CLERK**

77.14 PARISH POLISHERS

1. Notice boards - Clerk to chase up
2. Closed lay-by - nothing further

78.14 CLERK'S REPORT

1. Byelaws Playing Field - had been chased up but no response had been received

79.14 OPEN GARDEN EVENT

Date - 29th June 2014

Time - 2 - 6pm

Gardens - currently six residents had volunteered.

Refreshments - to be provided by some of the garden owners

Tickets - £3.00

Maps - Noel Bettridge had previously offered to produce the map and ticket - Chairman to confirm he is still content to provide this service. DT

80.14 ITEMS FOR REPORTING AND INCLUSION ON FUTURE AGENDAS

1. Footpaths' and the Definitive Map 2026 - order extra copy of definitive map and request information from residents at the Parish Assembly.

81.14 EXTERNAL CORRESPONDENCE

None.

The meeting closed at 8.45pm

Signed _____ Dated _____