

**Minutes of Ordinary Parish Council Meeting held at 7.30pm on 10<sup>th</sup> July 2014 at the Village Hall**

**Present:** Chairman Ms K. Watson, Councillors Ms L. Dyos, Mrs P. Rowland and Clerk to the Council Mrs Andrea Dickson.  
 11 members of the public.  
 Meeting opened at 7.30pm

**1. Chairman welcomed everybody .**

**2. Apologies.** Vice Chairman Michael Trist, WSC Councillor Peter Griffiths and MSDC Councillor Colin Trumble

**3. Declaration of Interest:** None

**4.** The minutes of the previous meeting held 10<sup>th</sup> April 2014 having been previously **circulated**, were taken as **read, approved** and **signed** by the Chairman.

**5. Declaration of Acceptance of Office was signed by Chairman Kate Watson ( this should have been signed at the Annual Meeting of the Council on 1<sup>st</sup> May 2014) Vice Chairman Michael Trist still needs to sign.**

**Before matters arising it was agreed to postpone the approval of the Financial regulations until the October 2014 meeting.**

**6. Matters Arising.**

<p><b>Planning</b></p>	<p><b><u>Old Pump House</u></b></p> <ul style="list-style-type: none"> <li>• SDNP has given the go ahead to MSDC for the removal of the caravans.</li> <li>• Numerous tents have been erected on the site.</li> <li>• MSDC have been notified of the intrusive noise- this is being dealt with separately by Nicholas Bennett. The PC is awaiting an update of this.</li> <li>• At the start of July MSDC advised the PC that a Traveller Assessment was being undertaken Upon completion &amp; agreement 14 days notice can be served on the occupants for the removal of the caravans.</li> <li>• MSDC are to advise the PC of the exact timings.</li> <li>• Tents-these have to be subject to a separate enforcement notice for the use of the site as a campsite. This enforcement is currently being prepared. MSDC need to be clear as to how this order will be enforced as it is not just a case of removing the tents as they can be immediately replaced, therefore not solving the breach.</li> <li>• If anybody wishes to raise any points they should direct them to MSDC but please copy the PC in.</li> <li>• Andy Clarke has taken over from Steven King as the Senior Planning Officer for Investigations and Enforcement.</li> <li>• For info the Clerk is keeping a detailed time line on the Old Pump House including dates and all correspondence etc. <b>(Clerk to chase)</b></li> </ul> <p><b><u>Perching Sands Farm</u></b>                  As yet no retrospective planning application has been made. <b>(Clerk)</b></p> <p><b><u>Ariels</u></b>                  The ariel at the Shepherd &amp; Dog has now been removed.</p>
<p><b>Ladybrook Spring</b></p>	<p>The final design will be</p> <ul style="list-style-type: none"> <li>• line the spring with flints - the sandbags will remain in place behind the flint work and will provide support.</li> <li>• Flint wall to be built around the spring.</li> <li>• The wall will be the same height as the lowest rung of the current barrier, but this barrier will be built <b>into</b> the wall, thus concealing the lower half.</li> <li>• The top of the wall will be finished with topping stones.</li> <li>• The upper rail of the current barrier will be concealed with a square wooden casing and the concrete posts will be painted to blend in better</li> </ul>

	<p>with the surroundings.  <b>Work will start at 10am on the 2<sup>nd</sup>, 3<sup>rd</sup> 4<sup>th</sup> August and 18<sup>th</sup> 19<sup>th</sup> August .</b>  This will be led by Darren Rolf WSCC project leader and a volunteer workforce. As this is a community project, volunteers from the Fulking Community are required. Please contact the clerk for further information.  This information is also on the website. (Clerk)</p>
<p><b>Highways</b></p>	<p>Some good news on highways.</p> <p><u>Clappers Lane</u>  Edburtons have completed the work on Clappers Lane under Operation Watershed, barring snagging. A meeting was held on 9<sup>th</sup> July 2014 and the snagging list was agreed and this work will be completed soon and within the original budget. The PC would ask that everybody respect the work that has been done and try to avoid mounting the bank, as this undermines the soil structure and means that this will be spread on to the road.  The PC will write to the owner of the land by Huntsman's gate, confirming that the bridge has been constructed as part of the <b>footpath</b> network – if any riders wish to use it with the permission of the landowner, it is at their own risk. (Clerk)</p> <p>Future unblocking of the pipe/s opposite The Sands and gullies will be carried out by WSCC on request.</p> <p><u>Four Acres</u>  At the meeting on the 9<sup>th</sup> July WSCC agreed to carry out the work to address the problems on the corner in July. The PC does not need to apply for more money under Operation Watershed for this work.  The plan is to dig a large soak away on the inside bend. There will need to be traffic management whilst the work is carried out. It has been agreed that this work will start on the <b>4<sup>th</sup> August 2014</b>.  The sump in the bridleway will be retained as an 'overflow' but hopefully the size of the soak-away has been calculated to cope with the amount of water, including the run off from the Downs/Cannonberries.  The gully on this corner was cleaned and jetted last week, but West Sussex Council is aware that this will only be effective for a short period.  A suggestion that the road be widened was turned down due to the expense.</p> <p><u>Gullies</u>  Lots of work has been carried out by the PC and WSCC who have been working together to try and solve the drainage issues.  Conways carried out cleansing throughout the village at the start of May. Unfortunately, as no notice was given, some gullies could not be cleaned due to parked cars.  At the end of June, Richard Speller (Cyclic Maintenance Team Leader) carried out an audit of the 56 gullies in Fulking.</p> <ul style="list-style-type: none"> <li>• A work order has been put in to clear four previously unknown gullies and also three which are over 50% full (WSCC specification for needing work) - notice will be given to ensure cars are not parked over them.</li> <li>• 48 gullies had less than 50% silt and therefore do not need cleaning.</li> <li>• One gully by Septima could not be found and will be investigated.</li> <li>• Since the audit, one more blocked gully opposite Briar Cottage has been reported to WSCC and this has been added to the work order.</li> </ul> <p>The PC is working extremely hard to resolve gully/ flooding issues, but it is up to the community as a whole to be proactive, so if anyone does see any problems, please report them to WSCC - advise the PC (including reference number) so that</p>

	<p>we can chase up. The PC now has a map of all the gullies in Fulking including individual gully reference numbers, which should make identification for any work much easier.</p> <p>Finally, I think we'd all just like to thank Tony Brooks at this stage for his continued interest and all his help on the above.</p>
<b>Footpath 4f</b>	<p>The opposed diversion order has been submitted to the Secretary of State for determination, and the Inspector's decision is awaited. The PC will be kept informed.</p> <p>The Rights of Way Officer will be visiting Fulking to arrange routine maintenance. If anyone sees any problems whilst out and about, please let the clerk know so that she can pass on the information. <b>This will take place on the 23<sup>rd</sup> July 2014</b></p>

### 7. Reports from District & County Councillors

Apologies as mentioned earlier. Peter Griffiths to give an update that will be attached to the minutes

### 8. Planning (change in procedure)

In future the following procedure will be applied to planning.  
 "Planning meetings will be held on the 1st/3rd and 5th Wednesday of the month at 6.30pm if required. Planning meetings are not required if the PC does not wish to comment on the matter, and no members of the public have made any comments known to the PC. The clerk and Chairman will take the decision to call a meeting or not jointly. Examples would be in tree applications or where an application has been previously approved."  
 The standing orders will be amended to state this in section 1 z  
 A round robin email will be sent to advise of any planning applications.

### 9. West Sussex Fire and Rescue Service Consultation 2015-2016

The PC held a public meeting to consult with residents earlier this evening and 8 members of the public attended. The consultation is on how the £1.6 million can be saved from the 2015-2016 budget. A separate summary of the meeting will be provided. (Clerk)  
 Should you wish to fill in the questionnaire individually please use the following link  
[http://www.westsussex.gov.uk/living/emergency\\_services/fire\\_and\\_rescue\\_service/public\\_consultation\\_on\\_draft\\_p.aspx](http://www.westsussex.gov.uk/living/emergency_services/fire_and_rescue_service/public_consultation_on_draft_p.aspx)

### 10 Winter management

Does anybody have any suggestions to improve the winter management plan?  
 An audit needs to be carried out on each grit bin, stating how full it is (100,75,50 or 25%) the condition of the salt (free flowing, clumpy discoloured etc) the condition of the bin and any other comments.  
 Five grit bins as follows  
 Stammers Hill **Kate**  
 The Street (corner of Clappers Lane) **Linda**  
 Outside Sunnyacres **Pam**  
 Outside Furzefield **Pam**  
 Junction of Holmbush Lane **Pam**

Spare grit at Perching Manor Farm **Kate or Michael**  
**This needs to be completed and the information given to the clerk by 25<sup>th</sup> July 2014 (Councillors)**

### 11. Financial Matters

The following cheques have been paid out since the last PC meeting.  
 100614 Mark Stepney grass cutting £360.00  
 100615 Pam Rowland refreshments for APM £39.12  
 100616 CG Trading(Stationery for K Watson) £45.56  
 100617 Information Commissioner Data Protection £35.00

100618 Broker Network LTD Came & Co insurance £365.26

100619 J Hazard Website hosting £47.99

100620 A Dickson Salary/Mileage/Stationery £886.66

Cheque stubs were cross checked with the cheque list and both signed. The quarterly bank reconciliation was checked and signed. Income & Expenditure to date was checked. Budget v actual checked.

## **12. Approval of Standing Orders, Freedom of Information, Data protection and Risks assessments.**

All of the documentation has been previously read by the PC.

Standing Orders include a change to the way the PC deal with planning(section 1 z)

Fulking Parish Council Financial Risk Assessment – no change (has to be agreed annually)

Fulking Parish Council Risk assessment – additional 5 sections

Data protection – Fulking PC is now registered for data protection – Andrea is the main contact. This costs £35 per annum.

Freedom of information details of all of the information the PC holds and where it can be found.

All of this information was agreed and signed as required. Copies are available from the Clerk on request or on the website

<http://fulking.net/standing-orders-and-procedures/>

A reminder was given that Member's interest forms need to be update as and when necessary. **(Councillors)**

## **13. Community Service Award**

Any suggestions as to who should be put forward for this award should be sent to the clerk by of August.

The award is a certificate and a memento of the occasion. This year's awards are to be held at Ravenswood on 5<sup>th</sup> October 2014 between 3pm-5.15pm. **(Clerk)**

## **14. Noise nuisance**

General noise complaints are not a Parish Council matter and the PC has no powers to do anything. The PC has published a general reminder in Pigeon Post to be considerate to neighbours with regards to music and fireworks.

If issues cannot be solved directly please contact environmental health as follows

[Nicholas.bennett@midsussex.gov](mailto:Nicholas.bennett@midsussex.gov)

Please keep the PC informed of any complaints for the records.

## **Just before comments from the floor -Replacement street lighting in Fulking**

A number of residents have raised that they have received a leaflet about replacing the streetlights.

Fulking does not appear on the website for the proposed works. It is to advise residents in WSCC generally that streetlights are being replaced in a number of areas.

Reminders for Fulking Fair 27<sup>th</sup> July 12noon-5pm and there are a few tickets left for "Wine Call my Bluff" on the 25<sup>th</sup> July. Please do support these if you can.

## **15. Comments from the floor**

The residents would like the following question asked of the fire and rescue service

"How does the fire brigade get to difficult to reach areas?"

The question was raised about trying to get a grant for the repining and painting of the Village Hall roof. If there is an official letter about this please copy in the clerk. **( Kate has sent an email to Peter Griffiths asking for his help and is awaiting a reply)**

Tony Brooks requested a copy of the map showing the gullies/drains and the reference numbers **(Kate has provided Tony with a copy)**

Broadband was mentioned but this should be covered in Peter Griffiths report.

## **16. Dates of next meetings**

The dates of the next meetings are 9<sup>th</sup> October 2014 and 8<sup>th</sup> January 2015 at 7.30pm

**See Appendix 1 Report from WSC Councilor Peter Griffiths ( to follow)**

**Meeting closed at 8.08pm**

Signed.....

Date.....

Minute 28

