

# CRAWLEY PARISH COUNCIL

## Minutes of the Meeting held at Crawley Village Hall

**on Monday 15 May 2018**

### ATTENDANCE

Cllr C Phillips (Chair) P  
 Cllr F Fratter P  
 Cllr T Anderson P  
 Cllr P Deehan P  
 Cllr R Hall  
 Mrs J Judge (Clerk)

Mrs A Carey – Neighbourhood Watch (Part)  
 Mr M White – Cricket Warden (Part)

Apologies: PSCO K Croutear

Year	No	Action
18/19	01	Cllr Peter Deehan was unanimously elected as Chair of Crawley Parish Council.
18/19	02	<b>Apologies: To receive apologies and approve reasons for absence</b> Apologies were received and accepted from Cllr R Hall
18/19	03	<b>To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the Agenda</b> No declarations were made
18/19	04	<b>Public Session</b> A member of the public took the opportunity to thank Cllr Phillips for her contribution to the Parish as Chair for the previous five years.
18/19	05	<b>Minutes of meeting of 19 March 2018</b> <b>To approve and sign the minutes</b> The minutes were approved and signed by both former Chairman, Cllr Phillips and new Chairman Cllr Deehan.
18/19	06	<b>To deal with any matters arising not on the agenda</b> 17/18 75 Cllr Deehan had contacted County Councillor Warwick for an update about the "craters" at the entrance to the recreation ground and a reply was awaited. 17/18 83 The Clerk had contacted WCC to seek a more detailed explanation of the lowering of the tax base related to the precept calculation and a reply was awaited.
18/19	07	<b>Reports from Police and Neighbourhood Watch</b> PSCO Croutear had sent apologies. Mrs Carey had attended a Winchester Rural Neighbourhood Watch Co-Ordinators Meeting (summary attached) and reported that two Police Constables had been appointed to the team adding greater powers to the team of Police Community Support Officers. Details of the recent village traffic survey and identification of times of day where speeds had been exceed significantly had been passed to Sgt Bethan Wood as requested by Mark Ransome (Arqiva) and it had been agreed that a police speed check would take place. It was noted that the police were only able to act on concerns that crimes were being committed if these were reported. Parishioners were actively encouraged to report concerns to the 101 number.
18/19	08	<b>Reports from City and County Councillors</b> No reports were made but it was noted that the date of the meeting had been changed to reflect requirements to hold a parish council meeting within 14 days of local elections.

Signed.....Date .....

18/19	09	<p><b>Traffic &amp; Speed Report – Next Actions</b></p> <p>Cllr Hall was unable to attend the meeting but had sent an email update to which Cllr Deehan added further detail.</p> <p>Four gateway positions had been identified. Two of these were viewed as simple sites in terms of exact location, gradient of area etc and applications for gateway installation would be submitted to Winchester City Council. The sites were situated by the Burial Ground and on the entrance/exit to the village via Littleton Road.</p> <p>The two further sites at the Andover Road and Stockbridge Road were considered more difficult to implement and owners of adjoining land would be contacted to discuss how solutions could be reached. Village Gateway designs were circulated, and it was decided rather than incorporate speed warning etc as part of these artwork associated with the village would be more appropriate. The next newsletter would invite parishioners to submit ideas.</p>
18/19	10	<p><b>Report from Tree and Cricket Wardens</b></p> <p>The Tree Warden reported no specific problems, but it was noted that there was a small tree down along the path that leads from the pond to Littleton Road. This would be attended as this was a regular walkway for villagers. One of the new limes in the Churchyard was not looking at its best and this would be monitored.</p> <p>Whilst the Cricket Warden said there was not much to report he noted the debut of new player, Cllr Deehan! The pitch was looking good and this was the first season with the bar.</p>
18/19	11	<p><b>Representatives Reports</b></p> <ol style="list-style-type: none"> <li>a. Burial Ground – Cllr Phillips suggested a working party be arranged to clear numerous twigs etc that had fallen and that were impeding mowing.</li> <li>b. Mowing and Footpaths – it was noted that one or two footpaths were beginning to show seasonal overgrowth and land owners or the lengthsman would be asked to clear as appropriate.</li> <li>c. Roads and Verges – Cllr Hall had reported by email that work being completed by Southern Electrical by the Fox was now in its final week and regular meeting were taking place with the pub to aid traffic flow and parking concerns during construction. Outstanding potholes had been logged with HCC</li> <li>d. Buses and Signs – Cllr Deehan reported that the bus stop sign outside the Homestead had fallen and should be reported.</li> <li>e. Playground – the replacement slide had been installed but Cllr Philips was unhappy with quality of construction and angle of slope and was negotiating with the supplier for replacement. Insurance monies had been received for replacement, but the supplier had not been paid. With some tidying up need in the Recreation Area (number of logs etc from recent tree work) it was agreed that this area would be cleared at the same time as the Burial Ground. Cllr Anderson to co-ordinate. The Fox had indicated that it would be willing in the future to host fund raising evening for village causes which might include further equipment for the playground and perhaps a “floating island” at the pond.</li> <li>f. Pond - The trough by the pond had been “hit” at some stage by a vehicle. Clearly it was difficult to establish responsibility with the area currently being subject to works and traffic control by Southern Electric. This would need repair. It was noted that there had been a mains “leak” at the pond which had quickly been repaired by the Water Company. However, the clerk was asked to ensure that future bills were not unusually expensive because of this. Further actions included an examination of drains, which appeared full (again part of working party proposed for the burial and recreation grounds), and the inclusion of (small) Dragon’s Teeth to both protect the verge and prevent parking.</li> <li>g. Memorial Ground - Cllr Deehan reported that the area was generally looking good but that the grass needed attention. The plan would be to scarify and seed at the end of September to try and ensure that the Memorial Ground looked its best for the November Remembrance Service.</li> </ol>

Signed.....Date .....

**Planning****New applications**

Date Rec'd	Number	Address	Description	Closing date for comments
02/05/2018	18/01124/FUL	Tall Trees Peach Hill Lane Crawley SO21 2PZ	Application Reference Number: 15/00581/FUL (as varied by NMA 18/00385/NMA on 27th April 2018) Date of Decision: 15/06/2015 Condition Number(s): Condition 4 Conditions(s) Removal: To vary elevations of house, position of garage and elevation treatment of garage. See cover letter for full details of new drawing references and those superseded	24 May

*The Parish Council had no specific comment on this application*

24/04/2018	18/01018/TPO	Tall Trees Crawley Hampshire SO21 2PZ	Remove all ash and sycamore located in woodland within 5 metres of eastern boundary. Works agreed during site meeting with Ivan Gurdler, arboricultural officer.	
------------	--------------	--	--	--

*The Parish Council had so specific comment on this application*

**Decision awaited**

Date Rec'd	Number	Address	Description	Status
19/03/2018	18/00711/HOU	The Beeches Northwood Park Sparsholt SO21 2LX	18/00711/HOU   Extensions and alterations to existing dwelling (AMENDED DESCRIPTION)	Current
31/01/2017	17/00291/FUL	The Farmhouse New Barn Farm New Barn Lane	Renewal of temporary stationing of mobile home for occupation of assistant dairy person during August to March for a period of 5 years.	Current

**Recent decisions**

Date Rec'd	Number	Address	Description	Status
20/02/2018	18/00453/TPO	Crawley Manor Peach Hill Lane	T1 Holm Oak - fell. Decay present at base. One stem has fallen out. T2 Holm Oak - Reduce back to hedge line as part of long term maintenance T3 Horse chestnut - Re-pollard as part of long term maintenance T4 Horse chestnut - Re-pollard as part of long term maintenance G1 mixed - Crown lift to 3m over the footpath and 5m over the Highway in accordance with highways regs	Application permitted
20/02/2018	18/00459/HOU 18/00460/LIS	Glenbuck Cottage Peach Hill Lane	Demolition of existing garage proposed new garage and bedroom above it. Remodelling of existing cottage internally.	Application permitted
20/02/2018	18/00454/TPO	Paige Cottage Peach Hill	T1 Horse chestnut - Re-pollard as part of long term maintenance T2 Horse chestnut - Re-pollard as part of long term maintenance	Application permitted
24/01/2018	18/00191/FUL	Proposed Sheds at 1, 2 and 3 Drover House	1 Drover House New Barn Lane	Application permitted

07/12/2017	17/03108/LDP	New Barn Farmhouse	Proposed use of the land to station a mobile home/family annexe for use incidental to the main dwelling	Lawful Development Certificate - Permit
------------	--------------	--------------------	---	---

18/19 13

**Finance**

**a. Review of Asset Register**

The clerk reported that the only alternations during the financial year to the asset register was the addition of dog bag dispensers.

**b. Review of Crawley Parish Council Accounts 2017/18**

Cllr Fratter presented a budget summary showing that income (ex lengthsman) was £15705 and expenditure £17,349 (ex lengthsman) with use of reserves explaining the apparent discrepancy.

**c. Report of the Internal Auditor**

John Murry recommended that further documents be added to the website and suggested that the Council consider digitalising Burial Records.

**d. Appointment of Internal Auditor for 2018/19**

It was agreed to appoint John Murry as Internal Auditor for the financial year 2018/19.

**e. Approval of Annual Governance Statement 2017/18**

The Chair read each statement of Section 1 – Annual Governance Statement 2017/18. Each was considered and statements 1 to 8 agreed “yes”. Statement 9 was not applicable to Headbourne Worthy Parish Council. Section 1 Annual Governance Statement was signed by the Chair and the Clerk.

**f. Approval of Accounting Statements 2017/18**

The clerk explained how numbers had been calculated pointing to “explanation of significant variances” as appropriate. Section 2 Accounting Statements was approved and signed by the Chair and the RFO.

**g. Recent Transactions – to approve Income and Expenditure since last meeting**

Payments PV 79 to 84 (previous financial year) and payments PV 01 to PV 10 (current financial year) were approved and it was noted that the first part of the precept had been received.

**h. To review budget year to date**

Cllr Fratter highlight a new budget summary page and asked for councillor’s comments. The idea was to provide a simple overview that could be placed on the website. Early in the financial year expenditure was as PV01 to PV10. All agreed that the budget summary would be helpful, and the clerk and Cllr Fratter would meet ahead of the July meeting to finalise this.

Cllr Fratter  
Clerk

18/19 14

**Governance and Policies**

**a. Review and adopt NALC’s (2018) Model Standing Orders**

The National Association of Local Councils had published new model standing orders updated to incorporate or reference the requirements of new legislation that had been introduced since the last model standing orders were published in 2013. The clerk highlighted changed as per NALC’s accompanying explanation. The meeting agreed to adopt the new model standing orders.

**b. Review and adopt Data Protection Policy and update**

The Data Protection Policy was reviewed. The clerk would assume the role of Data Protection Officer on 25 May, if required. The policy was adopted by the Parish Council.

It was noted that councillors were advised to use email addresses that specifically identified each as Crawley Parish Councillor. Some councillor wished to continue to use personal email addresses and were made aware of the risks involved.

**Update from Councillors on risk assessments completed**

Cllr Fratter had completed a six monthly inspect of Crawley Churchyard and as previously noted repairs would be needed to wall capping. The catch on the gate post also need attention.

18/19 15

**Date of Next Meeting**

The next meeting would take place on Monday 16<sup>th</sup> July

18/19 16