

CRAWLEY PARISH COUNCIL

Minutes of the Meeting held at Crawley Village Hall on Monday 15 May 2017

ATTENDANCE

Mrs C Phillips (Chairman)
Mr F Fratter
Mr T Anderson
Mr P Deehan

Mrs J Judge (Clerk)

Also, present: Cllr C Horrill (part), Martin White (part), Mrs A Carey and 1 member of the public (part)

1. **Election of Chair and Declaration of Acceptance of Office**
Mrs C Phillips was unanimously elected Chair and completed Declaration of Acceptance of Office
2. **Apologies: To receive apologies and approve reasons for absence**
All councillors were present at the meeting
3. **To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda**
No declarations were made
4. **To note vacancy for a councillor**
The resignation of Heather Stewart was noted. The clerk had posted notice of casual vacancy.
5. **Appointment of council representatives/portfolios**
The following portfolios were agreed
Cllr Fratter Finance
Cllr Anderson Pond and Tree Warden
Cllr Deehan Planning
Cllr Philips Burial Ground and Playground
Roads/Verges and Buses/Signs would be monitored by all councillors on a temporary basis until a new councillor joined.
Cllr Deehan would take responsibility for risk assessment of the Memorial Garden.
6. **Minutes of meeting of 20 March 2017**
To approve and sign the minutes
The minutes were approved and signed
To deal with any matters arising not on the agenda
There were no matters arising not covered by the agenda
7. **Public Session**
Concerns were raised again about "dog poo" on the playing field area – bins were provided.
The recent Open Gardens event had meant many cars in the village, in some cases, blocking entrances to resident's homes. There was a discussion about a car park for the village for such events with no definitive conclusion.
It was suggested that that the Memorial Ground would benefit from re-turfing. The best time of year to do this would now be September.
8. **Report from Police and Neighbourhood Watch**
Mrs Carey said there was nothing of significance to report. PSCO Croutear was unable to attend the meeting.
9. **Reports from City and County Councillors**
New County Councillor, Jan Warwick, was unable to attend the meeting but had sent a report attached to these minutes.
City Councillor, Caroline Horrill, reported that a new Mayor, Cllr David McClean, would take up his new role on Wednesday.
Ahead of the General Election the council was in purdah so there was a limited amount that Cllr Horrill could update the meeting on. As previously reported new parking charges in City had been introduced. The inner part of the city had the highest charge aimed that those planning a quick trip with the outer carparks costing less to encourage those intending a longer time in the City to use park and ride with associated environmental benefits. The Friarsgate car park was due to re-open with 70 spaces. An update on the leisure centre would be given post 8 June.
It was noted that James Bryne, one the ward's councillors had stood down.

10. Reports from Tree and Cricket Wardens

Cllr Anderson reported that work would be completed to trees at both the burial ground and pond by C&D Trees. It was suggested that tidy up of trees in the Memorial Ground be added to works.

Martin White, Cricket Warden, reported a strong start to the season. An application was being made for a licence at the Pavilion.

Cllr Horrill, Mrs Carey, Mr White and members of the public left the meeting.

11. Planning

Cllr Deehan updated the meeting as below

Current Applications

Date Rec'd	Number	Address	Description	Status
13/04/2017	17/01100/LIS	Pitter Cottage Peach Hill Lane	Ground floor rear extension and minor alterations to interior of existing cottage	Registered
Crawley Parish Council had submitted support/no specific comment for this application				
10/03/2017	17/00718/HOU	New Forge Hacks Lane	New roof light to new increase in loft conversion	Registered
Crawley Parish Council had submitted support/no specific comment for this application				
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.	Registered

Recent decisions by WCC

Date Rec'd	Number	Address	Description	Decision
03/01/2017	17/00003/FUL	12 New Barn Farm Cottages	Demolition of existing poly tunnel garage and replacement with new three bed dwelling	Application refused
09/01/2017	17/00064/HOU	Danebury Cottage Peach Hill Lane	Replacement garage and side porch	Application permitted
10/03/2017	17/00724/TPO	Peach Hill Peach Hill Lane	T1 Beech. Fell. T2 Cherry. Fell. G1. Ash/Willow. Fell. G2. Leylandii. Fell	Application permitted

12. Finance

a. Review of asset register/ Insurance renewal

The asset register had been amended to reflect the addition of new play equipment. Insurance was due to be renewed in July

b. Review of Crawley Parish Council Accounts 2016/17

Accounts were discussed, variances noted and the bank reconciliation for the year end approved and signed by the councillor responsible for finance, Cllr Fratter

c. Report of the Internal Auditor

The Internal Auditor had highlighted the following

- Minutes: Will you please ensure that the appendices to the minutes (particularly the payments schedule) are initialled by the Chairman
- Minutes: Will you please ensure that the loose-leaf pages of your minutes are consecutively numbered as required by LGA 1972 Schedule 12 Paragraph 41 (2)
- Precept: Though your January 2017 minutes detail the amount to be precepted it does not directly mention the total budget. I would like to see the budget annexed to the minutes for completeness.
- Contract of Employment: Your contract only mentions your appointment as clerk to the Council. It does not mention your appointment as Responsible Financial Officer. This is a separate appointment (Section 151 of LGA 1972). Can you please arrange for a new contract to be drawn up and signed?

Commented [jj1]:

d. Appointment of Internal Auditor for 2017/18

It was agreed to appoint John Murray as Internal Auditor for the current financial year

e. Approval of annual governance statement 2016/2017

Statements were reviewed and approved by the Council and signed by the chair of the meeting, Cllr Phillips, and the clerk/RFO.

f. Approval of accounting statements 2016/2017

This was approved by the Council and signed by the chair of the meeting, Cllr Phillips, and the clerk/RFO.

g. Recent transactions – to approve income and expenditure since last meeting

Payments PV83 to PV 86 and PV01 to PV09 were approved

h. To review budget year to date

Cllr Anderson, with his pond portfolio responsibility highlighted that there were too many fish and that specialist work was required to reduce the stock in the pond. Cllr Fratter would review the budget accordingly.

11. Update from councillors on risk assessments completed

Heather Stewart had completed a risk assessment of the war memorial before resigning as a councillor (attached) and points had been noted and were being addressed as appropriated by Cllr Deehan.

12. Date of next meeting

The next meeting would take place on Monday 17 July.

Signed.....
Chairman

Date.....

DRAFT