

CRAWLEY PARISH COUNCIL



clerk.crawley@parish.hants.gov.uk

MINUTES OF THE MEETING HELD AT CRAWLEY VILLAGE HALL ON MONDAY 20TH MAY 2019

Present: Councillors Anderson, Deehan, Fratter, Phillips
Apologies: Councillor Hall
In attendance: Mrs J Judge (Clerk and RFO), Mrs A Carey (Neighbourhood Watch), City Councillor Horrill, County Council Warwick
Members of the Public: One

Year	No		Action
19/20	01	<p>Election of Chair Cllr Fratter proposed Cllr Deehan to continue as Chairman. Cllr Phillips seconded the proposal. The proposal was unanimously agreed. Cllr Deehan accepted the nomination and duly signed the Chairman's Declaration Of Acceptance Of Office.</p>	
19/20	02	<p>Apologies – to receive apologies and approve reasons for absence Apologies were received and accepted from Cllr Hall</p>	
19/20	03	<p>To receive declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda Councillors present completed Register of Interest Forms. The clerk would arrange for Cllr Hall's form to be completed. No interests were declared relating to the meeting.</p>	Clerk
19/20	04	<p>Public Session The blocking of the pavement by parked vehicles by The Fox was unacceptable. The pub had been contacted again to report this ongoing concern with the suggestion that a sign be erected asking patrons, delivery vehicles and others to park with consideration. A reply was awaited. Cllr Warwick joined the meeting and the Chair amended the order of the agenda to receive her report.</p>	
19/20	07	<p>Reports from City and County Councillors Cllr Warwick's report attached Cllr Warwick agreed to arrange a meeting with Andy Shaw of Hampshire County Council and Neville Crisp of Winchester City Council. The purpose would be to both organise the extending of kerbs by the pond as agreed and to discuss the usage of white lines to aid parking concerns. It had been agreed by Hampshire County Council that the track at the end of Hacks Lane would be repaired when weather conditions were suitable. Cllr Warwick advised that Michael Seed at Hampshire County be contacted to progress this. It had been established that the layby on the A272 was not an "official" layby, but an area of verge parked on over the years. Councillors notified Cllr Warwick that the landowner was to be contacted to ask if tree trunks or similar could be placed in the area to prevent parking. Cllr Warwick was thanked for her report and help on the matters reported above and left the meeting.</p>	<p>Cllr Warwick</p> <p>Cllr Deehan</p> <p>Cllr Phillips</p>
19/20	05	<p>Minutes of the meeting of 18th March 2019 To approve and sign the minutes The minutes were approved and signed To deal with any matters not on the agenda There were no items that were not on the agenda</p>	
19/20	06	<p>Report from Neighbourhood Watch Mrs Carey updated the meeting as per the attached report.</p>	

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

		Mrs Carey was thanked and left the meeting.													
19/20	08	<p>Traffic and Speed Report</p> <p>Cllr Hall was unable to attend the meeting but had provided an email to all councillors updating on her areas of representation with the following highlighted at the meeting.</p> <p>The process of approval of village gate locations on private land was progressing. Nearly all approvals were through with three areas of land ownership outstanding. All map locations and request for approvals had been sent to owners. Once this was completed the Parish Council would be able to submit the licence for review to Highways prior to submission.</p> <p>It was agreed that once the gateways were erected that the lengthsman team would be asked to clear any obstructing vegetation when working in the parish.</p> <p>A parishioner had suggested that verges could be enhanced by the planting of snowdrops. Possible areas had been identified but initially focus would be on the area outside the burial ground.</p>	<p>Cllr Hall</p> <p>Cllr Phillips</p> <p>Cllr Deehan</p>												
19/20	09	<p>Reports from Tree and Cricket Wardens</p> <p>A sycamore in the burial ground had been identified as requiring removal. Winchester City Council had given permission and specified a replacement tree. The specified replacement, <i>Liquidamber styraciflua</i>, should according to the Royal Horticultural Society, be grown in lime-free soil. Crawley is situated on chalk down land. It was agreed that a common beech (<i>Fagus sylvatica</i>), an English native tree, would be more suitable for this location.</p> <p>Further the size of tree stipulated (standard tree 10-12cm girth at 1m and having approximate height of 3m) was of concern. Small trees were more easily established and would usually match the size of a larger tree within a few years. The Parish Council would be spending carefully accounted for and limited public money and needed to be very mindful of the costs involved.</p> <p>A letter would be sent to the WCC Tree Officer suggesting replacement with a common beech and highlighting size and cost considerations.</p> <p>In addition, the following tree maintenance had been identified – trim back/left Yew, Thuja and Cherry over path in burial ground and sever Ivy on trees on the Cricket Ground. (Ref 19/20 14 j).</p>	<p>Cllr Fratter/ Clerk</p>												
19/20	10	<p>Review of Representatives Portfolios</p> <p>There were no changes to representatives' portfolios. The existing portfolios of Roads & Verges, Buses and Signs were combined to form one portfolio named Highways.</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Councillor</th> <th style="text-align: left;">Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Cllr Anderson</td> <td>Tree Warden, Village Pond Working Group</td> </tr> <tr> <td>Cllr Deehan</td> <td>Chair, Planning, Memorial Ground, Village Pond Working Group</td> </tr> <tr> <td>Cllr Fratter</td> <td>Finance</td> </tr> <tr> <td>Cllr Hall</td> <td>Highways</td> </tr> <tr> <td>Cllr Phillips</td> <td>Burial Ground, Mowing/Footpaths, Playground, VDS Working Group</td> </tr> </tbody> </table>	Councillor	Responsibilities	Cllr Anderson	Tree Warden, Village Pond Working Group	Cllr Deehan	Chair, Planning, Memorial Ground, Village Pond Working Group	Cllr Fratter	Finance	Cllr Hall	Highways	Cllr Phillips	Burial Ground, Mowing/Footpaths, Playground, VDS Working Group	
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19/20	11	<p>Representatives' Reports including updates on risk assessments completed</p> <p>a. Burial Ground</p> <p>Tree work as above (ref 19/20 09) was noted.</p> <p>The bench at the far end of the burial ground was in poor repair and would be removed.</p> <p>It was agreed that the plastic bollards would be removed (ref 18/19 80) and replaced by Dragons teeth. These would be purchased by the Parish Council and the lengthsman would be asked to install on the next visit on 3 July.</p> <p>City Cllr Horrill arrived at the meeting and the Chair amended the agenda to receive her report.</p>	<p>Cllr Phillips</p>												
19/20	07	<p>Reports from City and County Councillors (continued)</p> <p>Following the recent election Cllr Horrill had been returned as Ward Councillor for Wonston & Micheldever. The Liberal Democratic Party had gained control of Winchester City Council. Major projects had been put on hold whilst a review was undertaken by the new administration. It was important to monitor actions taken on the Local Plan ensuring that the parish council was aware of and able to comment on any potential development plans that may affect the Village.</p> <p>Cllr Horrill was thanked for her report and left the meeting.</p>													

Signed..... Date

19/20	11	<p>Representatives' Reports including updates on risk assessments completed</p> <p>b. Mowing and Footpaths Nothing specific to report.</p> <p>c. Highways See 19/20 08 above.</p> <p>d. Playground The gate to the playground area was not shutting properly and needed attention. Cllr Anderson agreed to examine and recommend appropriate action.</p> <p>e. Pond to include report from Crawley Village Pond Working Group A small grant of £500 had been received from Winchester City Council to purchase aquatic plants to naturalise the village pond and improve water quality. On 1st June the Pond Working Group and volunteers would be commencing this project.</p> <p>f. Memorial Ground The ground would be scarified and raked and seeded in the Autumn. The cleaning of the name plate on the Memorial Stone was planned for the Autumn (ref 18/19 68g) and a gardener would be attending to the area for two hours a month (ref 18/19 80g)</p>	Cllr Anderson																																													
19/20	12	<p>Lengthsman</p> <p>Confirm that Crawley Parish Council wishes to remain in Lengthsman Scheme and completion of Associate Contract</p> <p>It was confirmed that the Parish Council wished to remain part of the Lengthsman Scheme for the year commencing 1 May 2019. The Chair signed the contract which would be forward to the Lead Parish (Colden Common) by the Clerk.</p>	Clerk																																													
19/20	13	<p>Planning</p> <p>a. Annex B as below was discussed with comments noted in italics.</p> <table border="1" data-bbox="242 936 1318 1249"> <thead> <tr> <th>Date Rec'd</th> <th>Number</th> <th>Address</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>08/03/2019</td> <td>19/00795/FUL</td> <td>Chalk Hills Peach Hill Lane</td> <td>Change of use from agricultural to residential curtilage with the installation of a tennis court and associated 2.75m high fence (renewal of consent 15/01979/FUL)</td> <td>Expiry date 16 May 2019</td> </tr> <tr> <td colspan="5"><i>Expiry date post agenda publication</i></td> </tr> </tbody> </table> <p>Decision awaited</p> <table border="1" data-bbox="242 1305 1318 2031"> <thead> <tr> <th>Date Rec'd</th> <th>Number</th> <th>Address</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>13/02/2019</td> <td>19/00329/HOU</td> <td>Long Park Farm Long Park Lane</td> <td>Extension of existing shallow pitched roof over existing flat roof area of existing bungalow and single detached garage with pitched roof</td> <td>Current</td> </tr> <tr> <td colspan="5"><i>It was noted that since publication of the agenda that this application had been approved</i></td> </tr> <tr> <td>13/06/2018 Validated 28/06/2018</td> <td>18/01452/FUL</td> <td>The Fox and Hounds Peach Hill Lane</td> <td>Application Reference Number: 17/01726/FUL Date of Decision: 01/09/2017 Condition Number(s): MATERIAL AMENDMENTS TO AMEND APPROVED DESIGN RE CONDITIONS 7, 8 AND 21.</td> <td>Current</td> </tr> <tr> <td colspan="5"><i>It was noted that parishioners continued to express concerns about the boundary wall and the clerk was asked to contact the planning department for an update</i></td> </tr> <tr> <td>13/06/2018 Validated 28/06/2018</td> <td>18/01461/LIS</td> <td>The Fox and Hounds Peach Hill Lane</td> <td>Refurbishment and extensions of existing public house/restaurant with letting rooms, with demolition of part including outbuilding and external and internal alterations,</td> <td>Current</td> </tr> </tbody> </table>	Date Rec'd	Number	Address	Description		08/03/2019	19/00795/FUL	Chalk Hills Peach Hill Lane	Change of use from agricultural to residential curtilage with the installation of a tennis court and associated 2.75m high fence (renewal of consent 15/01979/FUL)	Expiry date 16 May 2019	<i>Expiry date post agenda publication</i>					Date Rec'd	Number	Address	Description	Status	13/02/2019	19/00329/HOU	Long Park Farm Long Park Lane	Extension of existing shallow pitched roof over existing flat roof area of existing bungalow and single detached garage with pitched roof	Current	<i>It was noted that since publication of the agenda that this application had been approved</i>					13/06/2018 Validated 28/06/2018	18/01452/FUL	The Fox and Hounds Peach Hill Lane	Application Reference Number: 17/01726/FUL Date of Decision: 01/09/2017 Condition Number(s): MATERIAL AMENDMENTS TO AMEND APPROVED DESIGN RE CONDITIONS 7, 8 AND 21.	Current	<i>It was noted that parishioners continued to express concerns about the boundary wall and the clerk was asked to contact the planning department for an update</i>					13/06/2018 Validated 28/06/2018	18/01461/LIS	The Fox and Hounds Peach Hill Lane	Refurbishment and extensions of existing public house/restaurant with letting rooms, with demolition of part including outbuilding and external and internal alterations,	Current	
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			together with new parking, ancillary works and landscaping	
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Recent Decisions

Date Rec'd	Number	Address	Description	Status
28/03/2019	19/00701/TPO	Crawley Court Peach Hill Lane	To lift the mature sycamore tree to 3m above the AstroTurf pathway. To reduce the laurel hedge back by 1m behind the fence line.	Application permitted
14/03/2019	19/00595/TPO	Hollybush House Peach Hill Lane	G1 Group of 4 sycamores - Poor specimens suppressed by beech tree. Fell T1 Horse chestnut - dying tree losing bark. Fell T2 Beech - Reduce branches back by 2m up to 6m to reduce excessive weight and shading to property and garden.	Application permitted
13/03/2019	19/00583/TPO	Crawley Manor Peach Hill Lane	T1 Horse chestnut. Fell. Extensive fungal brackets present as seen on attached photographs. Tree moves in the ground	Application permitted
08/02/2019	19/00293/HOU 19/00294/LIS	The White House Peach Hill Lane	Demolition of existing lean-to and erection of single-storey extension; external and internal alterations	Application permitted
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.	Application permitted (29/04/2019)

b. Village Design Statement Update

The current Village Design Statement was adopted as Supplementary Planning Guidance by Winchester City Council in 2018. An initial "refresh" of photos and text of the Village Design Statement was undertaken in 2018.

Extracts from the refreshed Village Design Statement showing Planning Guidelines had been displayed at the Annual Parish Meeting and a Village Design Group established. Members of this group were Cllr Carole Phillips, Robert Adam, Tony Coleman, Trevor Mahood, Amanda Bayford and Robin Bayford.

The group had held its first meeting on 17th May. This was primarily focused on village consultation and the practical process of refining the refreshed Village Design Statement Draft.

19/20 14 Finance

a. Review of Asset Register

This has been updated to include recently donated replacement benches (ref 18/19 85e).

b. Review of Crawley Parish Council Accounts 2018/19

Accounts had been circulated along with explanation of significant variances between the financial year ended March 2018 and March 2019 and bank reconciliation. Councillors noted and understood the variances.

c. Report of the Internal Auditor

No major points arose during the audit and the Internal Audit Report 2018/19 had been completed by the auditor.

d. Appointment of Internal Auditor for 2019/20

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

- e. Approval of annual governance statement 2018/2019**
Statements 1-8 (statement 9 n/a) in Section 1 were considered and the answers unanimously approved for signature by the Chair and the Clerk.
- f. Approval of accounting statements 2018/19**
Section 2 boxes 1-10 (box 11 n/a) were presented to the Parish Council by the RFO and unanimously approved and signed by the Chair.
- g. Approval of certificate of exemption for smaller authorities**
With both gross income and gross expenditure for the financial year 2018/19 less than £25,000 a certificate of exemption was completed certifying Crawley Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- h. Recent transactions – to approve income and expenditure since last meeting**
Financial year ended 31 March 2019
Payments PV67 to PV72 were approved
Receipts included a small grant of £500 from Winchester City Council (ref 19/20 11e)

	The following bills require approval for payment	Total £	VAT	Ex VAT
PV 67	HMRC - March	9.40		9.40
PV 68	Jill Judge - Salary - March	326.85		326.85
PV 69	Robert Smith - Grounds Maintenance - Nov, Dec, Jan, Feb, Mar	2040.00	340.00	1700.00
PV 70	WCC - Annual Playground Inspection	44.95		44.95
PV 71	HCC - Newsletter - March	12.00		12.00
PV 72	DD Southern Electric	59.47	2.83	56.64
	Total Payments	2492.67	342.83	2149.84
	Receipts:			
RV 16	SSE - Electricity Cricket Club refund	84.24	4.01	80.23
RV 17	WCC - Small Grant - Pond	500.00		
		584.24		

Financial year commencing 1 April 2019

Payments PV01 to PV09 were approved
Receipts included the first half of the precept

	The following bills require approval for payment	Total £	VAT	Ex VAT
PV 01	DMPayroll Services Ltd	81.00		81.00
PV 02	Premier Grounds & Garden Maintenance	36.00	6.00	30.00
PV 03	Hampshire Association of Local Councils	215.00		215.00
PV 04	Business Stream - Water - Recreation Ground	22.77		22.77
PV 05	Business Stream - Water - Crawley Pond	23.60		23.60
PV 06	Sparsholt Village Shop - Nibbles for APM	30.00		30.00
PV 07	Peter Deehan - APM - Drinks	36.99		36.99
PV 08	Jill Judge - APM - Soft Drinks	10.47		10.47
PV 09	Jill Judge - Salary - April	351.36		351.36
	Total Payments	807.19	6.00	801.19
	Receipts:			
RV 01	Precept	7500.00		
RV 02	Otterbourne PC - Lengthsm an payment to clerk	600.00		
RV 03	Internment Fee	180.00		
		8,280.00		

- i. Review and approve works to churchyard wall and gate**
This work had been discussed at previous meetings (18/19 15) and it was agreed that Gregory Collins quote of £2689.20 before VAT be accepted. A contribution would be made by the Parochial Church Council.
- j. Review and approve essential tree surgery and maintenance at burial ground and severing of ivy of trees around cricket ground.**
This had been discussed earlier in the meeting as part of the Tree Warden's report. C&D Trees quote of £1823.00 before VAT was approved.
- k. To review budget year to date**
At such an early stage in the year there was nothing of major significance to note and the summary budget had been circulated ahead of the meeting.

Signed..... Date

19/20	15	Review of governing documents This item was deferred to July's meeting	
19/20	16	Date of next meeting This was scheduled for 15 th July, but an alternative date would be sought to enable all councillors to be present. There being no other business the meeting closed at 10pm	

DRAFT

Signed..... Date