

CRAWLEY PARISH COUNCIL



clerk.crawley@parish.hants.gov.uk

MINUTES OF THE MEETING HELD AT CRAWLEY VILLAGE HALL ON MONDAY 9TH JULY 2019

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

Year	No		Action
19/20	17	Apologies – to receive apologies and approve reasons for absence All councillors were present. Apologies were received and accepted from Cricket Warden, Martin White	
19/20	18	To receive declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda No interests were declared relating to the meeting.	
19/20	19	Public Session The gate from Cricket Close to the Cricket Ground needed replacement. Cllr Anderson would investigate costs of a new gate and report back to all councillors and install if approved. It was noted that the five-bar gate to the playground was reaching the stage that replacement should be considered. It was suggested that CIL monies (£239.68) could be utilised to help finance this and quotes would be obtained. The footpath next to Greenways was overgrown. Cllr Phillips would arrange for this to be cleared. Mark Ransome would be retiring from Arqiva and Sarah Sparks his deputy moving to the role of Head of Corporate Property and Facilities. The ongoing strong relationship with the village was expected to continue. The clerk was asked to put an item in the newsletter reminding parishioners that wished to use the Aqiva bus (a free service) that a pass was required and to give details of how to obtain these. There had been incidents of contractors working at weekends with subsequent disruptive noise. An item would be placed in the newsletter asking that this be avoided. An updated was given on the blocking of the pavement by parked vehicles by The Fox. Encouragingly the Fox had placed a "No Parking" sign on the pavement outside (Ref 19/20 04). A conversation with Andy Smith from Hampshire County Council (Traffic Management East - Winchester, Fareham, Gosport, East Hants, Havant, Hart, Rushmoor) had concluded that widening the footpath was not an option. He had assured that emergency vehicles would get through and that the problem of vehicles obstructing access was not an unusual one for the emergency services to deal with. Additional white lines were a possibility, but this would mean a considerable length of white line through the village negating the original intention of use to aid access to driveways.	Cllr Anderson Cllr Phillips Clerk Cllr Deehan
19/20	20	Minutes of meeting of 20th May 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	
19/20	21	Reports from Neighbourhood Watch Mrs Carey updated the meeting as per the attached report. Mrs Carey was thanked and left the meeting.	
19/20	22	Reports from City and County Councillors County Cllr Warwick's report attached. This highlighted that rural grass verges were cut once a year, usually during summer, with the cutting of some verges timed to allow rare species to flower and seed. If, however, this resulted in poor visibility and road safety issues the problem should be reported to Hampshire County Council. The clerk was asked to add an item to the newsletter highlighting the online service enabling parishioners to report such problems,	Clerk

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

		<p>The extension of kerbing by the pond (19/20 07) was discussed. Despite agreement for this work to be completed requests from the Parish Council for implementation had not been followed through by Hampshire County Council. Cllr Warwick and Cllr Horrill agreed to visit the site after leaving the meeting and thereafter progress action with Gina Chandler at Hampshire County Council.</p> <p>Cllr Deehan had contacted Michael Seed at Hampshire County Council about the repair of the track at the end of Hacks Lane and would send a further chasing email. (19/20 07)</p> <p>City Councillor Horrill highlighted</p> <ul style="list-style-type: none"> • M3 Junction 9 Consultation Events • Focus of the new Liberal Democratic administration of climate change • It had been confirmed that the Sports and Leisure Facility at Bar End would go ahead as planned with no changes to the building which would result in the project being delayed (estimated opening date of January 2021) <p>Cllr Horrill stressed that the parish council should be alert to any new information relating to Strategic Housing and Economic Land Availability Assessment (SHELAA) both within the parish and adjoining parishes. The Parish Council would be invited to comment.</p> <p>Both Cllrs Warwick and Horrill were thanked for their reports and help on matters as reported above and left the meeting.</p>	<p>Cllrs Warwick/ Horrill</p> <p>Cllr Deehan</p>
19/20	23	<p>Representatives Reports – Highways</p> <p>With Cllr Hall needing to leave the meeting early for another engagement an update on the Village Gateway project was given.</p> <p>A site visit from Andy Smith (Hampshire County Council) had</p> <ul style="list-style-type: none"> • Confirmed suitability of identified locations by Arqiva/Burial Ground and on the Littleton Road for pairs of gates. • Concluded the identified gateway location entering the village from Panoramics was only suitable for a gateway on one side of the roadway with the other side not of adequate width • Highlighted that the pair of gateways proposed entering the village from the Rack & Manager would require regular maintenance to ensure they were kept clear of vegetation with subsequent ongoing cost. Thus, the suggestion had been made that a single gate be placed by the large Dragons Teeth by the pond. <p>Councillors were unsure about these proposals and would visit sites accordingly. With parishioners commenting on the design of gateways recently erected at Stockbridge it was agreed that an updated consultation would be sent to those on the village email communication list.</p> <p>In summary an initial licence application had been submitted but was on hold re sizes and locations of gates.</p> <p>It was noted that the cost of initial application was £150 and a further £450 would need to be paid as a contractor's licence.</p> <p>Cllr Hall was thanked for her work relating to the Village Gateway project and left the meeting.</p>	<p>All</p>
19/20	24	<p>Reports from Tree and Cricket Wardens</p> <p>The sycamore in the burial ground had been removed and work completed trimming back/lifting Yew, Thuja and Cherry overhanging the path and severing Ivy on the trees on the Cricket Ground</p> <p>Winchester City Council had agreed to the proposal to replace the sycamore with a beech tree specifying a Purple Beech, <i>Fagus sylvatica 'purpurea'</i> girth 8-10com feathered. However, this size stipulated was of concern and a further letter would be written to the tree officer asking if smaller tree might be considered which would be more easily established and not as costly. Ref 19/20 09.</p> <p>It had been hoped that trunks from the tree work above could be kept for placing in the layby on the A272 (ref 19/20 07) however, this had not proved possible. With the Forestry Commission having an adjacent site Cllr Anderson would investigate if they might be able to provide suitable tree trunks to prevent parking. Landowners would be consulted.</p>	<p>Cllr Fratter/ Clerk</p> <p>Cllr Anderson</p>
19/20	25	<p>Composition and expansion of Parish Council</p> <p>Discussed at January's meeting (ref 18/19 65) the clerk again highlighted that an increase in the number of councillors would necessitate a Community Governance Review but that the workload could potentially be spread by committees and working parties such as the Pond Group and Village Design Group.</p> <p>The Chair was mindful of succession planning and this would be revisited in the future.</p>	

Signed..... Date

19/20	26	<p>Representatives' Reports including updates on risk assessments completed</p> <p>a. Burial Ground Tree work had been completed (ref 19/20 24 above) and a replacement tree would be planted in the winter. The plastic bollards on the verge outside the burial ground had been removed and replaced with wooden Dragons teeth by the lengthsman (ref 19/20 11a).</p> <p>b. Mowing and Footpaths Clearance of the path by Greenways was noted (ref public session above)</p> <p>c. Highways See 19/20 23 above.</p> <p>d. Playground The gate to the playground area had been repaired by Cllr Anderson (ref 19/20 11d)</p> <p>e. Pond to include report from Crawley Village Pond Working Group On 1st June a group of volunteers met at the pond planting aquatic plants, adding fish and constructing a filter bed as part of the project to naturalise the village pond and improve water quality. Generous donations of materials from residents together with a grant of £500 from Winchester City Council helped finance this work.</p> <p>f. Memorial Ground The cleaning of the name plate on the Memorial Stone was to be completed over the summer months to ensure readiness for November's Remembrance event. Unfortunately, the identified gardener was unable to attend to the area for two hours a month as planned. Cllr Phillips would try and arrange a working group.</p>	Cllr Phillips																																													
19/20	27	<p>Planning</p> <p>a. Annex B as below was discussed with comments noted in italics.</p> <p>New applications</p> <table border="1"> <thead> <tr> <th>Date Rec'd</th> <th>Number</th> <th>Address</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>20/06/2019</td> <td>19/01170/PNACOU</td> <td>The Dutch Barn Stockbridge Road Crawley</td> <td>Conversion of barn to dwelling house</td> <td>Application is within the parish boundary of Sparsholt but impacts Crawley</td> </tr> <tr> <td colspan="5"><i>Whist this application relates to the parish of Sparsholt it is situated on the boundary of Crawley. The Parish Council would request that the planning officer, when considering the application, took into account road safety implications given location by the busy B3049 Stockbridge to Winchester route and the accident blackspot of the old "Rack and Manager"</i></td> </tr> <tr> <td>20/06/2019</td> <td>19/01367/TPC</td> <td>Crawley Manor Peach Hill</td> <td>T1 Fir - remove one stem overhanging and closest to Paige Cottage T2 Holly - reduce back branches overhanging Paige Cottage by 2m max</td> <td></td> </tr> <tr> <td>04/06/2019</td> <td>19/01231/TPO</td> <td>Crawley Court Peach Hill Lane</td> <td>T1: Fir - Fell. Poor condition T2: Fir - Fell. Benefit the long-term development of adjacent better-quality trees</td> <td></td> </tr> </tbody> </table> <p>Decision awaited</p> <table border="1"> <thead> <tr> <th>Date Rec'd</th> <th>Number</th> <th>Address</th> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>10/05/2019</td> <td>19/01039/HOU 19/01040/LIS</td> <td>Yeomans Crawley Road</td> <td>Single storey oak framed garden room to side</td> <td>Current</td> </tr> <tr> <td colspan="5"><i>Since publication of the agenda 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> </tbody> </table>	Date Rec'd	Number	Address	Description		20/06/2019	19/01170/PNACOU	The Dutch Barn Stockbridge Road Crawley	Conversion of barn to dwelling house	Application is within the parish boundary of Sparsholt but impacts Crawley	<i>Whist this application relates to the parish of Sparsholt it is situated on the boundary of Crawley. The Parish Council would request that the planning officer, when considering the application, took into account road safety implications given location by the busy B3049 Stockbridge to Winchester route and the accident blackspot of the old "Rack and Manager"</i>					20/06/2019	19/01367/TPC	Crawley Manor Peach Hill	T1 Fir - remove one stem overhanging and closest to Paige Cottage T2 Holly - reduce back branches overhanging Paige Cottage by 2m max		04/06/2019	19/01231/TPO	Crawley Court Peach Hill Lane	T1: Fir - Fell. Poor condition T2: Fir - Fell. Benefit the long-term development of adjacent better-quality trees		Date Rec'd	Number	Address	Description	Status	10/05/2019	19/01039/HOU 19/01040/LIS	Yeomans Crawley Road	Single storey oak framed garden room to side	Current	<i>Since publication of the agenda 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	Cllr Phillips
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The clerk had contacted the planning officer about the boundary wall and had been referred to the Historic Environment officer's report available on WCC's website.

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, together with new parking, ancillary works and landscaping	Current
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Recent Decisions

Date Rec'd	Number	Address	Description	Status
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)	Application permitted
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	Application permitted

b. Village Design Statement Update

The Village Design Statement Group had met a further three times since the last parish council meeting. The wording of the draft document was nearing completion and a village consultation event was to be arranged after the summer holiday period.

19/20 28

Finance

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

Financial year ended 31 March 2019

Payments PV10 to PV25 were approved and receipts noted.

	The following bills require approval for payment	Total £	VAT	Ex VAT
PV10	Gregory Collins - Church Gates/Wall Capping -Depos	1200.00	200.00	1000.00
PV 11	John Murray - Internal Audit to ye March 2019	260.00		260.00
PV 12	Scandor - Grounds Maintenance - Cuts 1,2,3,4	381.60	63.60	318.00
PV 13	Jill Judge - Salary - May	351.36		351.36
PV 14	EnviroAqua - Pond	300.00	50.00	250.00
PV 15	Scandor - Grounds Maintenance - Cuts 5,6,7,8	381.60	63.60	318.00
PV 16	HCC - Newsletter - May	17.40		17.40
PV 17	C&D Trees - Churchyard & Cricket Ground	2187.60	364.60	1823.00
PV 18	Tim Duncan-Smith - Waders for Pond	29.99		29.99
PV 19	SSE - Cricket Club	27.40	1.30	26.10
PV 20	Habitat Aid Limited - Pond	269.40	44.90	224.50
PV 21	WCC - Sewerage Charges - Cricket Ground	300.00		300.00
PV 22	Jill Judge - Salary - June (includes lengthsman payme	592.96		592.96
PV 23	HMRC - Jill Judge - PAYE	58.40		58.40
PV 24	South Downs Software Limited	27.45	4.58	22.87
PV 25	Peter Deehan - Dragons Teeth - Burial Ground	49.20		49.20
	Total Payments	6434.36	792.58	5641.78
	Receipts:			
RV 04	VAT Refund (1 Oct 18 to 31 Mar 19)	900.44		
RV 05	Crawley Cricket Club - Sewerage	300.00		
RV 06	George Scott Funeral Services	90.00		
		1290.44		

b. To review budget year to date

Major items of expenditure were noted. Pond project costs (PV 14 and PV 20) were covered by the £500 small grant received from Winchester City Council. Tree expenditure (PV17) was budgeted for and there were no other significant costs that were not routine payments.

c. Review burial ground charges

It was agreed that no change would be made to burial ground charges.

19/20	29	<p>Review of governing documents NALC's revised Model Standing Orders 2018 had been adopted by the Parish Council in May 2018 (ref 18/19 14) and no changes were proposed NALC's Model Financial Regulations were adopted in July 2016 and amended in July 2017. No changes were proposed though the process for online banking would be attached for reference purposes.</p>	
19/20	30	<p>Discuss provision of a Community Emergency Plan The Chair had attended a Parish Briefing at Winchester City Council where a presentation had been made about Community Emergency Plans. The Chair explained how a Community Emergency Plan would work. With Crawley a small and close-knit community it was felt that such a plan was unnecessary.</p>	
19/20	31	<p>Discuss and approve contents of July parish newsletter The following would be included: Village gateway update Works completed at pond Completion of tree work New dragons' teeth at burial ground Reminder about contractors and noise Reminder about Arqiva bus passes Explanation of cutting of verges and how to report danger to drivers created by poor visibility</p>	
19/20	32	<p>Date of next meeting The next meeting would take place on MONDAY 16TH September</p> <p>There being no other business the meeting closed at 9.55pm</p>	

DRAFT