

# CRAWLEY PARISH COUNCIL



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## MINUTES OF THE MEETING HELD AT CRAWLEY VILLAGE HALL ON MONDAY 16<sup>th</sup> MARCH 2020

**Present:** Councillors Collins, Deehan, Hall (from Item 79), Fratter, Phillips  
**Apologies:** County Councillor Warwick,  
**In attendance:** Mrs J Judge (Clerk and RFO), Mrs A Carey (Neighbourhood Watch), City Councillor Horrill (for Item 88), Clerk Designate  
**Members of the Public:** None

Year	No		Action
19/20	75	<b>Apologies – to receive apologies and approve reasons for absence</b> Apologies were received from Cllr Warwick, Helen Dollin and Jeremy Burnett (Item 78)	
19/20	76	<b>To receive declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda</b> Councillors present did not declare any pecuniary or other significant interests.	
19/20	77	<b>Public Session</b> The Clerk Designate was introduced to the meeting. The continued "smell" from the septic tank at the Fox was noted and an update would be sought from City Councillor Horrill. A parishioner had kindly donated and planted a new tree in the Memorial Garden. A thank you note would be sent and species confirmed.	
19/20	78	<b>Update Summer Ball for Winchester Hospice on Saturday 6<sup>th</sup> June</b> A report had been prepared ahead of the meeting as attached. The Committee was specifically focussing on managing the risk that the Ball may need to be cancelled or rescheduled due to Coronavirus.	
19/20	79	<b>Minutes of meeting of 6<sup>th</sup> January 2020</b> <b>To approve and sign the minutes</b> The minutes were approved and signed. <b>To deal with any matters arising not on the agenda</b> Cllr Collins noted that he had completed an informal 30-minute traffic count by the pond at peak morning commuter time. 133 vehicles were noted spread equally from the A272 and Littleton Road. Mrs Carey confirmed that she had requested a police speed check. Cllr Hall joined the meeting during this item.	
19/20	80	<b>Report from Neighbourhood Watch</b> Mrs Carey updated the meeting as per the attached report. The message to continue to be vigilant and report numbers of any suspicious vehicles was reiterated.	
19/20	81	<b>Memorial Ground</b> The Chair moved this item up the agenda to enable Mrs Carey to participate in discussion of arrangements for celebration of 75 <sup>th</sup> anniversary of VE Day. The plan had been to host a 1940s afternoon tea and unveil the new bench purchased with a small grant fund from Winchester City Council. Given the Coronavirus situation it was anticipated that the tea would be cancelled although it may be possible to unveil the bench as in an open-air environment. The situation would continue to be monitored. Mrs Carey was thanked and left the meeting	Cllr Deehan
19/20	82	<b>Reports from City and County Councillors</b> County Cllr Warwick's report attached. It was noted that the Pond has recently come near to flooding with the overflow drain not clearing. It was agreed that the neighbouring resident would be contacted, and that Cllr Hall would contact Gina Chandler at an appropriate time to pursue a solution (ref 19/20 22, 19/20 07).	

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

		City Councillor Horrill joined the meeting at a later point – ref 19/20 88																																																																																	
19/20	83	<p><b>Reports from Tree and Cricket Wardens</b></p> <p>Cllr Collins highlighted that the parish had been fortunate in recent storms with notable damage to trees. Whilst several areas were overgrown there appeared to be no need for immediate action. There was no Cricket Report.</p>																																																																																	
19/20	84	<p><b>To prepare worksheet for lengthsman visit on 1<sup>st</sup> April 2020</b></p> <p>Cllr Collins would be taking on responsibility for this task and the clerk would send examples of previous worksheets.</p>	Cllr Collins /Clerk																																																																																
19/20	85	<p><b>Representatives Reports</b></p> <p><b>a. Burial Ground</b> A grass cut was to be arranged before Easter to ensure all in good order for visitors.</p> <p><b>b. Mowing and Footpaths</b> Cllr Phillips had reviewed contracts with both Scandor and Robert Smith for the 2020/21 financial year with no changes in terms.</p> <p><b>c. Highways</b> Cllr Hall updated the meeting that the process of tender for the N16 Bus Route had recommended that Stagecoach continued to run the service with improvement both in terms of its timings and the number of journey opportunities offered. To aid financing of this it was proposed that the Taxi share, which provides one return journey from Winchester on Thursdays, be withdrawn. County Cllr Humby's, Executive Member for Economy, Transport and Environment, decision was awaited. Whatever agreement was reached would be reviewed after two years. Cllr Hall was obtaining revised quotes for installation of the Village Gates to reflect amended specifications.</p> <p><b>d. Playground</b> The annual playground report had been received with no immediate at-risk items. Cllr Deehan was preparing a schedule of works. Fence work had been completed between the playground and field.</p> <p><b>e. Pond to include report from Crawley Village Pond Working Group</b> A member of the group planned to examine the floating duck house for repairs etc. A project was planned in the summer to trim back trees overhanging the pond.</p> <p><b>f. Memorial Ground</b> Ref 19/20 81 above and 19/20 87d below</p>																																																																																	
19/20	86	<p><b>Discuss provision of a Community Emergency Plan</b></p> <p>It was decided that the template provided by Cllr Warwick would be completed for submission to Hampshire County Council</p>	Cllr Fratter/ Clerk																																																																																
19/20	87	<p><b>Finance</b></p> <p><b>a. Recent transactions – to approve income and expenditure since last meeting</b> <b>Payments PV60 to PV73 were approved.</b></p> <table border="1"> <thead> <tr> <th></th> <th>The following bills require approval for payment</th> <th>Total £</th> <th>VAT</th> <th>Ex VAT</th> </tr> </thead> <tbody> <tr> <td>PV 60</td> <td>Crawley Village Hall Trust - VDS Consultation</td> <td>81.90</td> <td></td> <td>81.90</td> </tr> <tr> <td>PV 61</td> <td>Crawley Village Hall Trust - Annual Parish Meeting</td> <td>45.90</td> <td></td> <td>45.90</td> </tr> <tr> <td>PV 62</td> <td>Peter Deehan - JRB - Dog Bags</td> <td>39.30</td> <td>6.55</td> <td>32.75</td> </tr> <tr> <td>PV 63</td> <td>Peter Deehan - Amazon - Key Safe</td> <td>10.99</td> <td></td> <td>10.99</td> </tr> <tr> <td>PV 64</td> <td>ICO - Annual Date Protection - <b>DIRECT DEBIT</b></td> <td>35.00</td> <td></td> <td>35.00</td> </tr> <tr> <td>PV 65</td> <td>Jill Judge - Salary (January)</td> <td>351.76</td> <td></td> <td>351.76</td> </tr> <tr> <td>PV 66</td> <td>HCC - Newsletter (January)</td> <td>12.00</td> <td></td> <td>12.00</td> </tr> <tr> <td>PV 67</td> <td>Business Stream - Water (Pond)</td> <td>15.23</td> <td></td> <td>15.23</td> </tr> <tr> <td>PV 68</td> <td>CPRE - Annual Subscription</td> <td>36.00</td> <td></td> <td>36.00</td> </tr> <tr> <td>PV 69</td> <td>Cyan - Bench Memorial Ground (Grant)</td> <td>539.49</td> <td>89.91</td> <td>449.58</td> </tr> <tr> <td>PV 70</td> <td>Robert Smith - Annual Grounds Maintenance</td> <td>4500.00</td> <td>750.00</td> <td>3750.00</td> </tr> <tr> <td>PV 71</td> <td>Jill Judge - Salary (February)</td> <td>351.96</td> <td></td> <td>351.96</td> </tr> <tr> <td>PV 72</td> <td>Southern Electric - Cricket Club - <b>DIRECT DEBIT</b></td> <td>11.67</td> <td>0.55</td> <td>11.12</td> </tr> <tr> <td>PV 73</td> <td>Jill Judge - Salary - March</td> <td>351.76</td> <td></td> <td>351.76</td> </tr> <tr> <td></td> <td><b>Total Payments</b></td> <td><b>6382.96</b></td> <td><b>847.01</b></td> <td><b>5535.95</b></td> </tr> </tbody> </table>		The following bills require approval for payment	Total £	VAT	Ex VAT	PV 60	Crawley Village Hall Trust - VDS Consultation	81.90		81.90	PV 61	Crawley Village Hall Trust - Annual Parish Meeting	45.90		45.90	PV 62	Peter Deehan - JRB - Dog Bags	39.30	6.55	32.75	PV 63	Peter Deehan - Amazon - Key Safe	10.99		10.99	PV 64	ICO - Annual Date Protection - <b>DIRECT DEBIT</b>	35.00		35.00	PV 65	Jill Judge - Salary (January)	351.76		351.76	PV 66	HCC - Newsletter (January)	12.00		12.00	PV 67	Business Stream - Water (Pond)	15.23		15.23	PV 68	CPRE - Annual Subscription	36.00		36.00	PV 69	Cyan - Bench Memorial Ground (Grant)	539.49	89.91	449.58	PV 70	Robert Smith - Annual Grounds Maintenance	4500.00	750.00	3750.00	PV 71	Jill Judge - Salary (February)	351.96		351.96	PV 72	Southern Electric - Cricket Club - <b>DIRECT DEBIT</b>	11.67	0.55	11.12	PV 73	Jill Judge - Salary - March	351.76		351.76		<b>Total Payments</b>	<b>6382.96</b>	<b>847.01</b>	<b>5535.95</b>	
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Signed..... Date .....

Receipts were noted including a Community Infrastructure Levy payment in respect of Long Barn. This would be utilised to help finance replacement of the playground fence

<b>Receipts:</b>				
RV12	WCC - CIL Payment	1044.33		
RV13	Crawley Ball Organising Committee - Ground Hire	10.00		
RV14	Blackwell & Moody - Memorial inscription	90.00		
RV15	WCC - Small Grant - Bench for Memorial Ground	500.00		
RV16	Crawley Cricket Club - Share of Hire	275.00		
		<b>1919.33</b>		

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

Nothing specific to report – Cllr Fratter and the clerk were commencing year end preparations

**c. To confirm annual grounds maintenance contracts for Robert Smith Landscaping and Garden Maintenance Ltd and Scandor Landscape Contractors Limited for financial year commencing 1 April 2020**

Contracts had been confirmed with no change to terms ref 19/20 85b above.

**d. To note receipt of a small grant of £500 for a bench for the memorial ground and arrangements for celebration of 75<sup>th</sup> anniversary of VE Day**

A grant of £500 had been received from Winchester City Council for a bench at the memorial ground. This had been ordered together with a commemorative plaque recognising the 75<sup>th</sup> Anniversary of VE Day. Planned celebrations were under review ref 19/20 81.

**e. Review Crawley Parish Council & Crawley Crows Cricket Club Agreement for the Use of Crawley Recreation Ground and Pavilion**

Ref 19/20 69 – following initial discussion at the January meeting it was agreed that payments received by the Crawley Crows Cricket Club for use of the facility for its own or other cricket purposes would be split equally with Crawley Parish Council from 1 April 2020. Cllr Fratter would confirm this proposal with the Cricket Club and the agreement amended accordingly.

Cllr Fratter

19/20 88

**City Councillor Report**

**Cllr Horrill joined the meeting and gave her report highlighting the following**

- Winchester City council would increase its portion of council tax bills by three per cent meaning from April, a band D property will pay an extra £4.17p
- Parking charges were to be introduced for Sundays and evenings
- Garden Waste collection would no longer be free of charge with residents requiring the service required to opt in and pay £60 per annum
- A meeting with parishes about the Local Plan was scheduled for 23 March. Public consultation and a prospectus were anticipated thereafter with the plan now extended to 2038. The Parish Council should carefully examine the Strategic Housing and Economic Land Availability Assessment (SHELAA) related to Crawley.
- The flood defences put in place in 2013/14 had worked successfully. Unfortunately, not all works had been undertaken with recent storms causing flooding in at risk areas
- The local elections due to take place in May were to be delayed to May 2021 because of the impact of coronavirus. This meant that the both the City Council and the Police and Crime Commission would run for a further year.
- Both the Central Winchester Regeneration Project and Station Approach were stalling. The new Leisure facility at Bar End was progressing.
- The licensing application for a “mini Boomtown” at Worthy Down was causing concern. (Cllr Collins would examine this further)
- The City Council was following COVID 19 guidelines with staff working at home as appropriate and a skeleton staff. Meetings had not stopped.

Cllr Horrill updated the meeting about actions being taken by WCC's Environmental Team in response to ongoing concerns about “smells” at the Fox. It was recognised that input was needed from a drainage expert and Phil Tidridge was organising this.

Cllr Horrill indicated that the County Council had a priority of highways related tasks and that extension of kerbing at the pond was probably somewhat down this with potholes etc rating higher. She would raise the issue with County Councillor Humby.

Cllr Horrill was thanked and left the meeting.

**Planning**

a. Annex B as below was noted with no specific actions

**New applications**

Date Rec'd	Number	Address	Description	Comments by
03/30/2020	20/00487/TPO	Woolbury House Peach Hill Lane	G1, G2 and G3 - Mixed deciduous trees on perimeter of property to crown lift by up to 4m to clear lawn and garden area and remove epicormic growth on main stems of trees in G3	

**Decision awaited**

Date Rec'd	Number	Address	Description	Status
02/01/2020	20/00010/FUL	2 Winsley Cottage Northwood Park	Demolition of part of existing single storey semi-detached dwelling and construction of new 4-bedroom two storey dwelling in garden. Retained portion of existing dwelling to be self-contained annex ancillary to use of new building.	Current

The following comment had been submitted:

*We are aware of local concern regarding the possibility the premises could be occupied as two dwellings and would request that conditions be applied to any consent to prohibit both this or the sale of the property as two separate dwellings.*

23/08/2019	19/01603/TPO	Crawley Court Peach Hill	T1 Dead tree - Fell G1 - Crown lift by 1m	Current
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	Current
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
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

**Recent Decisions**

Date Rec'd	Number	Address	Description	Decision
20/01/2020	20/00114/TPO	The White House Peach Hill Lane	T1 Yew: Cut back on south facing side to edge of driveway- follow line up vertically through overhanging larger limbs. Reduce longer ends over stables by 3m approx. All final pruning cuts to be	Application permitted

			no larger than 50mm in diameter. T2 Yew: Crown lift over gate way. Reduce the longer ends at 5m into existing canopy line. T3 Holly: Reduce by 30% overall and trim around sides.	
25/11/2019	19/02600/TPC	Pitter Cottage Peach Hill Lane	T1 - Beech. Crown lift and thin, reduction in size	That no objection be raised
04/11/2019	19/02432/TPO	Beckys Peach Hill Lane	T1 Ash - Moribund. Pollard to above main fork (Leave as standing deadwood) T2 Yew - Crown Thin by 10% (Crown clean)	Application permitted

**b. To approve Village Design Statement for submission to Winchester City Council**

A village consultation had taken place on the evening of Friday 7<sup>th</sup> February and morning of Saturday 8<sup>th</sup> February. The Village Design Group had met twice subsequently and carefully considered all matters raised before making a number of modifications to the document. The final version of the Village Design Statement had then been circulated to councillors. It was agreed that the Village Design Statement should be submitted to Winchester City Council to begin the process of adoption as a Supplementary Planning Document.

Clerk

19/20 90 **Discuss and approve contents of March parish newsletter**

At the time of drafting and approval of the newsletter it was hoped that it would be possible to give a clearer indication of arrangements and events over the coming months.  
Other items to be included: new bench, new clerk, councillor vacancy (see below),

19/20 91 **Date of next meeting/confirmation of Annual Parish Meeting**

The next meeting was due to take place on Monday 21<sup>st</sup> May and the Annual Parish Meeting scheduled for Monday 20<sup>th</sup> April. Arrangements for both would continue to be reviewed as guidance was received from relevant bodies.

Clerk

19/20 92 **To note the proposed resignation of a councillor**

Cllr Phillips confirmed that she wished to resign as a councillor following ten years in the role, five of which were as Chair.  
Cllr Phillips resignation was accepted, and she was thanked for her contribution to the Parish Council. It was hoped that more formal thanks and recognition of Mrs Phillips work could be given at an appropriate stage in the future.  
Mrs Phillips would manage handover of responsibilities of the playground, burial ground, grounds contracts/lengthsman.  
The clerk would place a casual vacancy notice on the website and noticeboard and if an election was not requested the parish council would look to co-opt at the May meeting.

Clerk

19/20 93 **Clerk and RFO Recruitment – To receive an update and recommendation for appointment.**

The clerk designate left the meeting for this item.  
The Chair reviewed the recruitment process which had been carried out with adjoining parish Sparsholt. The recommendation to appoint Nicola Breen was unanimously agreed with a three-month probationary period at scale point 19 to be raised to scale point 20 on successful completion. Start date was to be confirmed but provisionally 1<sup>st</sup> April. There would be a hand over period of approximately one month.

**There being no other business the meeting closed at 9.40pm**