

# CRAWLEY PARISH COUNCIL



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## MINUTES OF THE MEETING HELD REMOTELY ON MONDAY 20<sup>TH</sup> July 2020

**Present:** Councillors Deehan, Fratter, Hall, Collins, Boucher  
**Apologies:** Alison Carey (Neighbourhood Watch), Richard Leather (Playground Warden), Tim Duncan-Smith (Pond Warden), Martin White (Cricket Warden)  
**In attendance:** City Councillor Horrill (to 20/21 25), County Councillor Warwick (to 20/21 20), Nicky Breen (Clerk and RFO)

Year	No		Action
20/21	14	<b>Apologies – to receive apologies and approve reasons for absence</b> Apologies were received and accepted from Alison Carey (Neighbourhood Watch), Richard Leather (Playground Warden), Tim Duncan-Smith (Pond Warden), Martin White (Cricket Warden)	
20/21	15	<b>Co-option of Councillor</b> Henrietta Boucher had been co-opted at the May parish council meeting (20/21 02) and was formally invited and welcomed. As the meeting was held remotely the Clerk would arrange for the Declaration of Acceptance of Office and Disclosure of Pecuniary Interests forms to be completed and signed, and would send an introductory pack.	Clerk
20/21	16	<b>To receive declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda</b> The Clerk is to arrange a Register of Interest Form to be completed by Cllr Boucher. No interests were declared relating to the meeting.	
20/21	17	<b>Public Session</b> No members of the public had asked to join the meeting.	
20/21	18	<b>Minutes of the meeting of 18<sup>th</sup> May 2020</b> <b>To approve and sign the minutes</b> The minutes were approved and signed. <b>To deal with any matters not on the agenda</b> Cllr Collins is to plant a tree by the pond (20/21 08). Cllr Deehan tendered his resignation as Chair and Councillor as he is moving to Jersey. He mentioned that he had enjoyed his role and that the next meeting on September 21 <sup>st</sup> would be his last. He noted that the Parish Council members are relatively inexperienced and proposed that Cllr Fratter become the Chair until May 2021. This was seconded by Cllr Collins and unanimously agreed. Cllr Fratter accepted and highlighted that he would be stepping down in May when a new Chair would be elected at the Annual General Meeting. The Clerk is to advertise for a new Councillor.	Clerk
20/21	19	<b>Report from Neighbourhood Watch</b> Cllr Deehan updated the meeting as per the attached report from Alison Carey, which had been circulated in advance. He noted that there had been a recent increase in fly tipping.	
20/21	20	<b>Reports from City and County Councillors</b> Cllr Horrill's report attached. In addition she highlighted: <ul style="list-style-type: none"> <li>Fly tipping had increased all around the district.</li> <li>River Park site - once closed there is going to be a 'soft strip' demolition. There is a covenant on the land stating that no industrial housing be built.</li> <li>The location of the duck pond sign had been queried by the Highways department, Cllr Horrill said she is to follow this up and to arrange for a member of the parish council (Cllr Hall) to meet the officer at the pond to discuss.</li> </ul>	Cllr Horrill Cllr Hall

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



20/21 26

It was unanimously agreed that Crawley Parish should remain in the Lengthsman scheme. When the Lengthsman visited on 8 July it was raining resulting in there being some outstanding jobs that will be addressed at the next visit.

At this point Cllr Horrill was thanked and left the meeting.

**Planning**

a. Annex B as below was discussed with comments noted in italics.

Date Rec'd	Number	Address	Description	
12/06/2020	20/01183/HOU	3 Post Cottages Peach Hill Lane	Single Story rear extension and Loft conversion	14.07.20
<i>No comment</i>				

**Decision awaited**

Date Rec'd	Number	Address	Description	Status
31/03/2020	20/00699/FUL	The Dutch Barn Stockbridge Road (in parish of Sparsholt but impacts Crawley parish)	Erection of a farm managers dwelling, including garden, landscaping and parking	Current
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	Status
15/05/2020P	20/00979/HOU	Glebe House Littleton Road	Single storey side extension including removal of existing conservatory and brick shed	Permitted

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

09/04/2020	20/00437/HOU	Greystones Littleton Road	Single storey extension to the rear of the property providing an open plan kitchen-living area, new playroom, and bedroom with ensuite. First floor extensions providing a new bedroom and bathroom facilities	Permitted
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20/21 27

**Review of Governing Documents**

These has been circulated prior to the meeting.  
NALC's Model Standing Orders 2108 were reviewed and no changes were proposed.  
NALC's Model financial Regulations 2019 were reviewed and no changes were proposed.

20/21 28

**Finance**

- a. **Co-op Change of Signatories update**  
Cllr Collins and the Clerk are not yet able to access online banking. Clerk to monitor.
- b. **Review of Crawley Parish Council Accounts 2019/20**  
Accounts had been circulated along with explanation of significant variances between the financial year ended March 2019 and March 2020 and bank reconciliation.
- c. **Report of the Internal Auditor**  
No major points arose during the audit and the Internal Audit Report 2019/20 had been completed by the auditor.
- d. **Appointment of Internal Auditor for 2020/21**  
It was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.
- e. **Approval of annual governance statement 2019/2020**  
Statements 1-8 (statement 9 n/a) in Section 1 were considered and the answers approved for signature by the Chair and the Clerk.
- f. **Approval of accounting statements 2019/20**  
Section 2 boxes 1-10 (box 11 n/a) were approved for signature by the Chair.
- g. **Approval of certificate of exemption for smaller authorities**  
With both gross income and gross expenditure for the financial year 2019/20 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**  
Payments PV09 to PV26 were approved.  
The Parish Council has been asked for a donation by the Citizens Advice Winchester District. This will be an item on the next meeting's agenda.

	<b>The following bills require approval for payment</b>	<b>Total £</b>	<b>VAT</b>	<b>Ex VAT</b>
PV 09	Scandor - Grounds Maintenance - Cuts 1 & 2	190.80	31.80	159.00
PV 10	HALC+NALC - Affiliation Fees & Levy	225.03		225.03
PV 11	Business Stream - Water - Recreation Ground	34.58		34.58
PV 12	Tsohost - Web Hosting	21.46	3.58	17.88
PV 13	JRB Enterprise - Dog Waste Bags	39.90	6.65	33.25
PV 14	Colden Common Parish Council - Lengthsmen	56.00		56.00
PV 15	John K. Murray - Internal Audit	270.00		270.00
PV 16	Southern Electric - Cricket Club 13/02-15/05	52.66	2.50	50.16
PV 17	Nicola Breen - Salary May	271.64		271.64
PV 18	Jill Judge - Salary May	573.20		573.20
PV 19	HMRC - PAYE May	124.60		124.60
PV 20	JRB Enterprise- Dog Waste Bag Dispenser	103.50	17.25	86.25
PV 21	WCC - Sewerage Cricket Pavillion	333.96		333.96
PV 22	HALC - Clerk Training Course	51.00	8.50	42.50

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

PV 23	Business Stream - Water - Pond	7.36		7.36
PV 24	Scandor - Grounds Maintenance - Cuts 3 & 4	190.80	31.80	159.00
PV 25	Nicola Breen - Salary June	271.44		271.44
PV 26	HMRC - PAYE June	68.00		68.00
		<b>2885.93</b>	<b>102.08</b>	<b>2783.85</b>

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

There was nothing of major significance to note and the summary budget had been circulated ahead of the meeting.

**j. Clerk's Probation Period review**

The Contract of Employment states 'Following completion of the probationary period of three months and subject to...the clerk's salary will rise to SCP point 20 (new scale structure) with effect from 1 July 2020.

A one scale point increase was agreed.

**20/21 29 Discuss and approve content of July's parish newsletter**

The following would be included:

- Cllr Deehan – resignation
- Cllr Fratter – Chair until May
- Cllr Boucher – introduction
- Crawley COVID Helpers Group now dormant
- Playground spraying rota
- Village Library open
- Tavern open

**20/21 30 Date of next meeting**

This is scheduled for 21<sup>st</sup> September. It is hoped that it can be held in the village hall in order that the council members can say goodbye to Peter.

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