

**Minutes of the Meeting held on
Monday 19 July 2021**

Present: Councillors Anderson, Fratter, Hall

In attendance: Nicky Breen (Clerk and RFO)

Members of the Public: One

- 21/22 – 18 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllrs Boucher, Warwick and Horrill. Also from Alison Carey, Martin White and Richard Leather.
- 21/22 - 19 To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda**
Councillors completed Register of Interest Forms.
No interests were declared relating to the meeting.
- 21/22 – 20 Public Session**
Councillors were made aware that the ash tree by the pond is covered with ivy which may require attention. Due to the positioning it was agreed that any necessary work should be undertaken by a professional company. A quote is to be obtained. **Action: Chair**
- 21/22 - 21 Minutes of the meeting of 17 May and 7 June 2021**
To approve and sign the minutes
The minutes were approved and were signed.
To deal with any matters not on the agenda
None
- 21/22 - 22 Reports from City and County Councillors**
Cllrs Warwick and Horrill's reports had been circulated prior to the meeting and are attached.
- 21/22 - 23 Report from Neighbourhood Watch**
The report had been received and circulated prior to the meeting and is attached.
- 21/22 - 24 Reports from Wardens and Representatives**
- a. Trees**
Nothing specific to report
 - b. Cricket**
Nothing specific to report
 - c. Playground**
A report had been received prior to the meeting and is attached.
 - d. Pond**
Nothing specific to report
 - e. Burial and Memorial Ground**
Nothing specific to report
 - f. Mowing**
Nothing specific to report.
 - g. Footpaths**
An overgrown path had been reported to Hampshire County Council by the Clerk and following no response the Lengthsmen were asked to strim the path. However they were only able to clear a short stretch and the Parish Council is now going to approach the landowner to see if they are able to assist with clearing the footpath. **Action: Cllr Hall**
 - h. Highways**
The repainting of the gateways is due to take place by 25 July, weather permitting.
Correspondence relating to moving the gateway on the Panoramics road is ongoing.
It was noted that the lengthsmen did not clear the vegetation from both sides of the gateways and the Chair suggested that he may be able to organise a working party to address this.

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

Action: Cllr Hall, Chair

- i. Biodiversity**
Nothing specific to report.
- j. Church Yard**
Nothing specific to report.

- 21/22 - 25 Councillor Vacancy**
As yet there have been no expression of interest. The vacancy will continue to be advertised in the newsletter and on the website, and parishioners approached. **Action: Chair, Clerk**
- 21/22 – 26 To prepare worksheet for lengthsman**
The next visit will be 29 September. A task already identified is clearing a footpath however the worksheet will be finalised closer to the time.
- 21/22 - 27 To consider donation request from Citizens Advice Winchester**
A request for a donation had been made. Councillors agreed to a donation of £100 recognising that this is a community service offering free impartial advice which is available to all parishioners. **Action: Clerk**
- 21/22 – 28 To consider donation to British Legion for Remembrance Day wreath**
The parish council is to continue with an annual donation to the British Legion for the Remembrance Day wreath that they supply. This will be in the region of £17. The Chair is to approach a parishioner to lay the wreath closer to the time. **Action: Clerk**
- 21/22 – 29 To consider employing help with filing/scanning/cataloguing documents prior to storing them with Hampshire Archives**
The Clerk would like to archive many of the documents that are held in boxes. These will need to be catalogued and those that are likely to need referring to scanned in order to limit the number of visits to the archives. As this is anticipated to be a lengthy task it was agreed that a student could help for £10 an hour, up to a maximum of 15 hours. **Action: Clerk**
- 21/22 – 30 Insurance Renewal**
Came and Company had been asked to provide a quote for the addition of the village gateways to the schedule. The annual additional premium is £19.21 including Insurance Premium Tax (IPT) which has increased the future annual premium payable to £871.96 including IPT. The pro rata additional premium due until the next renewal date on 28 September 2021 has been waived.
Councillors confirmed that nothing else needed to be changed on the policy.
- 21/22 – 31 Planning**
a. Annex B below was discussed with no outstanding comments.

New Applications

Date Rec'd	Number	Address	Description	Status
03/06/2021	21/01545/HOU	3 Manor Cottages	Proposed single story ground floor extension beneath existing covered walkway. To create new toilet and enlarged Ensuite.	Current
<i>Councillors agreed no comment</i>				
10/06/2021	21/01617/TPO	Pear Tree Cottage Peach Hill Lane Crawley SO21 2PU	T1 - T4 Yew - Remove at ground level and replant with alternative specimens. Some are of suppressed and of poor form. Trees have caused damage to roof, floor and basement of house, outbuilding and garden wall, all of which are of 'Listed' status. Images attached to this application.	Current
05/05/2021	21/01202/HOU 21/01203/LIS	Pear Tree Cottage Peach Hill Lane Crawley SO21 2PU	Alterations and rear extensions	Current

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

Current Applications

Date Rec'd	Number	Address	Description	Status
23/02/2021	21/00469/DIC	2 Winsley Cottage Northwood Park Sparsholt SO21 2LX	3. Bricks - Terca Renaissance , Roof Tiles - Traditional Clay Tile Company, Manor Range - medium colour 4. Details of Hard and Soft Landscaping - see attached 101 DProposed Landscape Plan & Proposed Winsley WD3 Landscaping 5. Plans and Cross Sections of Existing and Proposed - see attached Proposed Landscape Plans and Existing Winsley Site Sections 6. Mud Measures - see attached WDs V4 (dragged) 7. Parking Provisions see attached WDs V4 (dragged) 8. TER/ Energy info - see attached Compliance information Winsley, Dwelling Sign Off Winsley and full SAP Calculation Winsley and SEES Part G Water Efficiency Calcs 9. Protective measures inc fencing and ground protection - See P15 of the TS AIA 10. Underground service plan - see attached All WDs V4 (dragged) 2 and All WDs V4 (dragged) 3 11. Arbo Method Statement - see attached TS AIA 12. Bats Method Statement - see attached BEMP	Current
23/08/2019	19/01603/TP O	Crawley Court Peach Hill	T1 Dead tree - Fell G1 - Crown lift by 1m	Current
04/06/2019	19/01231/TP O	Crawley Court Peach Hill Lane	T1: Fir - Fell. Poor condition T2: Fir - Fell. Benefit the long-term development of adjacent better-quality trees	Current

Recent Decisions

Date Rec'd	Number	Address	Description	Decision
07/05/2021	21/01254/TPC	5 Post Cottages Peach Hill Lane	Conifers T1,T2.T3.T4..T5.T6 Trim, prune, lop and lift. This is a hedge of six conifers which have overgrown outwards and is starting to overhang the common use drive at the rear of Post Cottages used for cars and people. Lifting will re-allow access to my vegetable patch. Conifers T7,T8,T9,T10,T11, T12. Trim, prune, lop, and lift. This second hedge of six conifers which has also overgrown outwards is close to neighbouring property on one side and a small lawn on the other side.	Permitted
18/03/2021	21/00758/HOU	1 Old School House Peach Hill Lane	Single storey side extension replacing existing conservatory	Permitted
08/03/2021	21/00616/HOU	Kingswell House Peach Hill Lane Crawley SO21 2PU	Demolition of existing garage/store and the replacement with a new double garage with games / multipurpose room over	Permitted
26/04/2021	21/01102/HOU	Hollybush House Peach Hill Lane Crawley SO21 2QB	Part Two Storey & Part First Floor Side Extension, Elevational Alterations and Loft Conversion.	Permitted
08/04/2021	21/00952/FUL	Long Park Lodge Long Park Lane Crawley	Retrospective change the use of agricultural land to be used as a residential garden	Permitted

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

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07/06/2021	21/01585/TPC	The Walled Garden Peach Hill Lane Crawley SO21 2PR	Holly Tree (T1) in front garden of The Walled Garden. Tree is in Crawley village conservation area. We wish to carry out canopy lift and thinning to branches as tree is close to front porch and also obscures light through drawing room windows.	Permitted
25/01/2021	21/00202/TPO	The White House Peach Hill Lane	2x sycamore trees - fell. (see original application)	Withdrawn
09/04/2021	21/00964/TPO	1 Hacks Lane Crawley Winchester Hampshire SO21 2PY	(to the front of the property in fence line between Nyali and 1 Hacks fence) Beech tree - crown lift. Removal of low limbs or branches to remove heavily weighted pieces and shorten and reduce weight of branches with cankerous growth.	Permitted

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Finance

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

		Total £	VAT	Ex VAT
PV 14	Colden Common PC - Lengthsmen	56.00		56.00
PV 15	C&D Trees - Burial Ground	408.00	68.00	340.00
PV 16	G Collins - Burial Ground Path	1620.00	270.00	1350.00
PV 17	HMRC - PAYE - May	14.20		14.20
PV 18	J Murray - Audit	275.00		275.00
PV 19	N Breen - Salary - May	354.88		354.88
PV 20	SSE - Cricket Club - 12 feb-18 may	37.76	1.79	35.97
PV 21	HCC - Hantsprint - May newsletter	15.20		15.20
PV 22	N Breen - Microsoft 365 subscription	59.99	10.00	49.99
PV 23	Green Smile - April	369.00	61.50	307.50
PV 24	Scandor - May	381.60	63.60	318.00
PV 25	Green Smile - June	369.00	61.50	307.50
PV 26	N Breen - Defibrillator parts	232.00	38.67	193.33
	Receipts:			
RV 05	Blackwell & Moody Walsh inscription	90.00		
RV 06	Steele & Partners TBA	180.00		

Payments PV14 – PV26 were approved and receipts noted.

b. To review budget year to date

The budget sheets had been circulated prior to the meeting.

c. Review Burial Ground Charges

The current charges have been in effect since August 2018. Cllr Fratter suggested that fees be increase by just over 5%. Thus, the purchase cost of a grave space and exclusive right of burial, interment or reopening of grave or headstone up to 4 feet high or a flat stone rising from £180 to £190 (as attached). This was unanimously agreed.

d. Explanation of new finance spreadsheet mechanism

Following confirmation from the internal auditor that the paper ledger was not required provided suitable electronic book keeping was in place, Cllr Fratter had produced an excel workbook. The Clerk has been using this to record financial transactions and has found it straightforward. Cllr Fratter explained the mechanism and it was unanimously agreed to continue with this accounting method and to no longer use the paper ledger.

21/22 – 33

Review of Governing Documents and Policies

These had been circulated prior to the meeting.

Financial Regulations

NALC's Model Financial Regulations were adopted in July 2016 and amended in July 2017. No changes were proposed.

CPC Standing Orders

NALC's revised Model Standing Orders 2018 had been adopted by the Parish Council in May 2018 (ref 18/19 14). No changes were proposed.

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

Health & Safety Policy review

No changes were identified as needing to be actioned in the policy however the Clerk is to share the risk assessment schedule for the playground, recreation ground, burial ground & churchyard, war memorial, pond and cricket pavilion to ensure that the checks are being undertaken, and to report to Councillors at the next meeting. **Action: Clerk**

There being no other business the meeting closed at 8.45pm. the date for the next meeting is 20 September.

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