

CRAWLEY PARISH COUNCIL – MINUTES 21 MARCH 2022

Minutes of the Meeting held on Monday 21 March 2022

Present: Councillors Anderson, Fratter, Hall, Whiteley
In attendance: Nicky Breen (Clerk and RFO), Alison Carey (neighbourhood watch)
Members of the Public: Tony Johnson (Arqiva)

- 21/22 – 73 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllr Boucher and David Jordan (pond warden).
- 21/22 - 74 To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda**
Cllr Anderson declared an interest in item 21/22 – 83 as he is a dog owner.
- 21/22 – 75 Public Session**
The Council was pleased to have Tony Johnson from Arqiva present. One of his roles within the company is the responsibility for external communications customer relationship with neighbours at sites across the UK. When asked about Arqiva being a proposed SHELAA site he said that this is undertaken at many of their sites in order to help establish an up to date value of the land. Crawley have always had a good relationship with Arqiva and Tony is happy to be the first point of contact for enquiries.
- 21/22 - 76 Minutes of the meeting of 24 January 2022**
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 – 77 Reports from City and County Councillors**
Cllrs Warwick and Horrill's reports had been circulated prior to the meeting.
Cllr Horrill did not arrive until later in the meeting and outlined her report after item 2021/22 – 082. She is to forward details of the Greening Campaign to the Clerk. **Action: Cllr Horrill**
- 21/22 - 78 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting. Cllr Anderson noted that since distribution of the report there had been more tree trunks laid in the layby near Panoramics.
The Clerk is to follow up WCC regarding the possibility of having a dual purpose litter/dog waste bin in the layby near Panoramics. **Action: Clerk**
- 21/22 - 79 Reports from Wardens and Representatives**
- a. Trees**
The ivy around a tree at the pond has been severed and windblown trees on the nearby path removed. During Storm Eunice large bough fell from a tree on the border of the recreation ground and Hacks Lane. Having assessed this the tree surgeons have deemed the ash tree to be unsafe and it is to be felled.
WCC was due to work on the trees on the boundary of gardens and the cricket pitch on 18 March however this has been postponed and as yet we do not have a new date.
 - b. Pond**
Cllr Anderson proposed that David Jordan become the new pond warden following the resignation of Tim Duncan-Smith. This was unanimously seconded.
It was noted that Hampshire Highways is to start work on the pond outflow drain imminently.
 - c. Burial and Memorial Ground**
There are a lot of mole hills in the burial ground. The ground contractors will flatten them as a matter of course when carrying out their mowing.
 - d. Mowing**
Nothing to report.
 - e. Footpaths**
Nothing to report.

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

f. Highways

The bottom of Hacks Lane has become very muddy. Cllr Warwick was asked if it was possible for Hampshire Highways to lay gravel there, as has happened once before. She replied that as this is private land, if Highways are able to help it would have to be with the agreement of landowner. **Action: Cllr Warwick**

Cllr Anderson had met with Cllr Horrill to discuss the posts at the pond which have been knocked, with an alternative being suggested but more discussion needed.

Potholes – the pothole at the side of the road on Crawley Down Lane has been reported on a couple of occasions, and the pothole near the church has also been reported.

The white lines are fading in places. This has been logged with Hampshire Highways.

When there is heavy rain there is often a large flooded area on the Littleton Road at the entrance to the village. Having spoken to parishioners, Cllr Anderson reported that the general consensus is that no action needs taking as the flood has the benefit of slowing the traffic down.

g. Biodiversity

Nothing specific to report.

h. Church Yard

Nothing specific to report.

21/22 – 80

20's Plenty campaign

After discussion it was decided not to pursue 20mph signs for the village.

21/22 – 81

Dog Park Suggestion

Cllr Anderson had been approached to enquire whether parish might support a dog park in the village. This is a private enterprise which provides an area of a few acres where dogs can be exercised in fenced location for a charge of £10 an hour. It was agreed to defer this item until councillors had had the opportunity to visit existing dog parks in order to obtain a better insight.

Action: Councillors

21/22 – 82

Village Gateways

Cllrs Hall and Whitely have met with a representative from Highways to discuss the positioning of the 30mph signs, another meeting is scheduled for 28 March.

The new site for the gateway and post on the Panoramics Road has been identified by Cllrs Hall and Fratter and is waiting to be signed off by Highways. The quote for the post is £320, using the same supplier that provided the gates. Councillors agreed that this was an acceptable figure.

Cllr Hall is to look into the cost of design and manufacture of signs to go on a couple of the gateways. One is of a crow and the other the symbol of the Hairy Pot Company, the organisation that supplied funding towards the gateways.

Cllr Hall has spoken to Highways about the possibility of a mirror at the pond to help drivers view approaching traffic. Highways do not instal these as mirrors.

21/22 – 83

Duck sign update

Highways have agreed to one duck sign to be positioned on the back of an existing pole.

21/22 – 84

To prepare worksheet for next Lengthsman visit 30 March 2022

Tasks for the Lengthsman were identified:

- Clean the gateway on the Littleton road
- Collect the piles of wood on the cricket pitch
- Clean the road signs

The Clerk is to inform Steve Collins who completes the worksheet.

Action: Clerk

21/22 – 85

SHELAA sites

There is nothing further to report at this stage.

21/22 – 86

Annual Parish Meeting agenda

This is being held at 7pm on Monday 25 April in the village hall. David Jordan is looking into finding a guest speaker who will be able to give a talk on biodiversity. All councillors will outline their roles and it is hoped that County Councillor Jan Warwick and City Councillor Caroline Horrill will be able to speak. There will then be a public session. Drinks and nibbles will be available.

Action: Clerk, Cllr Anderson

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Planning

Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
03/03/2022	22/00487/TPO	The White House Peach Hill Lane Crawley Winchester Hampshire SO21 2PR	T1 Beech - Reduce co-dominant stem by 2m to reduce resistance & risk of failure T2 Sycamore - reduce over hanging branches over neighbours wall to 2m & lift off wall (prev submitted as 22/00475/TPC)	Current
11/03/2022	22/00555/TPO	The Walled Garden Peach Hill Lane	This application relates to a group of 13 small juvenile trees (hazel and sumac) in an overgrown corner of our garden that have self seeded around 3 established apple trees. We wish to remove these (all less than 10cms in diameter) that are impinging the growth of the fruit trees. In addition to these smaller trees we also wish to remove: 3 sycamores (3 on the boundary and overhanging neighbour's garden) T1, T2, T3, 1 elm T4, 1 fir T5. Trees 1-5 are all very close to the boundary and in the shade of the well established overhanging trees in The White House garden. They are not thriving.	Current
25/01/2022	22/00170/TPO	Longwood House Peach Hill Lane	T1 Macrocarpa. Fell. Remedial works have recently been undertaken to the septic tank at the above address which is situated approximately 1.5m from the stem of T1. During the commencement of these works multiple roots of significant size have been found to have damaged the septic tank and their removal is required in order for the works to continue. Due to the size of the roots in question (greater than 3 inches diameter), the size of the tree and the proximity of these roots to the main stem, root pruning in order to retain the tree is not deemed to be appropriate	Current 16/2/22

Current Applications

Date Rec'd	Number	Address	Description	Status
17/11/2021	21/02955/TPO	Pear Tree Cottage Peach Hill Lane	T1 - Yew - Fell Further to the approval 21/01617/TPO for the removal of 4 Yew trees which were causing damage to a listed wall and building, it has become apparent that 1 Yew tree was mistakenly left off the original application. Therefore we are proposing, as in the above mentioned approved application, that this tree be felled for the same reasons of causing damage to a listed wall and that along with a condition of the previous application, another specimen be replanted.	Current

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

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Recent Decisions

08/11/2021	21/02872/HOU	Highfield House Peach Hill Lane	Single storey extensions to north and west of house. Increased ridge height of eastern roof and insertion of new dormer. Demolition of existing garage and replacement with new garage and storage.	Permitted
07/12/2021	21/03135/TPC	Highfield House Peach Hill Lane Crawley SO21 2PR	Upon receipt of arboricultural advice we wish to apply for the safe removal of the following trees on our property: Pine Tree (T1) - Multiple trunks from mid-height due to storm damage years ago has rendered the tree potentially unstable. Tree is less than 5 metres from front corner of house so presents a danger, is affecting the property and is also blocking light. Fir Tree (T2) - Growth is at top of tree and is blocking light from the property	Permitted
07/01/2022	22/00029/TPC	The Walled Garden Peach Hill Lane Crawley SO21 2PR	Apple trees x 6 - prune hard back and thin as required. Apple tree (dead) - cut to 7ft high Work to be carried out by Mulberry Tree Services	Permitted
25/11/2021	HCC/2021/071 8	Stockbridge Oil Field, Folly Farm, Crawley Road Winchester Crawley SO21 2PH	The drilling of 2 water monitoring boreholes at the existing folly farm oil field sit	Permitted
10/11/2021	21/02901/HOU	Amberley Cottage Peach Hill Lane	Timber garden room (3.9m x 3.4m) (within the curtilage of a listed building)	Permitted
15/11/2021	21/02923/HOU	The White House Peach Hill Lane	The erection of an annex in the rear gardens of a large detached house.	Permitted
<p><i>Crawley Parish Council has considered this application and would like a Planning Condition placed on the proposed annexe to ensure that it is permanently linked/ancillary to the main dwelling on the plot and not used, let or sold as separate accommodation.</i></p> <p><i>In relation to the Village Design Statement LS1: New properties and extensions or changes to existing properties should conserve or enhance the character and appearance of the village when viewed from the open countryside. (DM15, DM16, DM17 and DM23), the site plan drawing does not clearly show how the annexe would be viewed from the open countryside at the rear of the property. Whilst there is limited tree screening to the front of the proposed annexe, it would be helpful to see a larger plan of the whole plot that clearly shows how the property and annexe would be viewed from the recreation ground, open fields and footpaths at the back of the property.</i></p>				
05/05/2021	21/01202/HOU 21/01203/LIS	Pear Tree Cottage Peach Hill Lane	Alterations and rear extensions	Permitted
15/10/2021	21/02677/LIS 21/02676/HOU	Paige Cottage Peach Hill Lane Crawley SO21 2PR	Conversion of existing garage / store building to ancillary accommodation and home office	Permitted
<p>Crawley Parish Council has considered this application and would like a Planning Condition placed on the proposed garage conversion to ensure that it is permanently ancillary to the main dwelling and not used, let or sold as separate accommodation.</p>				
13/06/2021	21/01890/HOU 21/01891/LIS	The Dower House Peach Hill Lane Crawley	Proposed alterations and additions to the Dower House, including alterations to the roof space above the central wing (addition of conservation rooflights) and addition of single storey boot room with external door located to the east of the north wing.	Permitted

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

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Finance

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

Ref	Payments	Details	£
PV72	Green Smile LTD	January 2022	369.00
PV73	Business Stream	Pond 5.10.21-24.1.22	14.95
PV74	Hampshire County Council	January Newsletter	15.20
PV75	HMRC	January PAYE	71.60
PV76	Nicola Breen	January Salary	298.18
PV77	Nicola Breen	Litter picker reimbursement	64.14
PV78	Crawley Village Hall Trust	2022 hire	184.95
PV79	Nicola Breen	Dowel reimbursement	13.99
PV80	CPRE	Apr 22-Mar 23 membership	36.00
PV81	Green Smile LTD	February 2022	369.00
PV82	Nicola Breen	Salary - February	298.18
PV83	HMRC	PAYE - February	71.60
PV84	Nicola Breen	Printing 1/4/20-31/3/22	50.00
PV85	Information Commissioners Office	Data Protection	35.00
PV86	TSOHOST	Domain renewal	8.34
PV87	Green Smile LTD	March 2022	369.00

Ref	Receipt	Details	£
RV14	Winchester City Council	Covid Grant	2199.00

Payments PV72-PV87 were approved and receipts noted.

b. To review budget year to date

Due to the Coop online banking being unavailable for the past couple of days Cllr Fratter had been unable to update and circulate the budget sheet. This is to be circulated once done. It was noted that the Clerk should ensure that any other payments that are relevant to this financial year should be made before 31 March. **Action: Cllr Fratter, Clerk**

c. Bank Signatories

Cllr Whitely is to be added as a signatory to the Coop account. **Action: Clerk**

d. To confirm annual grounds maintenance contracts for Green Smile Ltd for financial year 1 April 2022

The contract now includes mowing the edge by the playground and the verge by the church, mowing near the gateways to enhance their visibility and some weed killing on the churchyard/burial ground paths. The cost has increased to £354.16 due to the extra work involved. The contract allows for 12 mows per year. If more are needed these will be on a one off basis. Councillors agreed to the contract.

e. Annual audit arrangements

The Clerk is to prepare documents for the annual audit and has an appointment to present the accounts to the internal auditor, John Murray, on 12 May.

f. To approve Clerk's annual incremental pay increase from scale point 21 to 22 from 1 April 2022

The annual incremental pay increase, as stated in the Clerk's contract, was noted and approved.

21/22 – 89

Discuss and approve content of the March parish newsletter

The following would be included:

- Link to the Homes for Ukraine website
- Annual Parish Meeting
- Link to Greening campaign
- Jubilee Tree
- Felling of tree in recreation ground

There being no other business the meeting closed at 9.15pm. the date for the next meeting is 16 May, with the Annual Meeting being on 25 April.

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