

CRAWLEY PARISH COUNCIL – MINUTES 26 SEPTEMBER 2022

Minutes of the Meeting held on Monday 26 September 2022

Present: Councillors Anderson, Fratter, Boucher

In attendance: Nicky Breen (Clerk and RFO), Alison Carey (neighbourhood watch), Vanessa Parker (burial ground)

Members of the Public: One to 22/23-38

The parish council meeting had been re-scheduled from 19 September. This meeting could not take place as it was during the period of public mourning.

22/23 - 36 Apologies: To receive apologies and approve reasons for absence
Apologies had been received from Cllr Whiteley and David Jordan (pond warden).

22/23 - 37 To receive Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) from members concerning specific items on the agenda
None declared.

22/23 - 38 Public Session
Nick Elliott, Head of Facilities at Arqiva explained the company's sustainability objective and how the current bus service that is provided between the station and Arqiva for its staff, and that Crawley residents are permitted to use, does not meet this objective. Due to new working patterns 50% of the trips are empty and there is an average of 1.2 people on the other journeys. Having researched other transport possibilities Arqiva have decided to stop the bus service in November and move to a lift share scheme.
They recognise that the service is a valuable commodity to several residents and are keen to offer assistance if they can to any lift share or other scheme that the village might want to put in place.
Cllr Warwick mentioned that if the existing Stagecoach service is not adequate it would be possible to set up a meeting with HCC.
Cllr Anderson thanked Nick on behalf of the village for the use of the bus over the past 10 years, and Nick then left the meeting.
Alison Carey offered to contact South Central Ambulance to arrange defibrillator training for villagers.

22/23 - 39 Minutes of the meeting of 18 July 2022
To approve and sign the minutes
The minutes were approved and were signed.
To deal with any matters not on the agenda
None.

22/23 - 40 Reports from City and County Councillors
Cllrs Warwick went through her report which had been circulated ahead the meeting.
Cllr Horrill's report had been circulated prior to the meeting. In addition she mentioned that none of the Crawley SHELAA sites had been identified for development in the local plan. The Sir John Moore Barracks is the nearest site to Crawley where there will potentially be 900 homes.

22/23 - 41 Report from Neighbourhood Watch
The report was circulated prior to the meeting. In addition Alison made councillors aware that there had been a recent bicycle theft from a shed in the village.

22/23 - 42 Reports from Wardens and Representatives
a. Trees
Nothing significant to report.
b. Pond
Nothing significant to report.
c. Burial and Memorial Ground
Vanessa has identified several dead trees in the burial ground and others that require pruning. The Clerk had met with the relative of someone buried in the burial ground who had

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

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asked if the trees overhanging the grave could be cut back. Vanessa and the Clerk are to provide photographs and a contractor is to be asked to quote. **Action: Cllr Anderson, Clerk**

- d. Mowing**
Nothing significant to report
- e. Footpaths**
Nothing significant to report
- f. Highways**
Nothing significant to report
- g. Biodiversity**
Nothing significant to report
- h. Church Yard**
Nothing specific to report.

22/23 – 43 External Auditor Appointment
The Smaller Authorities’ Audit Appointments (SAAA). is responsible for appointing external auditors to all smaller authorities and the next round of 5-year appointments is about to take place
To remain part of the SAAA sector led appointment scheme then no further action by the council is required but all councils must be given the opportunity to opt out and appoint their own external auditor. This must be done by 28th October
Councillors unanimously agreed to remain with the SAAA. **Action: Clerk**

22/23 - 44 Citizens Advice donation request
Citizens Advice Winchester District had contacted the clerk with a request for a grant of £100. Councillors agreed to support the cause and to provide the sum requested. **Action: Clerk**

22/23 - 45 Lengthsman
The next visit is 28 September. The Lengthsman has been asked to:
straighten the wooden poles by the pond
mend a broken rail at the cricket ground.

22/23 - 46 Three Maids Hill

- Anaerobic Digester proposal
Cllr Horrill had given Cllr Anderson a copy of the Three Maids Hill Public Consultation Summary earlier in the meeting.

22/23 - 47 Planning
Planning applications were noted.

New applications

12/09/2022	22/02043/TPC	The Old Post Office Peach Hill Lane Crawley	Silver birch - Fell. Leader is dead and other branches are dying. 2 other birches and a hornbeam will become less suppressed once this birch is removed. It cannot be seen from any road or footpath.	Permitted
05/08/2022	22/01773/TPO	Pond House Peach Hill Lane Crawley	T1 - Yew tree. Fell for reasons justified in the attached report. T2 - Walnut. Reduce the West aspect by up to 4m to allow a 4m clearance of the adjacent property (see report).	Current
No comment				
18/08/2022	22/01867/TPO	Crawley Court Peach Hill Lane	All mixed species of trees. G1: reduce trees by approx. 2-3m G2: reduce trees by approx. 3-5m, width approx. 15-25m Green waste from G1 & G2 will be taken to a licensed waste facility site G3: reduce trees by approx. 3-5m, width approx. 15-25m (green waste will be chipped and left to degrade)	Current

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

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Current applications

Date Rec'd	Number	Address	Description	Status
30/06/2022	22/01436/HOU	Greenways Peach Hill Lane Crawley	Conversion of outbuildings to habitable use(SEE 22/01437/LIS)	Current
24/06/2022	22/01394/HOU2 2/01395/LIS	The Dower House Peach Hill Lane Crawley	Alterations and Additions to The Dower House including alterations to the roof space above the central wing and addition of single storey boot room with external door located to the east of the north wing.	Current
13/07/2022	22/01561/HOU	The Dower House Peach Hill Lane Crawley	New pool and pool House. Alterations to existing garage	Current

Recent Decisions

27/06/2022	22/01405/LIS	Beckys Peach Hill Lane	Replace patio doors at rear of property in modern extension.	Permitted
19/04/2022	22/00837/LIS	Beckys Peach Hill Lane	Installation of electric vehicle charger at rear of property (See 22/01325/HOU)	Permitted
08/06/22	22/01240/TPO	Paige Cottage Peach Hill Lane	G1 willows - Localised reduction of over hanging branches back to fence-line. This is the re-gen from previous pruning operations.	Permitted
04/06/22	22/01208/TPO	Crawley Court Peach Hill Lane	Cut back the overhanging branch that obstructs the camera and causes multiple alarms when the wind blows. Satellite Farm camera 2 . (2ft on all sides and 1m above the top)	Permitted

22/23 - 48

Finance

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

Payments

Ref.	Supplier Name	Description	£
PV25	Hampshire County Council	Newsletter July	15.20
PV26	Green Smile LTD	July ground maintenance	424.99
PV27	Business Stream	Pond 12.4.22-25.7.22	14.71
PV28	Nicola Breen	Salary July	308.90
PV29	HMRC	PAYE July	74.40
PV30	Green Smile LTD	August grounds maintenance	424.99
PV31	Nicola Breen	Postage reimbursement	8.93
PV32	British Heart Foundation	Defibrillator pad reimbursement to NB	150.00
PV33	Vanessa Chapman	Burial ground sundries reimbursement	14.90
PV34	HMRC	PAYE August	74.40
PV35	Nicola Breen	Salary August	308.90

Receipts

Ref.	Receipt	Details	£
RV07	Nicola Breen	Burial plot purchase 288 C	190.00
RV08	Christina Dolding	Burial plot purchase 287C	190.00
RV09	Winchester City Council	Precept	9000.00

Payments PV25-PV35 were approved and receipts noted.

b. To review budget year to date

Cllr Fratter circulated the budget sheets with nothing specific to report.

c. External Audit position

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

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PKF Littlejohn have completed the audit with no recommendations arising. The Clerk has prepared and posted the "Notice of conclusion of audit" on the parish website.

d. Review and approve annual insurance payment

The Ecclesiastical policy is a three-year long-term agreement until September 2023.

The premium (including IPT and all fees) for the year is £1,000.47. This is an increase of £52.35 on last year's figure. Councillors approved to the payment with the view to seeking other quotes next year when the agreement will have expired.

22/23 - 49

Review of Governing Documents and Policies

Code of Conduct

This had been circulated prior to the meeting. Councillors reviewed it and no changes were recommended.

Risk assessments

This item was deferred to the November meeting

Health and Safety Policy

The health and safety risk assessment schedule had been reviewed in the previous meeting.

22/23 -34.

Asset Register

The Asset register needs to be split into two separate asset registers for Crawley Parish Council and the George Philippi Memorial Trust. This will be carried out before the end of the financial year.

Action: Cllrs Anderson, Fratter, Clerk

22/23 – 50

Discuss and approve content of the September/October parish newsletter

The following are to be included in the newsletter:

Local Plan

M3 Junction 9 works

WCC local cycling and walking infrastructure plan

Councillor vacancy

Winchester Climate Action Network – Home energy link

There being no other business the meeting closed at 9.00pm. The date for the next meeting is 21 November.

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