

CRAWLEY PARISH COUNCIL – MINUTES 20 MARCH 2023

Minutes of the Meeting held on Monday 20 March 2023

Present: Councillors Anderson, Fratter, Boucher
In attendance: Nicky Breen (Clerk and RFO) Vanessa Chapman (burial ground)
Members of the Public: None

- 22/23 - 83 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllr Whiteley, County Cllr Warwick and City Cllr Horrill
- 22/23 - 84 Cooption of a councillor**
There had been no request from electors to hold a by election to fill the vacancy created by the departure of Rina Hall. Vanessa Chapman had attended previous parish council meetings in her capacity as the burial ground warden and had therefore met all councillors. It was unanimously agreed to co-opt Vanessa. A Declaration of Acceptance of Office form and disclosable interests form was completed shortly after the meeting and the Clerk would arrange completion of further forms including and send an introductory pack. **Action: Clerk**
- 22/23 – 85 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 – 86 Public Session**
No members of the public were present.
- 22/23 - 87 Minutes of the meeting of 16 January 2023**
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 - 88 Reports from City and County Councillors**
The reports had been circulated prior to the meeting with no questions arising.
- 22/23 - 89 Report from Neighbourhood Watch**
The report was circulated prior to the meeting with no questions arising. Alison has had confirmation from the local police that they are able to give a talk on crime prevention at the Annual Parish Meeting on 24 April.
- 22/23 - 90 Reports from Wardens and Representatives**
- a. Trees**
Nothing significant to report.
 - b. Pond**
Nothing to report.
 - c. Burial and Memorial Ground**
Nothing significant to report.
 - d. Mowing**
There has not been any mowing over the winter.
 - e. Footpaths**
Nothing significant to report.
 - f. Highways**
See attached report.
 - g. Biodiversity**
See attached report. There have only been a couple of responses to the request for interest in parishioners becoming involved in the formation of a local biodiversity group.
- Church Yard**
Nothing specific to report.

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

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22/23 – 91 Arqiva Transport Grant
 We have had no further feedback from parishioners regarding the impact that the cessation of the Arqiva bus service has had. Councillors are therefore unable to justify the need to spend the £1000 transport grant on alternative transport for parishioners. The parish council is to approach Arqiva to request that their transport grant be transferred to a project within the recreation ground.
Action: Clerk

22/23 - 92 To prepare worksheet for next lengthsman visit 29 March 2023
 Tasks identified are:
 The bus shelter to be painted with dark brown water based wood preservative.
 Road signs to be cleaned – particularly in the vicinity of Hacks Lane/Cricket Close.
 Village gateways to be cleaned.

22/23 – 93 Annual Parish Meeting agenda
 The local police have confirmed that they will be attending to give a talk on crime prevention. The suggested itinerary is as follows:
 19.00 Arrival. Drinks and nibbles available
 19.20 Chair
 19.30 Police. Talk followed by Q&A
 20.00 Councillor overviews
 20.15 Q&A

22/23 – 94 Planning

New applications

Date Rec'd	Number	Address	Description	Status
14/02/2023	23/00381/TPO	Bluebell Cottage Hacks Lane Crawley	T1 - CHESTNUT LOCATED ON NEIGHBOURING TRACK, REDUCE LIMB GROWING OVER BEECH HEDGEING BY A MAXIMUM OF 3 METRES T2 - SYCAMORE RIGHT FRONT OF PROPERTY, REMOVE RUBBING BRANCH, REMOVE WEAKER BRANCH T3 - REMOVE SYCAMORE GROUP LOCATED AT THE BACK OF PROPERTY G1 - MAPLE GROUP, FRONT OF HOUSE, REMOVE TWO LOWER BRANCHES OVER HOUSE, REDUCE AND REMOVE BRANCHES TANGLED IN PHONE LINES G2 - POPLAR GROUP, FRONT OF HOUSE, REDUCE AND REMOVE BRANCHES TANGLED IN PHONE LINES	Current
20/01/2023	23/00143/LDC	Folly Farm Caravan Site Stockbridge Road Crawley Hampshire SO21 2PH	The Change of Use of Land at Folly Farm for :- 1). The siting of up to 48 Touring Units, (a Touring Unit is defined as a Touring Caravan, Tent or Motorhome) in this location prior to and at least since July 2007. The site of this use is also identified within the supporting Evidence which accompanies this application. 2). The Application Site has been used for the siting of Touring Units throughout the Season 1st March to 31st October. 3). The above use has occurred since at least July 2007 and for in excess of 10 years.	Current
28/12/2022	22/02928/HOU	Pond House Heath House Stockbridge Rd	Double story side extension and single story rear extension to Pond House	Current

Current applications

Recent Decisions

Date Rec'd	Number	Address	Description	Status
22/11/2022	22/02640/LIS	Amberley Cottage Peach Hill Lane Crawley	Remove 1970s uPVC bathroom window and replace with high quality hardwood window to match current wooden cottage casement windows.	Permitted

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

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		Hampshire SO21 2PR	Remove existing patio doors and replace with high quality hardwood doors to match existing windows	
23/12/2022	22/02917/LDC	Pond House Heath House Stockbridge Road Crawley	Lawful development certificate in respect of outbuilding within the curtilage of Pond House, constructed over 10 years ago without planning consent	Withdrawn
24/06/2022	22/01394/HOU 22/01395/LIS	The Dower House Peach Hill Lane Crawley	The addition of single storey boot room with porch canopy to The Dower House. 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.	Permitted

22/23 – 95

Finance

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

Payments

Ref	Supplier	Details	£
PV59	Green Smile LTD	January Grounds Maintenance	424.99
PV60	Nicola Breen	Salary - January	308.90
PV61	HMRC	PAYE - January	74.40
PV62	Hampshire County Council	January newsletter	26.60
PV63	Crawley Village Hall Trust	Hall Hire 2023	153.90
PV64	Information Commissioners Office	Annual data protection fee	35.00
PV65	Business Stream	Pond 5.10.22-20.1.23	15.13
PV66	HMRC	PAYE - February	74.20
PV67	Nicola Breen	Salary - February	309.10
PV68	Green Smile LTD	February Grounds Maintenance	424.99

Receipts

Ref	From	Details	£
RV12	HMRC VTR	1/7/22-31/12/22	1144.00
RV13	Richard Steele & Partners	Brodzky burial	190.00
RV14	Blackwell & Moody	Brodzky memorial	95.00
RV15	Amanda R	Plot 454 purchase	190.00
RV16	Robert Lamb - plot 181	Plot 181 purchase	190.00
RV17	Lisa Ward - plot 180	Plot 180 purchase	190.00

Payments PV59-PV68 were approved and receipts noted.

- b. To review budget year to date
There were no outstanding items to report.
- c. To confirm annual grounds maintenance contracts for Green Smile Ltd and Scandor for financial year 1 April 2023.
The 2023/24 contract with Green Smile has been agreed with Cllr Fratter. This represents a 5% increase on this year. Scandor have a 2 year contract so no action needs to be taken
- d. CPRE membership renewal fee
Councillors agreed that this is a useful resource and that the subscription would be renewed for £36. **Action: Clerk**
- 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 27 April. As the annual income exceeds £25000 an external audit will need to be carried out. The external auditor appointed by HALC this year is BDO LLP. **Action: Clerk**
- f. To approve Clerk's annual incremental pay increase from scale point 22 to 23 from 1 April 2023
The annual incremental pay increase, as stated in the Clerk's contract, was noted and approved. **Action: Clerk**

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

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22/23 – 96 Discuss and approve content of the March/April parish newsletter
Items to be included:
Stagecoach bus £2 single journey fare.
Playground cradle swings out of order
Photo ID required for elections.

Action: Clerk

There being no other business the meeting closed at 8.40pm. The date for the next meeting is 15 May 2023. The Annual Parish Meeting is on 24 April, 7pm.

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