

CRAWLEY PARISH COUNCIL – MINUTES 15 MAY 2023

Minutes of the Meeting held on Monday 15 May 2023

Present: Councillors Anderson, Fratter, Boucher, Whiteley, Chapman

In attendance: Nicky Breen (Clerk and RFO), Cllr Horrill

Members of the Public: None

- 23/24 – 01 Election of Chair**
Cllr Boucher proposed that Cllr Anderson continue as Chair and this was seconded by Cllrs Chapman and Whiteley.
Cllr Anderson accepted the nomination and duly signed the Chairman's Declaration Of Acceptance Of Office. He noted that this will be his third year of being Chair and would like others to consider the position for next year.
- 23/24 - 02 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllr Warwick. Cllr Horrill and Cllr Fratter had notified the clerk that they would be late arriving and joined the meeting at 8pm (23/24-08).
- 23/24 - 03 All councillors to sign new Declarations of Pecuniary Interests (DPI's) and Other Significant Interests (OSI's) forms and to receive interests from members concerning specific items on the agenda**
Councillors completed Register of Interest Forms. **Action: Clerk**
No interests were declared relating to the meeting.
- 23/24 - 04 Public Session**
No members of the public were present.
Alison Carey has looked into defibrillator training courses. These involve first aid training too and are prohibitively expensive. Other areas to look for training courses were discussed, including the Air Ambulance, the defibrillator contacts that the Clerk holds, and medically trained parishioners. **Action: Clerk, Alison Carey**
- 23/24 - 05 Minutes of the meeting of 20 March 2023**
To approve and sign the minutes
The minutes were approved and were signed.
To deal with any matters not on the agenda
None.
- 23/24 - 06 Reports from City and County Councillors**

Cllrs Warwick's report had been circulated prior to the meeting with no matters arising.
Cllr Horrill outlined her report after 23/24-08. In addition she noted that there is to be a new purpose built St Clements doctors surgery located near KFC in Winchester as part of the redevelopment of the city centre.
- 23/24 - 07 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting. Cllr Anderson and Alison Carey are to attend a community neighbourhood watch meeting on 22 May.
- 23/24 - 08 Reports from Wardens and Representatives**
- a. Trees**
Nothing significant to report.
 - b. Pond**
There only appears to be one mallard left at the pond. This is believed to be due to avian flu. The new pond overflow performed well in the recent exceptionally heavy rain storm.
 - c. Burial and Memorial Ground**
There are a lot of sycamore seedlings in the burial ground, particularly on and around graves that are not tended. Although it is not the parish council's responsibility to tend the occupied plots it was decided that these self-seeded sycamores should be cut to prevent unwanted trees. Cllr Chapman volunteered to attend to this.

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

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The lawn at the memorial ground has had moss killer applied scarified. The next step is to purchase and apply some top soil and grass seed. **Action: Cllr Chapman**

d. Mowing

The contractors were asked to do an extra mow of the churchyard ahead of a wedding on 13 May.

e. Footpaths

Nothing significant to report.

f. Highways

The signage on and around the gateways is now in place. Councillors are considering adding a Crawley crow emblem to the gateways. Once a design is selected and the cost established parishioners will be asked if it is something they would like. **Action: Cllrs, Clerk**

g. Biodiversity

Cllr Boucher's report had been circulated and is attached.

It is now possible to tend a road verge, conditions apply. The HCC link is to be put in the newsletter.

h. Church Yard

Nothing specific to report.

23/24 – 09 Arqiva transport grant

There have been no requests from parishioners for use of the grant. The clerk is to follow up a request to Arqiva to allocate the money to the playground fund and is to ask that we are informed by the end of June in order that it can be discussed at the July meeting. **Action: Clerk**

23/24 – 10 Coronation Tree

A pink flowering cherry is to be planted in the recreation ground. This will be done in the winter and the positioning will be discussed at the September meeting of the George Philippi Memorial Trust.

23/24 - 11 Review of Representatives' Portfolios

Councillors are to continue with their current portfolios.

Portfolio	Councillor
Finance & Mowing	Cllr Fratter
Trees	Cllr Anderson
Highways & Footpaths	Cllr Whiteley
Planning & Biodiversity	Cllr Boucher
Burial and Memorial Ground	Cllr Chapman

23/24 - 12 Planning

Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
03/05/2023	23/01086/TPC	Yeomans Crawley Road	Large Macrocarpa tree (T1). Remove to ground level. The tree has dropped many branches causing damage to the property below, it also has a large basal cavity. All branches overhanging neighbouring property have been removed leaving the tree weighted towards property and highway. there is also telephone/power cables within the canopy.	Current
<i>The Parish Council requests that the tree officer considers this application</i>				
18/04/2023	23/00958/TPC	5 Post Cottages Peach Hill Lane Crawley	Conifers T1,T2.T3.T4..T5.T6 To Fell these trees or if not then to top, trim, prune, lop and lift. This is a hedge of six conifers which have overgrown outwards and upwards. New drainage pipes need to be laid and some and therefore maybe best for all, will need to be removed. . Conifers T7,T8,T9,T10,T11, T12. To Fell these trees or if not then to top, trim, prune, lop, and lift. This second hedge of six conifers which has also overgrown outwards and upwards is close to	Current

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

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			neighbouring property on one side and a small lawn on the other side	
13/02/2023	23/00356/LDP	Kingsdown Littleton Road	Garage Conversion and Porch	Current
03/04/2023	23/00867/TPC	Little Court Peach Hill Lane	Birch tree :- fell This tree is close to the wall of the house extension is causing damage to the wall and further more the roots have got into the drain.	Current

Current applications

Date Rec'd	Number	Address	Description	Status
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 Road Crawley	Double story side extension and single story rear extension to Pond House	Current

Recent Decisions

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	Permitted

23/24 – 13

Finance

- a. Report of the Internal Auditor 2022/23
No points arose during the audit and the Internal Audit Report 2022/23 had been completed by the auditor.
- b. Appointment of Internal Auditor for 2023/24
It was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.
- c. Approval of Annual Governance Statement 2022/23
Statements 1-9 in Section 1 were considered and the answers approved for signature by the Chair and the Clerk.
- d. Approval of Accounting Statement 2022/23
Section 2 boxes 1-11 were presented to the Parish Council by the RFO and unanimously approved and then signed by the Chair
- e. Recent transactions – to approve income and expenditure since last meeting

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

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Payments

Date	Ref	Payee	Details	£
27/03/2023	PV69	Green Smile LTD	February Grounds Maintenance	424.99
27/03/2023	PV70	CPRE	Membership Fee	36.00
27/03/2023	PV71	HMRC	PAYE - March	74.40
27/03/2023	PV72	Nicola Breen	Salary - March	308.90
27/03/2023	PV73	Green Smile LTD	March Grounds Maintenance	424.99
31/03/2023	PV74	TSOHOST	Domain Renewal 7/4/23-6/4/24	7.54
01/05/2023	PV01	Green Smile LTD	April 2023	430.99
01/05/2023	PV02	DM Payroll Services Ltd	Administration of Payroll 23/24	120.00
01/05/2023	PV03	Nicola Breen	April salary	315.88
01/05/2023	PV04	HMRC	April PAYE	76.00
01/05/2023	PV05	Hampshire Association of Local Councils	Affiliation & NALC levy	233.79
01/05/2023	PV06	Nicola Breen	APM refreshment reimbursement	22.81

Receipts

Date	Ref	From	Details	£
24/03/2023	RV18	Robert Lamb - plot 181	Plot 182 Purchase	190.00
11/04/2023	RV01	Winchester City Council	Precept	9500.00

Payments PV69-PV74 from the 22-23 financial year and PV01-PV06 from the current financial year were approved and receipts noted.

- f. To review budget year to date
As original forecast.

23/24 – 14

Discuss and approve content of the May/June parish newsletter – email newsletter

The newsletter is to be emailed to those on the data base. The hard copy will continue to be delivered with the parish magazine for the moment.

The following would be included:

- Email newsletter
- Green Skills Course information
- Highway verge link
- Pond – avian flu
- Tick information

There being no other business the meeting closed at 9.25pm. The date for the next meeting is 17 July.

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