

CRAWLEY PARISH COUNCIL – MINUTES 17 JULY 2023

Minutes of the Meeting held on Monday 17 July 2023

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

- 23/24 - 15 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllr Whiteley and Cllr Horrill.
- 23/24 - 16 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**
No interests were declared relating to the meeting.
- 23/24 - 17 Public Session**
No members of the public were present.
- 23/24 - 18 Minutes of the meeting of 15 May 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 - 19 Reports from City and County Councillors**
Cllrs Warwick outlined her report which had been circulated prior to the meeting.
- 23/24 - 20 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting with no matters arising.
- 23/24 - 21 Reports from Wardens and Representatives**
- a. Trees**
Nothing significant to report.
 - b. Pond**
Nothing significant to report.
 - 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.
The lawn at the memorial ground has had moss killer applied & been scarified. The next step is to purchase and apply some top soil and grass seed in September – possibly with help from a working party. **Action: Cllr Chapman**
 - d. Mowing**
Following the burial ground not being mowed sufficiently In May (possibly due to 'no mow May') Cllr Fratter is to ensure that next year the mowing is carried out as normal next May. **Action: Cllr Fratter**
 - e. Footpaths**
The footpath adjacent to Greenways is overgrown and impassable. The Lengthsman is to be asked to trim this on 26 July.
 - f. Highways**
Nothing significant to report.
 - g. Biodiversity**
Nothing significant to report.
 - h. Church Yard**
Nothing specific to report.
- 23/24 – 22 Arqiva transport grant**

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

CRAWLEY PARISH COUNCIL – MINUTES 17 JULY 2023

Arqiva have agreed to the £1000 transport grant being allocated to the playground fund following no requests to the parish council having been received from parishioners for use of the grant for transport.
Action: Clerk

23/24 – 23 Arqiva planning
Arqiva are advertising renting/selling part of their premises.
'Arqiva's headquarters will remain in occupation of the West Building. The East Building is available for let or sale. A shared reception between the two offices links the two buildings of the site. Alternative commercial development ideas will also be considered, subject to planning.'
Councillors are to monitor the situation as at the moment there are no developments that we are aware of.

23/24 - 24 Lengthsman 26 July
Tasks identified for the Lengthsman are:
Strim the footpath by Greenways.
Clean village signs and gateways.

23/24 – 25 Defibrillator talk – 26 July
Alison Carey has organised for a defibrillator awareness course to be held in the village hall on 26 July at 6pm. The course is run by South Central Ambulance Service and can accommodate 20 people. The course has been well received and is full.

23/24 – 26 Gateways - crow design
Councillors decided on the preferred crow emblem for the gateways and discussed the positioning on the gateways. It was agreed that Cllr Boucher would experiment with the positioning of the emblem using a template in order to establish the best location. The clerk has obtained a quote as a guide which was approved, however a new quote will be needed with the chosen emblem and confirmed size.
Action: Cllr Boucher, Clerk

23/24 - 27 Planning
Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
27/6/23	23/01553/TPO	Courtyards Peach Hill Lane	T1 Beech - Prune back side over road by approximately 2.5m and crown lift over road to approximately 6m to maintain trees size in relation to road and property. T2 Sycamore sapling - Prune back side over garage to maintain clearance from property.	Current 18/7
26/6/23	23/01537/TPO	Glenbuck Cottage Peach Hill Lane	T1 - Yew - Fell and remove and replant with an alternative tree. Poor condition. Part of the tree has broken away from the main stem in the past. Heavily clad with ivy.	Current 17/7
26/6/23	23/01538/TPO	The Red House Peach Hill Lane	T1 -Yew - Reduce canopy all over into a ball to approx 10m across. Raise the canopy to 2m in height.	Current 17/7
21/6/23	23/01419/TPC	The Walled Garden Peach Hill Lane	Application to fell two beech trees, marked as T1 and T2 on the plan, on the west boundary of the the garden.	Current
8/6/23	23/01381/TPO	The White House Peach Hill Lane Crawley	T1 Ash - Remove declining tree T2 Sycamore - Remove dying tree T2 Sorbus - Remove dying tree	Current 29/6/23
9/6/23	23/01398/TPO	Courtyards Peach Hill Lane Crawley Winchester Hampshire SO21 2PZ	G1 Yew - Prune back to near boundary to maintain trees size in relation to property. G2 Yew - Cut back side of side section of Yew to match narrower section to stop encroachment onto lawn. G3 Beech - Cut back side by approximately 3ft to stop encroachment onto lawn.	Current 30/6/23

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

CRAWLEY PARISH COUNCIL – MINUTES 17 JULY 2023

Current applications

Date Rec'd	Number	Address	Description	Status
13/02/2023	23/00356/LDP	Kingsdown Littleton Road	Garage Conversion and Porch	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
11/04/2023	23/00904/TPC	Corner Cottage Peach Hill Lane	T1 - Thuja plicata: Tree is causing contact damage to adjacent walls, one of which is listed as part of the listed cottage. There is adequate tree cover from the tree to the South aspect to make any amenity loss minimal. FELL T2: Pinus nigra: Low value specimen, suppressed by adjacent cedar: FELL T3: Taxus baccata: Large, high value tree that could be considerably improved in terms of visual amenity value. It is also making contact with listed structure and overhead services: LOCALISED CANOPY REDUCTION TO BALANCE CANOPY, NO GREATER THAN 4M IN HEIGHT AND SPREAD. 1M CLEARANCE OF OVERHEAD SERVICES	Permitted
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.	Permitted
01/05/2023	23/01066/HOU	Kingsdown Littleton Road	Oak Framed Porch	Permitted
12/04/2023	23/00909/HOU 23/00910/LIS	Greenways Peach Hill Lane Crawley	Replacement of the existing conservatory with an orangery extension with lantern rooflight. (MAY AFFECT THE SETTING OF A PUBLIC RIGHT OF WAY).	Permitted
21/6/23	23/01413/TPC	5 Post Cottages Peach Hill Lane Crawley	Fell Tree, Over hangs the vegetable patch and several top branches appear to be dead. (No foliage, June).	Permitted
22/6/23	23/01516/TPC	The Walled Garden Peach Hill Lane	(PREV SUBMITTED AS 23/01250/TPO) Apple tree marked as "A" on the attached plan - Remove and replant another fruit tree. (See original application)	Permitted
22/05/2023	23/01237/TPC	5 Post Cottages Peach Hill Lane	Sycamore Tree, T1. To fell tree.	Permitted
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 neighbouring property on one side and a small lawn on the other side	Permitted
03/05/2023	23/01086/TPC	Yeomans Crawley Road	Large Macrocarpa tree (T1). Remove to ground level.	Permitted

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

CRAWLEY PARISH COUNCIL – MINUTES 17 JULY 2023

			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.	
11/04/2023	23/00904/TPC	Corner Cottage Peach Hill Lane	T1 - Thuja plicata: Tree is causing contact damage to adjacent walls, one of which is listed as part of the listed cottage. There is adequate tree cover from the tree to the South aspect to make any amenity loss minimal. FELL T2: Pinus nigra: Low value specimen, suppressed by adjacent cedar: FELL T3: Taxus baccata: Large, high value tree that could be considerably improved in terms of visual amenity value. It is also making contact with listed structure and overhead services: LOCALISED CANOPY REDUCTION TO BALANCE CANOPY, NO GREATER THAN 4M IN HEIGHT AND SPREAD. 1M CLEARANCE OF OVERHEAD SERVICES	Permitted
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.	Permitted

23/24 – 28

Finance

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

Payments

Date	Ref	Payee	Details	£
18/05/2023	PV07	John K. Murray	Internal Audit Fee	325.00
18/05/2023	PV08	TSOHOST	Annual host fee 8.6.23-7.6.24	86.26
18/05/2023	PV09	Green Smile LTD	May 2023	430.99
18/05/2023	PV10	Green Smile LTD	Extra cut - churchyard May	126.00
18/05/2023	PV11	Crawley Residents Social Club	APM refreshments	98.00
18/05/2023	PV12	JRB Enterprise	Dog bags	69.36
18/05/2023	PV13	Nicola Breen	Microsoft annual fee reimb	59.99
30/05/2023	PV14	Hampshire County Council	HantsPrint May newsletter	26.60
30/05/2023	PV15	HMRC	PAYE May	76.00
30/05/2023	PV16	Nicola Breen	Salary - May	318.88
04/07/2023	PV17	Green Smile LTD	June 2023	430.99
04/07/2023	PV18	Nicola Breen	Salary - June	317.18
04/07/2023	PV19	HMRC	PAYE - June	76.20
04/07/2023	PV20	Nicola Breen	Printing 1.4.22-31.3.23	30.00
11/07/2023	PV21	Green Smile LTD	July 2023	430.99

Receipts

Date	Ref	From	Details	£
08/06/2023	RV02	Richard Steele & Partners	P Wren - burial fees	190.00
26/06/2023	RV03	Hazel Lee	Purchase plot 87	380.00
27/07/2023	RV04	Richard Steele & Partners	Orlebar-purchase plots 28&29, burial fee	570.00

Payments PV07-PV21 were approved and receipts noted.

b. To review budget year to date

The annual projected income from the burial ground has been increased by £200 to £1500.

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

CRAWLEY PARISH COUNCIL – MINUTES 17 JULY 2023

- c. Insurance Renewal
 The renewal date is 28 September. We are currently in the final year of the 3 year scheme with Ecclesiastical (through Gallagher). The clerk will obtain quotes for 23/24 to include cover for the cricket net groundworks. **Action: Clerk**

23/24 – 29 **Discuss and approve content of the July/August parish newsletter**
 The following would be included:
 Arqiva let/sale
 New playground equipment
 Playground volunteer
 Cricket nets groundworks

There being no other business the meeting closed at 8.45pm. The date for the next meeting is 18 September.

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