

CRAWLEY PARISH COUNCIL – MINUTES 18 SEPTEMBER 2023

Minutes of the Meeting held on Monday 18 September 2023

Present: Councillors Anderson, Fratter, Boucher, Chapman, Whiteley
In attendance: Nicky Breen (Clerk and RFO), Cllr Horrill, Alison Carey (neighbourhood watch)
Members of the Public: None

- 23/24 - 30 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllr Warwick.
- 23/24 - 31 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 -32 Reports from City and County Councillors**
This item was brought forward in the agenda at the request of the Chair.
Cllr Horrill outlined her report and then left the meeting.
Cllrs Warwick's report had been circulated prior to the meeting with no questions arising.
- 23/24 - 33 Public Session**
Alison Carey made councillors aware that following the recent storm there are low hanging branches on the road towards New Barn Farm. Cllr Anderson is to speak to the landowner. She also noted that some of the verges on Hacks Lane need strimming. This task is to be given to the Lengthsman on their October visit.
There has been a noticeable increase in the number of cars going through the village en route to Arqiva. This has been brought to their attention and will continue to be monitored.
Action: Cllr Anderson, Clerk
- 23/24 - 34 Minutes of the meeting of 17 July 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 - 35 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting with no matters arising. Alison highlighted that parishioners needed to be particularly vigilant given the increased level of incidents in local villages. She is to note this in the newsletter text.
- 23/24 - 36 Reports from Wardens and Representatives**
- a. Trees**
A planning application has been made to remove the ash tree at the pond which is in later stages of Ash die-back and to re-pollard the willow to eliminate limb failure.
 - b. Pond**
Nothing significant to report.
 - c. Burial and Memorial Ground**
The top soil and grass seed have yet to be applied. Cllr Chapman requested that a working party be assembled to help tidy up the memorial ground ahead of the Remembrance Day Service. This will be 10am on 14 October and will be publicised in the newsletter.
The ash trees at the end of the burial ground may need some attention, Cllr Anderson is to approach the landowner.
Action: Cllr Chapman, Cllr Anderson
 - d. Mowing**
An additional mow of the churchyard was commissioned in September ahead of a wedding.
 - e. Footpaths**
Nothing significant to report.
 - f. Highways**
Nothing significant to report.

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

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- g. Biodiversity**
Nothing significant to report.
- h. Church Yard**
Nothing specific to report.

23/24 – 37 Citizens Advice Grant request
The parish council had received a request from Citizens Advice Winchester for £120. In their application they stated that they had supported Crawley residents with 28 different advice issues last year (April 22 – March 23). After discussion it was decided to support the organization with a donation of £100.
Action: Clerk

23/24 - 38 Lengthsman 25 October
Tasks identified for the Lengthsman are:
Paint the bus shelter with brown wood paint.
Strim the verges by the flint wall at the top of Hacks Lane.

23/24 – 39 Gateways - crow design
Parishioners had been asked for their thoughts on the crow emblem on the gateways. The responses indicated that the majority were in favour. While planning the gateway project the traffic consultants advised that decorating gateways increased their effectiveness in reducing vehicle speeds and £200 for decoration had been budgeted in as part of this project. The Clerk will order the signs.
Action: Clerk

23/24 - 40 Planning
Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
21/7/23	23/01771/HOU	Courtyards Peach Hill Lane	The installation of a single story timber clad garden building to be used as a leisure room ancillary to the main dwelling.	Current
29/8/23	23/01996/TPO	Crawley Court Peach Hill Lane Crawley	Cut 80 meters of hedge and reduce to fence line alongside the sports field from the corner of the field to the tree line	Current
23/8/23	23/02013/TPO	The Homestead Peach Hill Lane Crawley	T1 Yew - Crown lift to 3.5m & reduce over hanging branches by 1.5m-2m to balance crown T2 Yew - Remove epicormic growth & tip prune to improve shape	Current
9/8/23	23/01917/TPC	Crawley Village Hall Peach Hill Lane	G1 Cherry - Prune back sides over Road/drives by 2-3m.	Current

Current applications

Date Rec'd	Number	Address	Description	Status
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Recent Decisions

Date Rec'd	Number	Address	Description	Status
18/07/23	23/01725/TPC	Courtyards Peach Hill Lane Crawley Winchester Hampshire SO21 2PZ	(prev submitted as 23/01398/TPO) 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.	Withdrawn
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.	Permitted

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

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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.	Permitted
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	Permitted
9/6/23	23/01409/HOU	Courtyards Peach Hill Lane Crawley	Replacement of existing detached double garage with the erection of an oak framed garage.	Permitted
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.	Permitted
13/02/2023	23/00356/LDP	Kingsdown Littleton Road	Garage Conversion and Porch	Refused
16/7/23	23/01725/TPC	Courtyards Peach Hill Lane Crawley Winchester Hampshire SO21 2PZ	(prev submitted as 23/01398/TPO) 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.	Permitted
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.	Permitted
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	Permitted

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Finance

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

Payments

Date	Ref	Payee	Details	£
01/08/2023	PV22	South Central Ambulance Service	Defibrillator training course	75.00
01/08/2023	PV23	Hampshire County Council	Hants Print July newsletter	26.60
01/08/2023	PV24	Nicola Breen	Salary July	317.38
01/08/2023	PV25	HMRC	PAYE - July	76.00
22/08/2023	PV26	Green Smile LTD	August 2023	430.99
10/09/2023	PV27	BDO LLP - External auditor	External Audit	252.00
10/09/2023	PV28	Green Smile LTD	September 2023	430.99
10/09/2023	PV29	Nicola Breen	Salary August	317.38
10/09/2023	PV30	HMRC	PAYE August	76.00
12/09/2023	PV31	George Philippi Memorial Sports Ground	Transfer funds for playground	10000.00

Receipts

Date	Ref	From	Details	£
29/08/2023	RV05	Blackwell & Moody	Wren - Memorial stone	190.00
30/08/2023	RV06	A & K Lowe	Purchase plot 242	190.00
01/09/2023	RV07	Winchester City Council	Precept	9500.00

Payments PV21-PV31 were approved and receipts noted.

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

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- b. To review budget year to date
No changes.
- c. External Audit outcome
BDO LLP have completed their review of the Annual Governance and Accountability Return (AGAR) for Crawley Parish Council for the year ended 31 March 2023 with no recommendations. The notice of conclusion and the certified AGAR (sections 1,2 and 3) have been posted on the website.
- d. Insurance Renewal
Our current broker Gallagher no longer offer 3 quotes for comparison. Their recommended renewal quote for the period from the 28th September 2023 to the 27th September 2024 was from Hiscox Insurance Company Limited.
The premium (including IPT and all fees) for the year was £1,301.43.
Zurich Insurance quoted £1005.37 for a 3 year LTA.
Councillors were happy with the policy offered by Zurich and agreed to proceed with their insurance policy. **Action: Clerk**

23/24 – 42

Review of Governing Documents and Policies

Code of Conduct

Reviewed with no changes.

Financial Risk assessments

Reviewed with relevant yearly updates made.

Health and Safety Policy

Reviewed with no changes.

Asset Register

The playground equipment was updated to include the new equipment and remove items that are no longer present. The base for the cricket nets had been added earlier in the year.

Action: Clerk to update website

23/24 - 43

Discuss and approve content of the September/November parish newsletter

The following would be included:

Village Hall report

New playground equipment

Memorial Ground – working party

Gateways

There being no other business the meeting closed at 9pm. The date for the next meeting is 21 November.

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