

CRAWLEY PARISH COUNCIL – MINUTES 20 NOVEMBER 2023

Minutes of the Meeting held on Monday 20 November 2023

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

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

Members of the Public: None

- 23/24 - 44 Apologies: To receive apologies and approve reasons for absence**
Apologies had been received from Cllr Warwick and Alison Carey (neighbourhood watch).
- 23/24 - 45 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 - 46 Public Session**
There were no members of the public present.
- 23/24 - 47 Minutes of the meeting of 18 September 2023**
To approve and sign the minutes
The minutes were approved and were signed.
To deal with any matters not on the agenda
No matters arising.
- 23/24 – 48 Reports from City and County Councillors**
Cllr Horrill outlined her report. Cllr Anderson indicated that the parish council's small grant scheme application for funding for the reseeded of the memorial ground had been unsuccessful and Cllr Horrill said that she would look into the reason why. **Action: Cllr Horrill**
Cllrs Warwick's report had been circulated prior to the meeting with no questions arising.
- 23/24 - 49 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting with no matters arising.
- 23/24 - 50 Reports from Wardens and Representatives**
- a. Trees**
Contractors are soon 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**
On 14 October Cllr Chapman assembled a working party to help tidy up the memorial ground ahead of the Remembrance Day Service. There was a good turnout and the parish council would like to thank all involved.
 - d. Mowing**
Nothing significant to report.
 - e. Footpaths**
Nothing significant to report.
 - f. Highways**
Crawley Down Lane is in a bad state of repair and the deep gulleys are not visible due to the flooding on the road. The road has been closed. Cllr Horrill is to check that Cllr Warwick is aware and the Clerk is to ensure that the problem has been recorded on the Hampshire pothole reporting website. **Action: Cllr Horrill, Clerk**
 - g. Biodiversity**
Nothing significant to report.
 - h. Church Yard**
Nothing specific to report.

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

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Planning

Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
14/11/23	23/02660/TPO	Crawley Manor Peach Hill Lane	T1 Horse Chestnut- Repollard to previous pollard points, as good management of pollarded trees.	Current
8/11/23	23/02617/TPO	Bluebell Cottage Hacks Lane Crawley	Horse Chestnut Tree located next to gate on south side. Remove snapped limb as needed. Remove low rubbing limb over phone line and corner of house as needed. Remove three low limbs on Eastern stem leaning over house as needed. Remove limb growing over house growing from North Eastern stem as needed. Reduce all remaining overhanging branches from house by 3m to give 3m clearance of house. Remove low limb over road as needed Goals: Reduce risk of branch failure. Reduce risk of damage to house	Current
29/9/23	23/02294/HOU	The Granary Peach Hill Lane Crawley Winchester Hampshire SO21 2PU	Side extension. Replacement of all doors and windows. Demolition of existing porches and creation of new entrance porch. Demolition of modern chimney and installation of wood burning stove and external flue. Complete refurbishment of property including new thermal insulation to floor, walls, and roof.	Current
23/10/23	23/02470/TPO	Crawley Court Peach Hill Lane Crawley	Trees from mixed species woodland are encroaching onto the compound area containing radio dishes and cabins. Proposal is to cut back overgrowth to leave a 3 meter clearance around the dishes and adjacent buildings in the compound which have encroached over the adjacent 200 meters of fence line. Green waste arising from these works will be stacked in the woodland area adjacent to the work site.	Current
19/10/23	23/02452/TPO	The Old Dairy Peach Hill Lane Crawley	T1 Horse Chestnut - reduce limb on south western side towards property by up to 2/3m to reduce end weight loading T2 Lime - Remove tree to allow development of smaller trees in linear group (at end of house) X on sketch map marks site of recently failed Horse Chestnut (complete root plate failed)	Current
9/10/23	23/02313/TPC	Beckys Peach Hill Lane Crawley	<u>T1 Bay tree fell - small tree low amenity value can't been seen from road. -</u>	Current
5/10/23	3/02337/TPO	The White House Peach Hill Lane	Tree 1 on the sketch is Beech. Tree 2 on the sketch is Ash. Work required: Trim the ends of branches to give a 2 metre clearance with any of the Little Thatch structures/buildings. If the branches are left, they will potentially cause damage to Little Thatch roofs and walls, including thatch and boundary cob wall. Some of the branches are well below head height and some are below knee height. When wet they trail on the roofs and walls, making access difficult. This is particularly the case on my extension roof which requires regular access to clear away the falling branches, beech nuts, and significant leaf fall in the autumn	Current
3/10/23	23/02313/TPC	The Homestead Peach Hill Lane Crawley	T1 Magnolia - Tip pruning of large branches , 0.5 meters to reshape	Current
5/10/23	3/02337/TPO	The White House Peach Hill Lane Crawley	Tree 1 on the sketch is Beech. Tree 2 on the sketch is Ash. Work required: Trim the ends of branches to give a 2 metre clearance with any of the Little Thatch structures/buildings.	Current

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

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			<p>If the branches are left, they will potentially cause damage to Little Thatch roofs and walls, including thatch and boundary cob wall. Some of the branches are well below head height and some are below knee height. When wet they trail on the roofs and walls, making access difficult. This is particularly the case on my extension roof which requires regular access to clear away the falling branches, beech nuts, and significant leaf fall in the autumn.</p>	
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Current applications

Date Rec'd	Number	Address	Description	Status
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Recent Decisions

Date Rec'd	Number	Address	Description	Status
29/09/23	23/02292/LDP	3 Manor Cottages Peach Hill Lane	Construction of single storey garden room in rear garden	Permitted
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.	Permitted
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	Permitted
9/8/23	23/01917/TPC	Crawley Village Hall Peach Hill Lane	G1 Cherry - Prune back sides over Road/drives by 2-3m.	Permitted
21/8/23	23/01983/HOU	Clock House Northwood Park Sparsholt	Removal of existing garden room and external steps. Extension to existing kitchen.	Permitted
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	Withdrawn
18/9/23	23/02193/TPO	Crawley Pond Peach Hill Lane Crawley	T1 Ash - Remove tree in later stages of Ash die-back. T2 Willow - Re-pollard to eliminate limb failure	Permitted
13/9/23	23/02157/TPC	Crawley Pond Peach Hill Lane Crawley	T1 Ash - Remove. T2 Willow - Re-pollard	Withdrawn

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Finance

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

Payments

Date	Ref	Payee	Details	£
24/09/2023	PV32	Zurich Municipal	Annual Insurance 28/9/23	1005.37
24/09/2023	PV33	JRB Enterprise	Dog bin bags	69.36
02/10/2023	PV34	Morlock Signs	Crow signs	255.00
02/10/2023	PV35	Hampshire County Council	Sept Newsletter	26.60
02/10/2023	PV36	Royal British Legion	Wreath	20.00
02/10/2023	PV37	HMRC	PAYE - Sept	72.60
02/10/2023	PV38	Nicola Breen	Salary - Sept	317.18
02/10/2023	PV39	Green Smile LTD	Additional Cut 15/9	126.00

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

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03/10/2023	PV40	Winchester Citizens Advice	Grant donation	100.00
22/10/2023	PV41	Green Smile LTD	Oct 2023	430.99
22/10/2023	PV42	HMRC	PAYE Oct 2023	76.00
22/10/2023	PV43	Nicola Breen	Salary October	317.38
08/11/2023	PV44	Alison Carey	Neighbourhood watch signs reimbursement	27.85
08/11/2023	PV45	Green Smile LTD	Nov 2023	430.99
08/11/2023	PV46	Premier Grounds & Garden Maintenance	Lengthsman Green Waste	28.80

Receipts

Date	Ref	From	Details	£
27/10/2023	RV08	HMRC VTR	To be refunded return	5471.99
30/10/2023	RV09	HMRC VTR	VAT return	5542.82
05/10/2023	RV10	Bank interest	Interest	67.40
16/10/2023	RV11	AH Cheater	Weaver - burial fees	380.00

Payments PV32-PV46 were approved. RV08 was an erroneous refund from HMRC. The clerk has been in contact and is awaiting instructions which are being sent in the post regarding how to return the £5471.99. Councillors are aware that the parish council bank account is currently inflated by this figure. **Action: Clerk**

b. To review budget year to date

The erroneous VAT refund as minuted above 22/23-52a was noted. £1500 has been budgeted for planning advice.

c. Discuss Budget 2024-2025

This will be further discussed at the next meeting. The budget for planning advice will be increased if deemed necessary.

d. Discuss Precept 2024-2025

The Precept figure will be finalised in the January meeting. It is anticipated to be raised by £1000 to £20000. The Clerk has asked WCC if Crawley Parish Council can submit this after the next meeting rather than by 5 January 2024 as WCC have requested.

e. Burial Ground fees

The current charges have been in effect since August 2021. Cllr Fratter suggested that from 1 January 2024 fees be increased by approximately 10%. Thus:

- The purchase cost of a grave space and exclusive right of burial, internment or reopening of grave or headstone up to 4 feet high or a flat stone rises from £190 to £210.
- Scattering or burial of cremated remains (In a purchased plot), a vase, tablet or additional inscription rises from £95 to £105.
- A replacement headstone rises from £65 to £70.
- Placing a bench in the burial ground rises from £175 to £190.

These increases were unanimously agreed. The clerk will update the document and post on the website. **Action: Clerk**

f. NALC annual pay award 2022 & 2023 – Clerk salary adjustment

The Clerk has received the 2023 pay awards. It was agreed that the new published rate from 1 April 2023 for pay scale 23 of £16.67 an hour would be applied and backdated.

It came to light that the Clerk had not seen the 2022 pay award and had remained on the 2021 rate from April 2022 rather than the correct pay rate for pay scale 22 for the period 1 April 2022-31 March 23. Councillors unanimously agreed that the Clerk should receive the appropriate backpay for this period. The Clerk is to contact the payroll company. **Action: Clerk**

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Review of Governing Documents and Policies
Standing orders
Financial regulations

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

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No updates to these have been received recently from NALC. It was agreed that no changes should be made to either policy. The Clerk is to note this on the documents and update the website.
Action: Clerk

23/24 – 54 Discuss and approve content of the November/December parish newsletter

The following items would be included in the newsletter:

- New Clerk email address
- Link to the WCC recycling questionnaire.
- Memorial Ground working day.
- New crow and neighbourhood watch signs on gateways.

23/24 – 55 Dates for 2024 Parish Council Meetings

The dates for the 2024 parish council meetings are:

- Monday 15 January
- Monday 18 March
- Monday 22 April Annual Parish Meeting
- Monday 20 May
- Monday 15 July
- Monday 16 September
- Monday 18 November

There being no other business the meeting closed at 9.05pm. the date for the next meeting is 15 January 2024.

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