

CRAWLEY PARISH COUNCIL – MINUTES 18 MARCH 2024

Minutes of the Meeting held on Monday 18 March 2024

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

- 23/24 - 71 Apologies: To receive apologies and approve reasons for absence**
Apologies were received from Cllr Whitely and Cllr Warwick.
- 23/24 - 72 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 - 73 Public Session**
Alison Carey mentioned that there is a village library relaunch at 3pm on 5 April. There is now a children's corner as well as plenty of new books.
Irresponsible parking in the vicinity of the pub has decreased, this is probably as a result of 'police' notices having been placed on windscreens over the past few weeks.
Alison is to report the potholes in the vicinity of the hall car park to HCC, although it is recognised that this will not be possible if the area is not the responsibility of Hampshire Highways.
- 23/24 - 74 Minutes of the meeting of 15 January 2024**
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 – 75 Reports from City and County Councillors**
Cllrs Warwick's report had been circulated prior to the meeting, there were no questions arising. Cllr Horrill outlined her report. In addition, she noted that Donna Jones the Hampshire Police and Crime Commissioner will be coming to Crawley shortly. Cllr Horrill will advise the date when known and it is hoped that Alison Carey will be able to attend.
- 23/24 - 76 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting with no matters arising. Alison has various neighbourhood watch items (eg. posters, alarms, information) which will be available for parishioners to help themselves to from the library on 5 April or at the Annual Meeting on 22 April.
- 23/24 - 77 Reports from Wardens and Representatives**
- a. Trees**
WCC have removed a small tree that fell near the entrance to the recreation ground and also cleared vulnerable trees from the area.
 - b. Pond**
The pond clear was well attended and the area is looking tidy. Councillors would like to thank all who helped.
 - c. Burial and Memorial Ground**
An ash tree in the far-left corner of the burial ground has shed some large limbs. Cllr Chapman is to let the landowner know. **Action: Cllr Chapman**
 - d. Mowing**
Nothing significant to report.
 - e. Footpaths**
HCC have been notified via the HCC website of the issue with the footpath signs around the village needing repair or replacement.
 - f. Highways**
Nothing significant to report.

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

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g. Biodiversity

On 29 January Cllr Boucher attended online Winchester De-carbonising Transport Event. The question that she had submitted regarding transport in rural areas was unanswered.

h. Church Yard

Nothing specific to report. It was noted that there is a new vicar starting on 19 March.

23/24 – 78

Arqiva

Site update

Potential use of an external planning consultant

A document was drafted and distributed to parishioners via email in February, “Arqiva - Potential Development”. The purpose of the document was to brief residents of Crawley Village about the possibility of development of the Arqiva campus at Crawley Court. The document outlines the parish council’s current understanding of the situation and its proposed next steps to stay ahead in any development consultations with Arqiva, developers and planners.

With support from the parish council and a local development expert, Cllr Boucher has contacted planning experts to enquire if they would be able to support the parish council in preparing its position for any potential development, should it occur. The parish council wants to be in a position to influence/support/object to any development issues/ideas at the pre-planning stage.

Consultants approached include:

- Steve Lees - independent consultant
- Bell Cornwell Winchester
- Southern Planning Practice
- Atlas planning Group
- Gemini Planning
- Quod

The parish council held an informal in-person meeting with one expert on 6 March and will meet with further suitable experts before making any appointment. **Action: All**

23/24 – 79

Lengthsman – Date TBA

Tasks identified are:

Painting the bus shelter. This has been outstanding for a long time. The Lengthsman has purchased the paint however it has always been too wet to complete the task.

It was noted that the schedule for 2024-2025 has not yet been produced. **Action: Clerk**

23/24 – 80

Memorial Ground Small Grant Scheme project

The grant of £1000 has been approved. The landscaping work is planned for the end of April. Scaffolding is due to be erected against the house at the back of the Memorial Ground. Cllr Chapman is to contact the building company to ask that it is not there from the end of April for a period of two months to allow the new turf to remain undisturbed. **Action: Cllr Chapman**

23/24 – 81

Annual Parish Meeting Agenda

The meeting was running late due to a lengthy discussion regarding 23/24-78. As a result it was decided to discuss this via email over the next couple of days. **Action: All**

23/24 - 82

Planning

Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
19/2/24	24/00386/DIC	Greenways Peach Hill Lane Crawley	discharge of condition 3(details of windows and doors) of 23/02799/LIS.	Current
25/1/24	24/00191/TPC	Upincott Peach Hill Lane Crawley Winchester	T1 Yew tree crown lift to 4m shorten back long ends and reshape T2 Yew tree crown lift to 4m shorten back long ends and reshape T3 Yew tree cut back overhang from property T4 beech fell T5 prunus crown lift and deadwood tidy long ends T6 fruit tree orchard carry out seasonal pruning	Current

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

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2/1/24	24/00005/HOU	Bluebell Cottage Hacks Lane Crawley	Erection of a timber carport for two vehicles at the side of the existing house, adjacent to Hacks Lane	Current
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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
27/11/23	23/02747/HOU	Farley View Littleton Road Crawley	Demolition of existing conservatory, and replace with two-storey side extension, internal alterations and external works.	Permitted
11/12/23	23/02867/TPO	Copper Beach House Peach Hill Lane	Fell x 1 Ash with die back over church structure, remove two limbs of Ash to left again over the building and encroaching on church roof. Cut away overhanging limbs on four limes overhanging Church building and historic wall leaving cuts no larger than 100mm. Dismantle mature ivy clad Ash over over lane suffering die-back	Permitted
30/11/23	23/02794/FUL	Land At New Barn Lane Crawley	. Construction of entrance from Main Road, Crawley over verge into field.	Permitted
1/12/23	23/02799/LIS 23/02798/HOU	Greenways Peach Hill Lane Crawley	Replacement of the existing conservatory with an orangery extension with lantern rooflight (revised design to that approved under HSE application ref. 23/00909/HOU & LBC 23/00910/LIS	Permitted
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	Permitted
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.	Permitted

23/24 – 83

Finance

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

Payments

Date	Ref	Payee	Details	£
04/02/2024	PV55	Nicola Breen	Jan Salary	359.82
04/02/2024	PV56	HMRC	PAYE January	86.60
04/02/2024	PV57	Hampshire County Council	Jan Newsletter	26.60
06/02/2024	PV58	Green Smile LTD	February 2024	430.99
20/02/2024	PV59	JRB Enterprise	Dog waste bags	69.36
22/02/2024	PV60	Information Commissioners Office	Data protection DD	35.00
28/02/2024	PV61	Nicola Breen	Salary Feb	359.62
28/02/2024	PV62	HMRC	PAYE February	86.80
28/02/2024	PV63	Premier Grounds & Garden Maintenance	Lengthsman paint	28.80

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

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Receipts

Date	Ref	From	Details	£
8/3/24	RV15	Winchester City Council	Small Grant Award	1000.00

Payments PV55-PV63 were approved and receipt noted.

b. To review budget year to date

It was agreed to increase the reserves for planning advice to £2500.

c. To confirm annual grounds maintenance contracts for Green Smile Ltd and Scandor for financial year 1 April 2024

Cllrs agreed to continue with both companies. Green Smile will be £373.53 a month (excl. vat). Scandor have agreed for their cost to remain the same in light of the slightly reduced moving area due to the nets, although Cllr Fratter is awaiting written confirmation.

d. To approve expenditure for Memorial Ground Small Grant Scheme project

A quote of £1847.48 had been obtained from a local company for the landscaping and returfing of the area. Cllrs approved the expenditure of £1847.48 (£1000 being from the Small Grant Scheme) although Cllr Chapman will be able to reduce this cost slightly by obtaining the turf directly from a local supplier. **Action: Cllr Chapman**

e. CPRE membership renewal fee

Councillors agreed to continue the annual subscription - £40.

Action: Clerk

f. Annual audit arrangements

The internal audit is with John Murray on 25 May. As the annual turnover exceeds £25000 an external audit will also be needed. This will be with BDO LLP. The clerk will prepare the necessary documents and is to chase any payments/receipts to be paid before 31 March.

Action: Clerk

g. Add Cllr Chapman as a bank signatory

The Clerk now has the completed paperwork to send to the Co-op Bank.

Action: Clerk

h. To approve Clerk's annual incremental pay increase from scale point 23 to 24 from 1 April 2024 and Clerk's working from home allowance

Councillors noted that, as stated in her contract, the Clerk's pay is to increase by one scale point from 1 April. After discussion Councillors unanimously agreed that the working from home allowance would be £26 a month from 1 April.

Action: Clerk

23/24 – 84

Discuss and approve content of the March/April parish newsletter

Thank the litter pick and pond clear volunteers
Annual Parish Meeting
Memorial Ground landscaping

There being no other business the meeting closed at 9.20pm. the date for the next meeting is 22 April 2024. This is the Annual Parish Meeting which will start at 7pm on the recreation ground before moving to the hall.

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