

CRAWLEY PARISH COUNCIL – MINUTES 20 MAY 2024

Minutes of the Meeting held on Monday 20 May 2024

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

- 24/25 – 01 Election of Chair**
Cllr Fratter proposed that Cllr Anderson continue as Chair, this was seconded by Cllr Chapman. Cllr Anderson accepted the nomination and duly signed the Chairman's Declaration Of Acceptance Of Office.
- 24/25 – 02 Apologies: To receive apologies and approve reasons for absence**
Apologies were received from Cllr Whiteley, Cllr Boucher, Cllr Horrill, Cllr Warwick and Alison Carey (neighbourhood watch).
- 24/25 – 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. The DPI forms will be given to Cllrs Whiteley and Boucher for completion. **Action: Clerk**
No interests were declared relating to the meeting.
- 24/25 – 04 Public Session**
No members of the public were present.
- 24/25 – 05 Minutes of the meeting of 18 March 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.
- 24/25 – 06 Reports from City and County Councillors**
Cllrs Warwick's report was the annual report which had been circulated in April.
- 24/25 – 07 Report from Neighbourhood Watch**
The report had been circulated prior to the meeting with no matters arising.
- 24/25 – 08 Reports from Wardens and Representatives**
- a. Trees**
 - b. Pond**
The duck house has been in place for approximately 16 years and is now in a poor state of repair. Cllr Anderson has offered to construct a replacement, with the help of Tim Duncan Smith. The frame is to be steel rather than wood and this will be made by a contractor, the cost being approximately £300. There are reserve funds specifically for the pond and it was agreed that a new duck house should be built. **Action: Cllr Anderson**
The trough needs repairing. It was discussed whether it might be possible to move the trough away from the kerb in order to reduce the damage from vehicles. This matter was raised with Cllr Horrill immediately after the meeting, who is going to check whether planning permission is needed. **Action: Cllr Horrill**
The drains (interceptors) around the pond contain a lot of silt following the recent heavy rainfall. Cllr Anderson has approached Cllr Warwick regarding having them cleared by HCC and she has registered the request.
 - c. Burial and Memorial Ground**
There is a low hanging branch overhanging the pathway. Cllr Anderson volunteered to lop and remove the branch. The dying sycamore in the far-left corner was noted. It is not considered a danger and advice will be sought from a tree surgeon when they are next contracted to do work for the parish council.

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

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Work has started on the returfing/landscaping of the Memorial Ground.

- d. Mowing**
The contractors are to be asked to drop the height of the reeds in front of both benches by the pond. **Action: Cllr Fratter**
- e. Footpaths**
Nothing significant to report.
- f. Highways**
Cllr Anderson has registered a request with HCC for the white lines in the village to be repainted.
WCC have agreed to repair 3 of the potholes on the drive beside the Village Hall. It is unclear who is responsible for the driveway. This was raised with Cllr Horrill immediately after the meeting who is of the opinion that the whole area needs resurfacing and will raise the matter with WCC. **Action: Cllr Horrill**
- g. Biodiversity**
Nothing significant to report.
- h. Church Yard**
Nothing significant to report.

24/25 – 9 Arqiva Site update
Quod have been appointed by the Parish Council as the planning advisors. Having met with advisors from several companies, councillors felt that Quod had the best understanding of the Parish's requirements. They are currently preparing a report.

24/25 – 10 Lengthsman – Date TBA
Tasks identified are:
Painting the bus shelter. This has been outstanding for a long time.
The scheme has a new administrator who has yet to provide the schedule for 2024. Once a date is in place other work that needs doing will be identified.

24/25 - 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

24/25 - 12 Planning
Planning applications were noted.

New applications

Date Rec'd	Number	Address	Description	Status
2/5/24	24/00957/PNC 4	Land At New Barn Lane	access to farm buildings avoiding residential area ability to control movement of livestock	Current
24/4/24	24/00898/TPC	Yew Tree Cottage Peach Hill Lane	T1 Willow - Reduce crown by up to 2m to reduce risk of breakage due to decay in main stem -	Current
22/4/24	24/00690/HOU	7 Cricket Close Crawley	Proposed detached double garage	Current
16/4/24	24/00821/TPC	Chalk Hills Peach Hill Lane Crawley	T1 Apple tree :- reduce crown by approximately 1 meter overall. T2. Cherry Reduce crown by approximately 1 meter overall. T3 Sycamore:- remove 3 lower limbs over hedge row [s,west facing direction] T4 Portuguese laurel :-Lift canopy to 2.1meters high and reduce crown where needed by approximately 1 meter to gain balanced crown. T5 Hawthorn:- [ornamental variety]:- fell T6 Cherry:- Reduce back 1x limb [facing house]by approximately 1 meter to bring back into balance with canopy boundary	Current

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

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Current applications

Date Rec'd	Number	Address	Description	Status
2/1/23	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

Recent Decisions

Date Rec'd	Number	Address	Description	Status
5/3/24	24/00522/TPO	Upincott Peach Hill Lane Crawley	T1 Yew tree crown lift to 4m shorten back long ends and reshape T2 - T6 on drawing submitted on separate conservation area notice.	Permitted
19/2/24	24/00386/DIC	Greenways Peach Hill Lane Crawley	discharge of condition 3(details of windows and doors) of 23/02799/LIS.	Permitted
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	Permitted
11/3/24	24/00554/LDP	Land At New Barn Lane Crawley	The new track will service the farm to avoid using the much longer route over New Barn Lane and passing numerous domestic properties. Construct new hard track between access approved in application 23/02794/FUL and delapidated farm buildings. Track will be Crawley side of existing mature hedge and will be fenced using agricultural post and wire fencing to field side. The track will be cambered to drain towards the hedge. See plan attached.	Refused
9/4/24	24/00778/NMA	The Granary Peach Hill Lane Crawley	NMA to 23/02294/HOU. Alteration of arrangement and quantity of roof lights to main roof. Alteration of arrangement, and reduction of size of roof lights to kitchen roof. Removal of two east-facing windows to first floor elevation. Removal of dressing room to master bedroom. Alteration to design of window to first floor elevation.	Permitted
18/3/24	24/00621/HOU	Westfield House Littleton Road Crawley	The proposed works will see the construction of a new rear extension, loft conversion with rear dormer, replacement glazing throughout and all associated works	Permitted
18/3/24	24/00416/HOU	Upincott Peach Hill Lane Crawley	Single storey extension , erection of external porches, and internal reconfigurations	Permitted

24/25 – 13

Finance

- a. Appointment of Internal Auditor for 2024/25
It was unanimously agreed to appoint John Murray as Internal Auditor for the current financial year.
- b. Approval of Annual Governance Statement 2023/24
Statements 1-9 in Section 1 were considered and the answers approved for signature by the Chair and the Clerk.
- c. Approval of Accounting Statement 2023/24

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

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Section 2 boxes 1-11 were presented to the Parish Council by the RFO and unanimously approved and then signed by the Chair.

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

Payments

Date	Ref	Payee	Details	£
26/03/2024	PV64	Green Smile LTD	March 2024	430.99
26/03/2024	PV65	Hampshire Association of Local Councils	CiLCA course	210.00
26/03/2024	PV66	HMRC	PAYE March	86.60
26/03/2024	PV67	Nicola Breen	March Salary	359.82
11/04/2024	PV01	Hampshire Association of Local Councils	Affiliation fees 24/25	260.00
11/04/2024	PV02	Nicola Breen	Reimbursement-burial receipt book	27.54
14/04/2024	PV03	TSOHOST	Domain renewal	9.54
24/04/2024	PV04	Nicola Breen	APM refreshment reimbursement	16.63
26/04/2024	PV05	Hampshire County Council	March Newsletter	26.60
26/04/2024	PV06	George Philippi Memorial Sports Ground	2024 Transfer	4000.00
01/05/2024	PV07	Nicola Breen	April pay	382.96
01/05/2024	PV08	HMRC	PAYE April	89.20
01/05/2024	PV09	Green Smile LTD	April grounds maintenance	448.24
14/05/2024	PV10	TSOHOST	Website hosting 8.6.24-7.6.25	86.26
14/05/2024	PV11	Nicola Breen	Local Council book - reimbursement	84.20
14/05/2024	PV12	Society of Local Council Clerks	CiLCA course	225.00
18/05/2024	PV13	Green Smile LTD	May grounds maintenance	448.24
18/05/2024	PV14	Crawley Village Hall Trust	2024 hire	120.15

Receipts

Date	Ref	From	Details	£
20/3/24	RV16	Lengthsman Scheme refund	Refund	100.00
02/04/2024	RV01	South Downs Funeral Service	G Rose Burial	560.00
05/04/2024	RV02	Winchester City Council	Precept	10000.00
24/04/2024	RV03	Donation	Planning advice contribution	1000.00
29/04/2024	RV04	Donation	Planning advice contribution	1000.00
05/04/2024	RV05	Bank interest	Instant deposit	122.76

Payments PV64-PV67 and PV01-PV14 were approved and the receipts noted.

- e. **To review budget year to date**

Nothing to report.

24/25 – 14

Discuss and approve content of the May/June parish newsletter

Items to include:

- Memorial Ground landscaping
- New duck house
- Strimming by benches at pond
- Pond interceptor clearing
- White line painting
- Bus shelter painting
- Appointment of Quod
- Football nets

There being no other business the meeting closed at 8.55pm. The next meeting is 15 July 2024.

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