

CRAWLEY PARISH COUNCIL – MINUTES 17 MARCH 2025

Minutes of the Meeting held on Monday 17 March 2025

Present: Councillors Anderson, Fratter, Boucher, Whiteley

In attendance: Nicky Breen (Clerk and RFO), Cllr Horrill, Cllr Warwick, Alison Carey (neighbourhood watch)

Members of the Public: 2

- 24/25 – 72 Apologies: To receive apologies and approve reasons for absence**
Apologies were received from Cllr Chapman and Cllr Whiteley.
- 24/25 – 73 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**
Cllr Boucher declared an interest in planning application 25/00156/HOU.
- 24/25 – 74 Public Session.**
Nothing to report.
- 24/25 – 75 Minutes of the meeting of 13 January 2025**
To approve and sign the minutes
The minutes were approved and signed.
To deal with any matters not on the agenda
No matters arising.
- 24/25 – 76 Reports from City and County Councillors**
Cllr Warwick's report had been circulated prior to the meeting with no questions arising.
Cllr Horrill outlined her report and added:
- Work has started on the M3 Junction 9, with some overnight closures of M3/A34.
 - The Local Plan Reg 19 is to go to the inspector on 22 April. The Inspector will then hold a Local Plan Examination and invite people to attend. Anyone can be present; however, the Inspector will determine who is eligible to speak at the examination.
 - There has been a call for new towns – one of the proposed sites is Micheldever station with up to 20000 new homes.
 - The Government has launched its consultation for Devolution and is asking for views on proposals to establish a new Mayoral Strategic Authority for Southampton, Portsmouth, Hampshire and the Isle of Wight. It will run until 23.59 on 13 April. Cllr Boucher has looked at the consultation and asked if the Parish Council should be commenting as the questions did not seem applicable. Cllr Horrill advised that comments should be made if it was felt something was missing. Cllr Boucher will distribute any comments to Councillors for approval.
Action: Cllr Boucher
 - The Central Winchester Regeneration development has now been approved.
- 24/25 – 77 Report from Neighbourhood Watch**
Alison Carey's report had been circulated prior to the meeting with no questions arising.
- 24/25 – 78 Reports from Wardens and Representatives**
- a. Trees**
Nothing to report.
- b. Pond**
The pond tidy up took place on 15 February and the area looks very smart. The Parish Council would like to thank all those who helped, those who partook in the village litter pick on the same day, and The Fox who provided coffee and cake afterwards.
One of the pond interceptors has caved in. Cllr Anderson is to liaise with Cllr Warwick on the matter.
Action: Cllr Anderson
- Trough**
Despite contacting 3 contractors we have only received one quote for the trough repair. After discussion it was agreed to go ahead with appointing this contractor with the view to the work starting in May if possible.
Action: Cllr Anderson

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

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c. Burial and Memorial Ground

Nothing to report.

d. Mowing

No mowing is being done at present.

e. Footpaths

Nothing to report.

f. Highways

The surface of Littleton Road, as it approached the pond, has deteriorated and the road markings faded significantly. This was logged with HCC in January.

g. Church Yard

A large fallen branch has been cleared

24/25 – 79 Clerk Resignation and Replacement

Nicky Breen has submitted her resignation; she has been the Clerk for 5 years. Following advertisement of the vacant position Sally Lawrence was offered and accepted the role. She starts on 1 April when there will be a handover period of a month. Sally was present at the meeting and was introduced to all in attendance. The Clerk will let WCC know of the change.

Action: Clerk

24/25 – 80 Councillor Resignation

Cllr Boucher announced that she intends to step down after the May meeting, having been a Councillor for 5 years. A parishioner was present at the meeting with the view to becoming a Councillor on Cllr Boucher's departure. She was introduced to attendees and outlined the reasons she is interested in becoming a Councillor.

The Clerk will advertise the position and make WCC aware that Cllr Boucher will be stepping down in May.

Action: Clerk

24/25 – 81 Arqiva Site update

Nothing to report.

24/25 – 82 Gateways - £750 fee

The Clerk has received no further correspondence. Cllr Warwick continues to look into the matter.

Action: Cllr Warwick

24/25 – 83 Devolution

This was discussed in 24/25-76 when Cllr Horrill gave her report.

24/25 – 84 Acorn Biodigester - grants.

No update.

24/25 – 85 Annual Parish Meeting agenda

The meeting will start at 7pm in the main hall, with Pat Hendra and the Young Engineers giving a model demonstration at 7.45pm.

24/25 – 86 Planning

Planning applications were noted.

New Applications

Date Rec'd	Number	Address	Description	Status
25/2/25	25/00379/TPO	Pear Tree Cottage Peach Hill Lane	Reduce 1 Yew tree (T1) by 1-2m and balance shape. Lift any branches that are either fouling the wall or the fence.	Current
13/2/25	25/00308/LIS 25/00307/HOU	The Homestead Peach Hill Lane Crawley	For the erection of an oak garden room to replace the existing conservatory (existing base to be modified and re-used)	Current
24/1/25	25/00156/HOU	Lynes Cottage Northwood Park Sparsholt	Replacement ancillary home working space and storage, including landscape works and demolition of existing building.	Current
17/1/25	25/00109/HOU	Lynes Cottage Northwood Park Sparsholt	Alterations to dwelling house including addition of front porch to south-west elevation, addition of dormers to south-east and north-west elevation, 1.5 storey extension to north-east elevation, new oriel windows on	Current

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

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			north-east elevation, new sliding doors on north-west elevation following removal of windows.	
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Current Applications

Date Rec'd	Number	Address	Description	Status
21/11/24	24/01725/FUL	The Cedar Lodge New Barn Lane	(May affect the setting of a Right of Way) Stationing of mobile home and change of use of land	Current
29/8/24	24/01164/FUL	Crawley Court Peach Hill Lane	The siting of 11 storage containers on land.	Current

Recent Decisions

Date Rec'd	Number	Address	Description	Status
28/1/25	25/00188/TPO	Yew Tree Cottage Peach Hill Lane	T1 Yew - Crown lift low hanging secondary & tertiary growth up to 25mm to improve light to property and improve shape. Cut back epicormic on main stem	Permitted
13/12/24	24/02721/PNC4	Barn At Northwood Park Sparsholt	Change of use of part of part an agricultural building to B8 Storage and Distribution use class. The existing barn is no longer required for agricultural use and is deemed redundant to the farm. (AMENDED DESCRIPTION)	Prior Approval Required and Approved
9/12/24	24/02667/TPO	Paige Cottage Peach Hill Lane	T1 Horse Chestnut - Re-pollard T2 Horse Chestnut - Re-pollard G1 Mixed deciduous - Cut back overhang to boundary on overgrown hedge G2 Willows - Pollard to reduce risk of failure and to maintain as a feature of the village pond	Permitted
25/11/24	24/02535/TPO	Crawley Court Peach Hill Lane Crawley	There are mixed species 6-8 feet tall self-seeded sapling trees, shrubs and weeds that require clearing from the pit in front of CRT-17 as the satellite is losing signal due to vegetation. Our certified team shall attend site and cut all vegetation down to as close to ground level as possible. All vegetation will then be winched out of the pit and stacked roadside.	Withdrawn

4/10/24	24/02224/HOU 24/02225/LIS	The Homestead Peach Hill Lane	Demolition and rebuilding of a small section of the existing boundary wall	Permitted
14/10/14	24/02226/TPC	Crooked Pightle House Crawley	Beech tree in Conservation Area overhanging adjacent (applicant's) property. cut back overhang by 7m.	Permitted
14/10/24	24/02131/TPO	Crooked Pightle House Crawley	Ash tree overhanging adjacent property (applicant's) and causing damage to roof tiles. Tree possibly outside TPO but submitted to ensure compliance is required. Cut back overhanging branches - a maximum of 5 metres.	Permitted
16/10/24	24/01607/LIS 24/01535/HOU	Yeomans Crawley Road	(Retrospective) replacement of lead sheeting and heavy supporting plyboard support sheets. Rotten thatch and timber work replaced by tiling under emergency situation	Permitted
28/10/24	24/02342/NMA	Upincott Peach Hill Lane Crawley	NMA to 24/00416/HOU - New and existing shiplap timber cladding to be stained black. - A proposed rooflight has been omitted from the Western Elevation and a new smaller rooflight has been added to the Eastern Elevation to match the existing. Additionally, the previously proposed rooflight on the Eastern Elevation has been reduced in size to match the existing. - The proposed works to the garage gable end will no longer take place and the existing shiplap cladding is to be retained, stained, and lowered to match the level of the existing brick skirting on the main elevation.	Permitted

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

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			<ul style="list-style-type: none"> - New and existing door and window openings located within the shiplap cladding are to be painted black to match with the cladding. It is also proposed to paint the front door black to match. - The stove has been relocated into a more central position within the Living Room and the flue taken up through the roof, in accordance with Building Regulations. - The new single storey extension is now proposed to be clad in shiplap cladding with brick skirt to match the house. - Some changes to the proposed internal alterations. 	
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24/25 – 87

Finance

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

Payments

Date	Ref	To	Details	£
13/01/2025	PV59	Green Smile LTD	Jan Grounds maint	448.24
01/02/2025	PV60	Hampshire County Council	Jan Newsletter	43.70
01/02/2025	PV61	C&D Trees	Church yard pruning	432.00
01/02/2025	PV62	HMRC	PAYE - Jan	92.80
01/02/2025	PV63	Nicola Breen	January salary	396.91
			Domain renewal reimbursement	
05/02/2025	PV64	Nicola Breen	123reg	15.59
05/02/2025	PV65	CPRE	Membership April 2025-26	36.00
05/02/2025	PV66	Green Smile LTD	Feb Grounds maint	448.24
05/02/2025	PV67	Crawley Village Hall Trust	2025 hall bookings	133.20
21/02/2025	PV68	Information Commissioners Office	ICO	47.00
02/03/2025	PV69	JRB Enterprise	Dog waste bags	69.36
02/03/2025	PV70	Nicola Breen	February salary	397.11
02/03/2025	PV71	HMRC	PAYE - Feb	92.60

Receipts

Date	Ref	From	Details	£
13/02/2025	RV10	Richard Steele & Partners	Doreen Cannings Plot 137	220.00

Payments PV59-PV71 were approved and receipt noted.

b. To review budget year to date

Adjustments have been made to allow for the new clerk and the increase to the grounds maintenance costs.

c. To confirm annual grounds maintenance contracts for Green Smile Ltd and Scandor for financial year 1 April 2025

Green Smile have raised their monthly fee by 3% to £384.77.

Scandor has increased the cost of the cut from £79.50 to £90 per visit for a two-year fixed contract, April 2025-March 2027. Councillors agreed that both increases were fair, this is the first increase from Scandor in a few years.

d. Arnold Baker Book

This book was purchased in conjunction with Sparsholt Parish Council who now have a new Clerk (was same Clerk as Crawley). They asked that one parish council buy the book from the other. Councillors agreed that Crawley needs the up-to-date book, so this is to be purchased from Sparsholt Parish Council. **Action: Clerk**

d. Annual audit arrangements

The internal audit is booked for 24 April with John Murray. There will need to be an external audit as the turnover exceeded £25000. 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**

e. To approve Clerk’s annual incremental pay increase from scale point 24 to 25 from 1 April 2025

As the current Clerk is leaving it was agreed not to make the increase.

24/25 – 88

Discuss and approve content of the March/April parish newsletter

Village and pond tidy up – thank you.

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

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Annual Parish Meeting
Devolution link.

There being no other business the meeting closed at 9.00pm. The next meeting is 19 May 2025.

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