



West Grinstead Parish Council

PARISH COUNCIL MEETING

Partridge Green Village Hall

Wednesday 21st April 2010

at 7.30 p.m.

MINUTES

Present: - Councillors: Mr. D. Green (Chairman), Mr. A. Childs (Vice Chairman), Mrs G. Nash, Mr. R. Hill, Mrs C. Watts, Mr. A. Russ, Mr. M. Staples, Mr. C. Neal, Mr. N. Berry, Mrs H. Bullingham.

County Councillor: Mr. L. Barnard.

District Councillors: Mr. J. Chowen and Mr I. Shepherd.

Five members of the KGV Working Group: Mrs O. Izzard, Mrs A. Hughes, Mr B. Ranson, Mr. C. Garman, Mr R. Van Der Werff

Two members of the public.

Clerk: Mrs H. Dayneswood

[Note: Some items were taken in a different order, so that visitors did not have to wait too long for their particular items.]

Apologies

Cllrs: Mr. G. Taylor, Mr. P. Kanabus, Mr. M. Sheath.

KING GEORGE V PLAYING FIELD TRUSTEES MEETING

1. Declarations of Interest:

Cllrs Russ and Hill declared interests in respect of their membership of the Sports & Social Club.

2. Matters Arising:

- a) It had been reported to the Clerk earlier in the day (21st April 2010) that there had recently been an accident in the KGV playground. It was agreed that the **Clerk should report the accident to the Parish Council insurers (Came & Company) and also to the manufacturers of the equipment (Wickstead).**
- b) A recent safety check report from 3BRamps had been discussed by the Open Spaces Committee; the report identified that all surfaces were worn out and replacing the sheets of plywood was a high priority. 3BRamps had quoted £2860 + VAT for the removal of plywood sheets and replacement with new pre-treated sheets. The Clerk had been asked to check with 3BRamps concerning the use of the skateramp in the short-term. The informal advice from 3BRamps was not definitive. **The Clerk to ask HDC for their opinion about the safety of the skateramp in the short-term. The Clerk to try to get some further quotations for repairing the skateramp.**
- c) Members had no objection to the Scout Group holding its AGM on the KGV playing field during an early evening in June. **The Clerk to liaise with Cllr Russ and Mr. Graham Carey to agree a suitable date.**
- d) One of the visitors reported that the dog bins in KGV were very full. The Clerk said that she had today reported the matter to HDC.

3. Correspondence: none

4. The KGV Working Group Final Report – Summary & Questions

Mrs Izzard gave a summary of the work of the KGV Working Group (WG) and stressed that it had been a team effort throughout. Cllr Neal queried whether the Report and its recommendations were directed at the Parish Council or the Parish Council as KGV playing field Trustee. General consensus seemed to be that the Report was being directed to the Parish Council as KGV Trustee; it is the KGV Trustee that is legally responsible for the KGV playing field.

Mrs Izzard explained that there were a couple of further amendments that needed to be made to the Report – she would send a revised version to the Clerk a.s.a.p. She then went on to work through the main

recommendations (Section 2 of the Report), explaining the methods used to collect information and the reasoning behind the recommendations.

Cllr Green thanked the KGV WG for their work on behalf of the Parish Council as KGV Trustee.

The presentation by the KGV WG at the forthcoming Annual Parish Meeting (APM) was discussed. ***The Clerk to make some copies of the full Report as well as copies of the main recommendations available at the APM.***

It was agreed that a date should be set a.s.a.p. to take place after the APM, for a dedicated KGV Trustee meeting. ***The Clerk to action.***

5. The KGV Pond

A local resident expressed his concerns about the effectiveness of the KGV pond as a balancing pond. He thought that in times of heavy rainfall that the water from the pond was back-flowing. This was of particular concern to him because he had recently had a new treatment tank installed in his new property opposite KGV playing field plus authorisation from the Environment Agency to discharge the treated waste into his ditch, which then flows into drains and pipes which flow into the KGV pond. The treatment tank is not in use yet. He was concerned that in times of heavy rainfall, any backflow from the pond that rises too high could get into his treatment system. This could result in expensive damage to his treatment tank and could potentially cause raw sewage to be discharged. He felt that the KGV pond should be cleared every year.

It was suggested that he could fit non-return valves/flaps on his pipes and also check that his ditches are deep enough.

There then followed discussion about the pond outlet pipes that discharge water away from the pond across the field to the east, relative levels of water in pipes and drains, depth of ditches, sumps, height of the water table etc. Cllr Neal reported that he had been studying an old map from the 1800s that showed there used to be a dwelling in that area plus a well/spring. He suggested that this cast doubt on the pond being a balancing pond. If indeed there was a well/spring there, the pond could be filling itself up. Detailed investigation and independent advice is needed to ascertain what the pond is, how the pond is actually functioning, is the pond causing any flooding problems and, if so, how the problems can be fixed.

The Clerk was asked to obtain a copy of the Environmental Licence issued to the resident for his waste treatment unit (biodigester). The resident concerned was asked to supply the specification details of his biodigester to the Parish Council.

There was discussion about whether the PC as KGV Trustee should allow treated waste to discharge into the KGV pond. The pond is in a public place and if treated sewage was discharged into the pond, the quality of the water would need to be tested regularly.

It was generally agreed that sorting out the problems connected with the KGV pond was a high priority.

6. Financial Regulations for KGV Playing Fields Charity:

Cllr Neal raised some issues concerning the procedures for the governance of the KGV playing fields charity. The Parish Council has to wear two hats 1) as the Parish Council (first tier of local government) 2) as the sole Trustee for the KGV charity. There needs to be a clear distinction between these two roles as they are separate legal entities. He made the following suggestions:

- a) There should be a separate governing document for the KGV charity.
 - b) The authorised signatories for the KGV charity bank account should be a completely separate group of parish councillors to those who are the authorised signatories for the Parish Council bank accounts.
 - c) If a councillor is in the position of regularly declaring an interest in relation to KGV business, they should not be one of the authorised signatories on the KGV bank account.
 - d) Although it is understood that the Financial Regulations for the Parish Council need to be reviewed now (in time for the auditing process this year), there are some changes that will need to be made at a later date concerning KGV charity matters, for example signatories, property & estates, information re: charities.
- The Clerk to make temporary notes in the Financial Regulations currently under review.***

Cllr Neal also made the suggestion that in relation to the precept, the annual sum of money that is paid over to the KGV account to cover the maintenance of the KGV playing fields charity, should be called a donation

rather than a 'precepted' sum. This change would emphasise the fact that the Partridge Green KGV charity is a body in its own right and one of its objectives is to make the best use of the charity's assets and funds for the sake of the charity.

7. KGV Accounts for April 2010: none

8. Non-domestic Rates Bill for the Pavilion

A rates bill for the pavilion of £227.70 for 2010/2011 had been received. In previous years, the KGV pavilion had been allowed a mandatory charity rates relief of 80% plus a discretionary rates relief of 20%, thus no rates had been due. From 2011/2012 onwards HDC have said they may well need to reduce/remove the discretionary relief element. However, this seems to have been applied to the 2010/2011 bill in error. The Clerk is liaising with HDC about this.

PARISH COUNCIL MEETING

1. Declarations of Interest: none

2. Chairman's Announcements: none

3. Minutes of the last meeting:

It was **RESOLVED** (proposed Cllr. Childs, seconded Cllr. Nash) that the Minutes of the meeting held on 17th March 2010 be approved as a true record.

4. Matters Arising:

- a) The manned SID (Speed Indicator Device) had been repaired and should be back in operation around the village soon. Thanks to Mr Jenner for co-ordinating this activity.
- b) The Clerk had received an up to date copy of the Section 106 spreadsheet and would feed this back into the Open Spaces Committee, for use in checking any transport funds available to help with the costs of CUSID (community unmanned speed indicator device). *Clerk to action.*

5. Police Report

The latest report from Inspector Trimmer had been circulated to members. The Clerk reported that there had been some local cases of dogs being stolen, the scenario being when a car driver stopped to ask a dog walker supposedly for directions. Dog owners beware.

6. District Council Report:

Cllr Chowen reported that, from the recent HDC Development South Planning Committee meeting, the application DC/10/0219 for the erection of polytunnels at Old Barn Nurseries had been delegated to local members. Cllr Chowen was organising a meeting to assess the amount of development, lorry movements and surface water flooding at the site.

7. West Sussex County Council Report:

Cllr Barnard reported on the following items:

- a) A new High Sherriff (Mrs Elizabeth Bennett) had been appointed. [NB The High Sheriff remains the Sovereign's representative in the County for all matters relating to the Judiciary and the maintenance of law and order. It is a non-paid position.]
- b) He recently attended an event on occupational therapy for the elderly, where HRH Princess Anne was the guest of honour. The aim of the occupational therapy is to help senior citizens to maintain their lifestyle and so be able to stay in their own homes. This preserves people's pride as well as saving money.

8. Correspondence:

- a) HDC: Briefing document on the upcoming ban on the drug Mephedrone. *Noted.*
- b) HDC: Report on the recent HDCP Annual Conference. View presentations on www.hdcp.uk.net/index.htm
Noted.
- c) HALC: Annual meeting of HALC on Monday 24th May 2010, 7.30pm, Roffey Millennium Hall. Rod Brown (HDC) speaking on e-planning. *Noted.*
- d) WSCC: March press release about amendment to WSCC speed limit policy for villages – could result in more 30mph speed limits. *Noted.*
- e) WSCC: Use of grass growth regulator product 'Cutaway' in a trial on the A24 grass verges between Buck Barn & Washington. Initiative aimed at improving service and reducing costs. *Noted.*

- f) HDC: Severe Weather Working Group set up at HDC. Inviting comments and ideas from parish councils. *Noted.*
- g) WSCC: Update on Youth Services Review and invitation to the Stakeholders Engagement full-day events (*circulated*). Nearest venue: Horsham, Thursday 13th May. Booking deadline 27th April. *Noted.*
- h) SALC: 2010 Training Programme – variety of courses. ***The Clerk to circulate details to members.***
- i) WSCC: Mobile Libraries Consultation, consultation event at Cowfold Village Hall, Friday 7th May, 10.30am to 12.30pm. Booking required – deadline 29th April. *Noted.*

9. Committee Reports

PLANNING: Cllr Nash reported on the last meeting.
(For the full report, please refer to the minutes of the Planning Committee.)

OPEN SPACES: Cllr Childs reported on the last meeting.
(For the full report, please refer to the minutes of the Open Spaces Committee.)

FINANCE: Cllr Watts reported on the last meeting.
(For the full report, please refer to the minutes of the Finance Committee.)

10. Reports from Representatives on Outside Bodies: none

Cllr Russ gave a report on the Sports & Social Club (SSC). The SSC were no longer intending to remove an internal wall, as it was not a high priority. Instead they were investigating renewing the units and appliances in the kitchen – they plan to submit a formal request to the PC shortly. They recently had a very helpful visit from an HDC Licensing officer and a couple of issues re: licensing were being sorted out.

Cllr Green reported that the Transport Working Group had met again recently. A visit from two members of the Storrington Transport Working Group had been very helpful.

11. Review of WGPC Financial Regulations

Members reviewed the revised Financial Regulations for WGPC, as proposed by the Finance Committee. Cllr Staples suggested that the agreed donations policy should be included – ***the Clerk to action.*** As mentioned in KGV item 6 above, there will need to be a further revision later on when the procedures and governance of the KGV charity have been thoroughly reviewed.

12. Terms of Reference for the Transport Working Group

It was **RESOLVED** (proposed Cllr. Berry, seconded Cllr. Bullingham) to approve the proposed Terms of Reference for the Transport Working Group. It was noted that any photography that took place on behalf of the Transport Working Group should be carried out with caution.

13. Public Open Forum: no items

14. WGPC Accounts for April 2010

It was **RESOLVED** (proposed Cllr. Russ, seconded Cllr. Neal) to approve all the listed bills for payment.

The meeting closed at 9.40 pm.

Signed as a true copy.....Date.....
Chairman West Grinstead Parish Council