

FERNHURST PARISH COUNCIL

MINUTES of a Meeting of the Parish Council held at Fernhurst Village Hall
on Wednesday 9 December 2015 at 6.30 p.m.

PRESENT Cllrs: Mrs. H. Bicknell (Chair)
Mrs. M. Timms (Vice Chair)
Mr. R. Chapman
Mr. J. Buchanan
Mr. G. Inns
Mr. J. Smith

APOLOGIES FOR ABSENCE:
District Cllr, Mrs. P. Hardwick
Mrs. E. Black
Mr. C. Tedd
County Cllr, Mr. M. Brown

IN ATTENDANCE:
Mrs. R. Knifton (Clerk)
District Cllr, Mrs. N. Graves

Members signed the attendance register and apologies were received from Cllrs Black and Tedd and from District Cllr Hardwick and County Cllr Brown.

85/15 REPRESENTATIONS BY THE PUBLIC

None

86/15 INTERESTS

None

87/15 MINUTES OF PREVIOUS MEEETING

The Minutes of the Council Meeting held on 11 November 2015 were **AGREED** as being a true record.
Proposed by Cllr Inns and seconded by Cllr Buchanan. **RESOLVED**

88/15 MATTERS ARISING FROM THE MINUTES

In minute - 79/15 - NOTED that the Clerk had written to 'The Bottom' but will now write to Environmental Health to query the waste water and potential stream pollution.

NOTED that the Clerk had been unsure of which property on the Midhurst Road had not cut back their hedge. **AGREED** that a letter will be drafted.

NOTED that the issues with cleanliness and opening times of the public toilets was ongoing and further to a meeting with Cllr Smith, the Clerk and Veolia, it was **NOTED** that a number of 'spare' keys were in circulation.

It was **AGREED** that the Clerk will contact a local locksmith and get the locks changed.

Proposed by Cllr Bicknell and seconded by Cllr Timms. **RESOLVED**

NOTED that the lights are not working and that this is a security issue.

Proposed by Cllr Bicknell and seconded by Cllr Timms that they should be fixed as soon as possible.

RESOLVED

ACTION: The Clerk to contact Wettons regarding a quote for toilet maintenance.

ACTION: The Clerk to inform both Wettons and Veolia that opening and closing times should be 7am to 7pm daily.

ACTION: The Clerk to contact Dudmans regarding the lights.

89/15 COUNTY COUNCIL COMMENTARY

County Councillor Brown sent his apologies.

90/15 DISTRICT COUNCIL COMMENTARY

District Councillor Norma Graves informed members that the Parish precept support grants had been reduced for the next financial year.

The District are currently recycling 38% of all waste but aim to increase this in the next financial year.

The New Homes Bonus is still available for the coming year.

The story of one of Chichester's heroes will be brought to life in a new exhibition at The Novium Museum in Chichester.

The museum has worked with The Murray Club, Chichester District Council and the West Sussex Record Office to tell the story of Admiral Sir George Murray. It relays how he played his part in significant world events, as well as leaving a lasting legacy in the city of Chichester.

The exhibition, called 'Murray or None – The Life and Times of Admiral Sir George Murray' is funded by a £63,200 grant from the Heritage Lottery Fund.

Admiral Sir George Murray was born in Chichester in 1759 and joined the Navy aged 11. He rose to the rank of Vice Admiral of the Red and was captain of the Colossus, which was shipwrecked off the Isles of Scilly in 1798. In 1815 he was awarded the Order of the Bath and became Admiral Sir George Murray.

In 1804 he built a house in North Street which is now The Ship Hotel. Murray died in 1819 and both he and his wife Ann are buried at Chichester Cathedral.

This year marks both the 200th anniversary of Murray as the Mayor of Chichester and the 250th anniversary of the commissioning of HMS Victory.

The exhibition includes objects loaned to the museum from Murray's descendants, or salvaged from the wreck of Murray's ship Colossus by Todd Stevens.

The exhibition will remain open until December 2016. Entry to the museum is free.

CDC ran a creative writing competition for 5 to 12 year olds and had in excess of 300 entries. There were 12 winners.

Cllr Graves referred to the planning meeting she had attended earlier that day to hear the planning application for Stanley Farm. SDNP/15/04323/HOUS and SDNP/15/04324/LIS. It was the Historic Building Adviser who was unhappy with the application despite a number of supporting representations. Unfortunately the application was refused.

In October, there had been 13 homeless applications to CDC and 48 householders asking for housing advice.

Cllr Inns wished for District Cllr Graves to give feedback and a heartfelt thank you to CDC for all the hard work and support Fernhurst has received from Piers Taylor in this past year. Cllr Graves confirmed that she will pass this on to Steve Hansford.

91/15 CORRESPONDENCE & OTHER MATTERS

- Setting the Budget and Precept for 2016/17 – the following budget was **AGREED**.
Proposed by Cllr Timms and seconded by Cllr Inns.
RESOLVED

	Annual Budget 2015/2016	Projected Budget 2016/2017	2015/2016 vs 2016/2017
PROPERTY, HIGHWAYS & ENVIRONMENT CTTEE			
Street Lighting - Maintenance	2050	2100	50
- Electricity	1850	1850	0
Public Toilets	10000	10000	0
Cemetery	10000	10000	0
Bus Shelters	500	650	150
Other Property	300	300	0
Land Maintenance	2000	2000	0
Dog Warden	450	450	0
Dog Bin Emptying	300	350	50
Litter Wardens	1000	1000	0
Misc. Expenditure	100	100	0
Additional Grass Cutting	1000	1000	0
Village Handyman	1440	1440	0
Play Area Maintenance	1000	1000	0
Play Area Safety Inspections	1200	1200	0
<i>Property & Environment Committee Sub Total</i>	33190	33440	250
MISCELLANEOUS			0
			0
			0
Christmas Tree at Crossfield War Memorial	500	500	0
	500	0	-500
			0
<i>Miscellaneous Sub Total</i>	1000	500	-500
			0
SECTION SUB TOTAL	34190	33940	-250
ADMINISTRATION			0
			0
			0
Clerk - Salary, Tax & N.I.	22000	22250	250
- Expenses	250	300	50
- Training	400	400	0
Entertainment Fund	1200	1500	300
Members' Expenses	100	250	150
Members' Training	800	800	0
Chairman's Allowance	250	250	0
Hall & Office Hire & Rent	2200	2400	200
Office Expenses	2500	2500	0
Insurance	1500	1600	100
Legal Fees	500	500	0
Audit Fees	900	900	0
NALC/SALC/SLCC & Other Subs.	1000	1000	0
Election Expenses	1800	1800	0
			0
SECTION SUB TOTAL	35400	36450	1050

PROJECTS			
Crossfields - Out of Business Reserve 2014/15	5000	5000	0
Crossfields - Out of National Savings 2014/15	10000	10000	0
Newsletter	0	0	0
Emergency Plan	100	250	150
Neighbourhood Plan	5000	0	-5000
SECTION SUB TOTAL	20100	15250	-4850
			0
GRANTS & DONATIONS			0
- 4 Sight	0	100	100
- Recreation Ground	0	0	0
- Youth Club	1000	1000	0
- Scouts	500	500	0
- Pre-School	500	500	0
- FCAP	0	0	0
- Revels - May Queens Tea Party	300	300	0
- Village Hall	1500	1000	-500
- Social Club	1000	1000	0
- Good Companions	0	0	0
- Luncheon Club	500	750	250
- Archives	600	600	0
- Society	0	0	0
- PCC	200	200	0
- Furnace	500	500	0
- School	2500	2500	0
Lynchmere Society	0	0	0
Waverley CAB	250	250	0
Rother Valley Together	50	50	0
Junior Tennis	0	0	0
Other Charitable Donations	600	700	100
Open Spaces	50	50	0
SECTION SUB TOTAL	10050	10000	-50
			0
TOTAL - ALL EXPENDITURE	99740	95640	-4100
TOTAL BUDGET REQUIREMENT	99740	95640	

Satisfied by:-

Taken from reserves:	16555.52
Income (cemetery & misc.)	4000
Precept Request	73,418.82
Budget less reserve and inc	76,640

(Budget to be supported by the Precept Support Grant of £1665.66)

The precept figure of **73,418.82** was **AGREED**.

Proposed by Cllr Buchanan and seconded by Cllr Chapman.

RESOLVED

- Half Yearly Internal Audit – **NOTED** that the Clerk had undertaken the half-yearly independent Internal Audit on the 8th of December and the Council had passed with flying colours. There had been one typo from the newly amended Financial Regulations and Standing Orders in relation to tendering. Both should have confirmed that tenders must be obtained on contracts exceeding £10k. **AGREED** that the typo be amended.
Proposed by Cllr Buchanan and seconded by Cllr Chapman.
RESOLVED
- Co-options and Vacancies – **NOTED** that there are now 3 Cllr vacancies since the recent resignation of Danielle Dunfield. Both Nicki Braithwaite and Keith Harding had resigned in October. The Chairman asked all members to help promote ‘Becoming a Cllr’ and to contact anyone who might be interested. An advert has been placed on the website and the notice board and a further advert will go into the next edition of the Fernhurst News.
- Grants – the Grants as **RESOLVED** for 2015/16 were signed. The Grants for 2016/17 were approved in the Budget.
- Toilets – As minuted in **88/15**
- Christmas – Confirmed that the caterer will arrive at the Pavilion at 5pm on Friday to set up for the Christmas thank you drinks and canapes. Cllr Chapman to organise glasses. **NOTED** that the Christmas lights switch on went very well and £103.10 had been raised from the mulled wine and minced pies. The funds will be split between the Scouts and the Youth Club.
- War Memorial – **NOTED** that the work has been completed and the grant should be received by Christmas.
- Website – Cllr Tedd to report back at the next meeting.
- Crossfield – **NOTED** that two quotes had been received for the amended Plan and when the third is received, they will be brought to Council.
ACTION: Clerk to chase drainage.
- Cllr’s announcements – Cllr Inns informed members that someone had recently repaired the roof of the Youth Club who was keen in becoming a Village Handyman. Cllr Inns will make further enquiries.
- Clerk’s announcements – The Clerk made an announcement that she had been offered a full-time role at her other Council which she has accepted. She explained that for two years, she had been working excessive hours due to being the part-time Clerk for two Councils and the offer from her other Council would give her greater work-life balance.

She explained that she did not make the decision lightly and was very sad at the prospect of leaving but that she needed to spend more time with her family.

She went on to confirm that she would remain in post until the annual return had been submitted in June 2016 and that she would ensure a proper handover was undertaken.

It was **AGREED** that the Clerk will draft an advertisement for the role and contact SSALC to upload on to their website. Further adverts will be placed on the website, the noticeboards, the Fernhurst News and the local Papers.

92/15 MONTHLY EXECUTIVE REPORTS/COMMITTEE MATTERS

A) Finance and Administration;

- Bank reconciliation – Proposed by Cllr Inns and seconded by Cllr Smith. **RESOLVED**
- List of payments and signing of cheques –

The following cheques were approved:

Post Office Ltd	306.38	Tax & NI
Des Bone Ltd.	91.20	ROSPA - November
Heather Bicknell	114.25	Reimbursement for Xmas Event
John Smith	75.44	Reimbursement for Xmas Event
John Buchanan	167.00	Reimburse - Crossfield Plants and Christmas lights
Veolia	609.60	Toilet Cleaning - CSH999
Claranet Ltd.	80.45	Annual Server Cost - Email Add
Des Bone Ltd.	114.00	ROSPA - Inv: 11454 Oct

Proposed by Cllr Timms and seconded by Cllr Chapman. **RESOLVED**

Minutes of the previous meeting - Proposed by Cllr Inns and seconded by Cllr Smith. **RESOLVED**

B) Planning Applications Committee - approval and signing of minutes. Proposed by Cllr Bicknell and seconded by Cllr Buchanan. **RESOLVED**

C) Neighbourhood Planning Steering Group – Nothing further to report.

D) Property, Highways and Environment Committee - approval and signing of minutes. Proposed by Cllr Buchanan and seconded by Cllr Inns. **RESOLVED**

93/15 UPDATES ON LOCAL ISSUES

- a) Services and facilities for Young People – **NOTED** that Cllr Inns will forward on his email to the Clerk.
- b) Fernhurst Village Hall – **NOTED** that the Plans for the Committee Room were rejected.
- c) Policing – **Nothing to report**
- d) Fernhurst Primary School– **Nothing to report**

Meeting Closed 8.40pm

Signed.....

Date.....