



Shingley Parish Council

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The Minutes of the Ordinary Council Meeting of Shingley Parish Council held on Monday 24th June 2024 commencing 7:30 pm held at the Coolham Village Hall.

79. Attendance and Apologies for Absence.

Those Present: Cllr Payne (Chair), Cllr Larcombe (Vice-Chair), Cllr de Zoete, Cllr Emrich, Cllr Nunn, Cllr Tuck and Cllr Wright

Also Present: WSCC Cllr Jupp, HDC Councillor Blackburn, HDC Cllr Jeffrey and P. Richards (Clerk). One member of the public was present.

Apologies: Apologies were accepted from, Cllr Huggett, Cllr Roggendorff, Cllr Smale and Cllr Woodage.

80. To receive any declarations of interests from members in respect to Items on the agenda – none.

81. Public Session.

- A member of the public noted that, following the publication of the latest parish newsletter, several residents had approached her suggesting they knew nothing about the parish council. The Chair referred to the new initiatives to connect to stakeholders and residents; and
- A member of the public questioned who maintained the new defibrillator located at the Andrew Hall. The Chair advised that this was being organised by the Shingley Hub.

82. Approval of the draft Minutes from the last meeting held on 20th May 2024.

The draft minutes of the Annual Council Meeting held on 20th May 2024, having been circulated previously, were taken as read. The Chair proposed that they be accepted and signed as correct records. This was **AGREED**.

83. Matters Arising from Item 82 (for information only).

- Item 163/23 – survey – awaiting email addresses;
- Item 49 – Flooding – site visit TBC;
- Item 57 – playground – quote received but very expensive;
- Item 77 - Review TRO options – Chair had been advised to wait one year before making the next application;
- Item 77 – SID – permission received from the landowner but a site meeting is to be agreed.

84. Report from District Councillors – HDC Cllr Blackburn provided an update that included:

- The recent HDC Community Heroes event featured several Shingley parish residents. She will send photos from the event to the Clerk for circulation;
- The recent consultation on the management of HDC's green spaces had concluded with several local community groups submitting feedback. The responses are to be evaluated;
- A new "People's Budget" had been agreed (funded via the revenue budget) where residents will vote to allocate a total of £100,000 to various proposed community projects; and
- The One Planet climate change planning system is now live (SPC will connect to this).

85. Planning.

a) Applications.

- DC/24/0859 and 0860 - Bridge Farm, Coolham Road, Coolham - Removal of Conditions to previously approved application DC/19/1271

VOTES – Against 7.

Following multiple resident complaints relating to excessive vehicle movements in clear breach of the planning conditions granted previously, Shipley PC and the local HDC Councillor contacted the HDC Planning Enforcement team. Following an investigation by the team, two retrospective applications were submitted to vary the conditions.

Given the current situation bears no relation to the statement made by the applicant's agent, as lorries are operating throughout the night as it is, the parish council has little confidence that the proposed variations to the conditions would make any difference to the continued breach of conditions by the vehicles in question. Furthermore, residents have to right to quiet enjoyment of their properties during recognised quiet hours from 7pm until 7am. Members regarded as completely inappropriate to consider extending the hours of operation from those permitted in the 2019 consent which are regarded as normal commercial operation hours that Horsham have instigated on business parks in Southwater for example to protect the same rights of residents there. Coolham however is a small residential village not a business park and the hours of operation should be curtailed to reflect that.

The parish council's objections relate to excessive noise in breach of existing conditions and highway safety.

b) Planning Matters – none.

c) Planning decisions.

- **PERMITTED – DC/23/2115 - Goodwin Rise, Billingshurst Road, Coolham** - Erection of a close boarded fence. HDC Cllr Blackburn agreed to progress the outstanding enforcement action relating to this property;
- The Chair advised of two planning appeals received by HDC; and
- The Chair advised that the Community Asset application related to the Coolham airfield had been rejected by HDC as insufficient evidence of ownership was provided. Cllr Woodage will review.

86. Roads, Footpaths, Bridleways & General Maintenance of the Parish – none.

87. Resident Survey – awaiting email addresses.

88. WSALC/HALC – no meeting.

89. Climate and Environment - Cllr Tuck advised that the project was progressing well. She advised that:

- Following the success of the Greener Shipley stand at the recent Church Fete, more volunteers had come forward to assist;
- Following the grant awarded by HDC to fund 9 hirundine boxes, HDC officers had accompanied the team in reviewing likely locations. During the review, HDC offered to fund more boxes (TBC);
- More speakers had been booked for the 14th September 2024 launch event.
- She is assisting Coolham Village Hall with their HDC Climate Action grant to fund green initiatives e.g. solar panels; and
- Cllr Wright will host an open house and garden event showcasing solar panels, heat pumps etc.

90. Finances.

- a) Review the internal audit report 2022/23 – the report was noted.**

- b) **Approve the Annual Governance Statement 2022/23** – following review and discussion, the Statement was **AGREED**, and the Clerk and Chair were asked to sign the document.
- c) **Approve the Accounting Statement 2022/23** - following review and discussion, the Statement was **AGREED**, and the Clerk and Chair were asked to sign the document.
- d) Approve the June payments – the payments were **AGREED**.

20:29 – WSCC Cllr Jupp attends the meeting.

91. Report from the County Councillor.

WSCC Cllr Jupp provided an update, circulated previously, that is attached at Appendix B. She also advised that WSCC will publish a schedule of vegetation cut-back and will circulate this once available.

92. Shipley Community.

The Chair reminded Members of the commitment to work more closely with the resident and local stakeholder groups.

- Cllr Nunn reported that the Church gratefully received the £500 donation from SPC and would write a letter of thanks. They welcomed the closer liaison with the parish council and will continue to publish SPC articles in their newsletter;
- Cllr de Zoete reported that preparations for the community Stoolball event (supported by Shipley First Scouts group) were on course. To date, 7 teams had registered for the event that will take place at the Coolham playing fields on 12th July 2024; and
- Cllr Tuck reported that the Men’s Shed community project will work with both local schools to help build bird nesting boxes.

93. Dates of next meetings.

- The next **Ordinary Parish Meeting** will be held on 22nd July 2024 commencing **7:30pm** at the Andrew Hall, Shipley; and
- The next **Planning Sub-Committee Meeting** will be held on a date to be advised.

There being no further business the Chairman closed the meeting at 20:37.

Signed **Chair**

Date.....

Acronym Information

AGAR	Annual Governance and Accountability Return	NPPF	National Planning Policy Framework
APCAG	Association of Parish Councils Aviation Group	PCC	Parochial Church Committee
CIL	Community Infrastructure Levy	PiP	Permission in Principle
CSW	Community Speed Watch	PROW	Public Rights of Way
HALC	Horsham Association of Local Councils	SDNP	South Downs National Park
HDC	Horsham District Council	SHELAA	Strategic Housing Economic Land Availability Assessment
HDPF	Horsham District Planning Framework	SID	Speed Indicator Device
HAMSVA	Horsham and Mid Sussex Voluntary Association	SPC	Shipley Parish Council
LGS	Local Green Space	TPO	Tree Preservation Order
NALC	National Association of Local Councils	TRO	Traffic Regulation Order
NHP	Neighbourhood Plan	WSALC	West Sussex Association of Local Councils
		WSCC	West Sussex County Council

APPENDIX A – Payments

Payments June 2024				
Income since last meeting		Amount		
Bank Interest	£	65.83		
VAT refund from HMRC	£	3,360.47		
HDC Cleanisng Grant	£	187.11		
TOTAL INCOME	£	3,613.41		
Funds Transferred since last meeting		Amount		
S/Acc. To C/Acc.	£	2,200.00		
BALANCES ON ACCOUNT		Amount		
Current Account (Treasurers)	£	1,254.89	31 May 2024	
Deposit Account (Bus Bank)	£	73,964.48	31 May 2024	
Investment Acc. (NSI)	£	5,387.65		
TOTAL BALANCES	£	80,607.02		
EARMARKED RESERVES		Amount		
Coolham Airfield Memorial	£	733.00		
Replacement play equipment - reserve fund	£	6,000.00		
Finger Posts	£	1,700.00		
Bridleway Imp.	£	600.00		
Parish maintenance - inc Ash Die back, H&WB	£	5,500.00		
Playing field and pavilion maintenance	£	1,500.00		
Replacement noticeboards	£	1,200.00		
Defibrillator replacement fund	£	1,000.00		
Includes Election Reserves	£	2,100.00		
Includes NHP Funding Reserves	£	500.00		
Traffic management (Coolham crossroad & Pound Lane etc.)	£	19,609.00		
TOTAL ALLOCATIONS	£	40,442.00		
PAID SINCE LAST MEETING TO BE APPROVED				
Invoiced Services		Payment Type	Folio	Amount
None				£ -
				£ -
To approve and pay after this Meeting				
Invoiced Services		Payment Type	Folio	Amount
Keith Robertson	Internal Audit	BACS	16	£ 197.55
WSSC	Clerk's salary/NI/Pension - May 2024	BACS	17	£ 1,383.15
Hugo Fox Ltd	Website hosting	DD	18	£ 23.99
Matthew Payne	SID expenses	BACS	19	£ 3.98
Paul Richards	Printer supplies	BACS	20	£ 39.49
Coolham Village Hall	2 x Hall bookings (18/3 and 22/4)	BACS	21	£ 50.00
Gallagher	Annual Insurance Policies	BACS	22	£ 1,232.29
				£ 2,930.45
Immediate Transfer S/Acc to C/Acc.				£ 3,000.00

APPENDIX B
WSSC Report
County Councillor Report for Shipley PC June 2024

Highways received more than 17,000 pothole reports in the first four months of 2024.

In 2023/24, the Operations team completed over 45,000 safety defect repairs, of which 29,661 were potholes (an increase of over 5,000 from the previous financial year) and 23,000 defect repairs in more rural areas, using the three Velocity Road Patchers, while also delivering proactive patching of 24,300m².

Three main methods are used to repair potholes on our roads:

- Sawn repairs which involves cutting out the defective area of the highway to create solid edges around the pothole, breaking out the entire cut area to a solid base, sealing the area with a bituminous seal, then backfilling and compacting with the appropriate surfacing material. Sawn repairs are used in more urban, high-traffic areas.
- Unsawn repairs, which involve removing all failed material, sealing the area with a bituminous seal, then backfilling and compacting with the appropriate surfacing material. This repair type will only be used when a sawn repair is not practical and when a quick repair is needed to remove a safety issue, for example, large areas of the road have structurally failed.
- Spray injection patching which uses high velocity air to clear out any debris from the pothole before applying a coat of cold bitumen emulsion to provide a waterproof seal, followed by a mixture of aggregate and bitumen emulsion to form the repair before compacting the area down. Spray patching is used in rural areas to tackle both potholes and other areas where the road is showing signs of weakening.

Other activities are also delivered to manage carriageway deterioration:

- Small hand-patching resource, delivering high quality permanent sawn repairs up to 20sqm per site.
- Large hand-patching resource, delivering high quality permanent sawn repairs up to 100sqm per site.
- Large machine-patching resource, delivering high quality permanent sawn repairs up to 500sqm per site.

Community Food Hub

Our West Sussex Recycle teams host seven Community Food Hubs, in collaboration with UKHarvest, once a month in each district and borough across the county. The Hubs are designed to reduce surplus food from suppliers that would otherwise go to waste. All residents are welcome to visit and fill a bag with rescued food for a suggested donation of £3.50. The Hubs also offer recipes and tips as well as host information stands on various subjects including waste prevention, wellbeing and citizens advice. Our nearest hub is located at Chanctonbury Leisure Centre, Storrington and is on every fourth Wednesday of the month from 10 to 11 am.

Children's Vaccinations: Public Health is keen that parents and carers ensure that their children are up to date with their routine vaccinations before they start school in the Autumn. Pre-school booster vaccinations will help to keep them protected against serious childhood diseases including measles and whooping cough (pertussis). Measles and pertussis cases are rising in England – all children are at risk if they are not fully protected.

The Summer Reading Challenge is beginning in our libraries from 13th July and children aged four to 11 can take part. The challenge is to choose and read some library books over the school holiday - the more they read, the more exciting rewards they will receive. Those who complete the challenge by Saturday 14 September are rewarded with a medal and certificate. There is even a Mini challenge for children under four.

Knife Crime: A new initiative is being introduced by the County Council's Early Help, Youth Justice and Children's Social Care teams and Sussex Police using headsets that are loaded with an immersive reality film that addresses issues around carrying knives and the potential tragic consequences, to educate young people in groups and schools.

Holiday Activities and Food Programme: During the school summer holidays this scheme will be available through over 60 different providers across West Sussex. It will deliver fun and exciting opportunities for children who are accessing benefits-related free school meals. Each session will include a free nutritious meal and all families attending will also be issued a voucher to claim free oral health products. More information on the website.

Amanda Jupp
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County