



WEST HOATHLY PARISH COUNCIL

representing Highbrook, Selsfield, Sharpthorne, Tyes Cross and West Hoathly

Document Reference 2213

Minutes of the Annual Meeting of West Hoathly Parish Council held on Monday 23rd May 2022 at 7:30pm in West Hoathly Village Hall

Members

Ken Allfree*

Will Buckley

Martin Robinson*

Michael Curties

Bob Darvill*

Paul Brown

Kevin Gould (Vice Chairman)*

Amy Marshall

Douglas Denham St Pinnock (Chairman)

* denotes absence

Also present:

Leanne Andrews (Clerk)

Anita Emery (RFO)

There were two members of the public present

1) To elect the Chairman for the coming year and for the Chairman to sign the Declaration of Acceptance of Office

Douglas Denham St Pinnock was proposed as Chairman for the coming year by Will Buckley. This was seconded by Paul Brown. There were no other nominations and Douglas Denham St Pinnock was **elected** Chairman for the coming year. Douglas Denham St Pinnock signed the declaration of acceptance of office.

Douglas Denham St Pinnock took the chair.

2) To elect the Vice Chairman for the coming year

Kevin Gould was proposed as Vice Chairman for the coming year by Douglas Denham St Pinnock. All agreed. There were no other nominations and Kevin Gould was **elected** Vice Chairman for the coming year.

3) To receive apologies for absence.

Apologies were received from Ken Allfree, Martin Robinson, Bob Darvill, Kevin Gould, District Cllr Lin Stockwell and County Cllr Garry Wall.

4) To receive declarations of interest from Parish Councillors in respect of any matter on the agenda.

It was noted that Amy Marshall had received notification of application DM/22/1088 in the post and on that basis would not take part in the discussion of that application.

5) To approve minutes of the Meeting of West Hoathly Parish Council held on 25th April 2022 (Document Reference 2212)

With the following amendments the minutes were approved as a true record and signed by the chairman

Minute 382

- i) Asset & Highways 21st March 2022 (document reference 2207)

It was noted that an evening litter pick had taken place in Highbrook, 9 people attended and 5 bags of rubbish were collected.

6) To approve the minutes of the Meeting of West Hoathly Parish Council Planning Committee held on 25th April 2022 (Document Reference 2211)

The minutes were approved and the chairman signed them as a true record.

7) To receive the clerk's report

The clerk's report was noted.

8) To receive Councillor reports

- a) West Sussex County Councillor Report- No report available
- b) Mid Sussex District Councillor Report- Cllr Brown
- As of the 25th May 2022. MSDC will now meet in person for all council meetings.
 - The Clair Hall consultation is ongoing, a consultant has now been appointed to consider the best use.
 - The Sustainable Economic Strategy was voted in at the last Full Council meeting.

9) To appoint members for the following committees and working groups:

a) Asset and Highways Committee

Paul Brown, Douglas Denham St Pinnock, Martin Robinson, Michael Curties, Bob Darvill.

b) Finance Committee

Ken Allfree, Kevin Gould, Douglas Denham St Pinnock, Martin Robinson, Amy Marshall, Michael Curties

c) Community Pavilion Working Group

It was agreed to not appoint any members

d) Bluebell Woods Working Group

Martin Robinson, Will Buckley, Douglas Denham St Pinnock, Michael Curties.

10) To appoint members to the following external bodies

a) Philpots Quarry Liaison Group

Douglas Denham St Pinnock and Will Buckley

b) Local Parish Cluster Group

Douglas Denham St Pinnock, Paul Brown, and Clerk

c) West Sussex Association of Local Councils AGM representatives

Douglas Denham St Pinnock and Michael Curties

d) Mid Sussex District Association of Local Councils

Douglas Denham St Pinnock and Michael Curties

e) Parish Liaison Panel of the Board of Conservators of Ashdown Forest

Douglas Denham St Pinnock.

f) MSDC Communications Group

The Clerk

g) Communities Against Gatwick Noise and Emissions (CAGNE) Parish Forum

Martin Robinson.

11) To approve the following documents through which the Council carries out its business

a) Standing Orders

It was proposed and **agreed** to adopt the **Standing Orders**.

b) Financial Regulations

It was proposed and **agreed** to adopt the **Financial Regulations**.

c) Councillor Code of Conduct

It was proposed and **agreed** to adopt **The Local Government Association Code of Conduct**. The council noted their dissatisfaction that there are no sanctions for abusive or unruly councillors.

d) Scheme of Delegation

It was proposed and **agreed** to adopt the **Scheme of Delegation**

12) Planning applications

a) To note decisions from the Local Authority

The following applications have been granted permission

DM/22/0869- Feldwicke

DM/22/0665- Hazelmere

DM/21/3977/3800- Grovelands Farm

DM/22/0925- 1 Highcroft Cottages

b) To consider planning applications received from the Local Authority

DM/22/1223- The Cat Inn, North Lane, West Hoathly

Replace existing timber window and repairs as required to the canopy tiled roof above, complete with cornice moulding details

The Parish Council had **no objections**

DM/22/1263- 2 Yew Tree Cottages, Ardingly Road, West Hoathly

Proposed rear ground floor extension, with additional first floor rear dormers

The Parish Council had **no objections**

DM/22/1349- 22 Highcroft Road, Sharpthorne

Loft conversion with hip to gable and rear cat slide roof over 1st floor rear extension

The Parish Council had **no objections**

DM/22/0536- Moatlands, Vowels Lane, West Hoathly

Conversion to existing garages and studio into a dwellinghouse, together with the conversion of the garages into living accommodation associated with the dwelling. (Amended plans and description 05.05.2022)

The Parish council agreed that the application is against the principles of the neighbourhood plan and the need for 2–3-bedroom dwellings.

DM/22/1384- Land Adj. To Cookhams, Top Road, Sharpthorne

Erection of 13 dwellings and associated new access and other works

The Parish Council had **no objections**

DM/22/1400- The Lake House, Stonelands, Selsfield Road, West Hoathly

Demolition of existing shed with proposed outbuildings and amendments to the existing decking in the rear garden of dwelling.

The Parish Council had **no objections**

DM/22/1092- Hams Rough, Hammingden Lane

Part retrospective full planning application (revision of planning permission DM/21/1145) to show side addition and photovoltaic panels to machinery store.

The Parish Council had **no objections**

DM/22/0704- Piplye Barn, Chilling Street, Sharpthorne

(Additional Plans 16.05.2022) Roof finish changes to existing main house and to the existing garage block to match plain clay tiles on recent extension

The Parish Council had **no objections**

DM/22/1489- The Conservatory, Duckyls, Selsfield Road, West Hoathly

Variation of Condition 2 in relation to DM/20/1833

The Parish Council had **no objections**

DM/22/1088- 49 Marlpit Road, Sharpthorne,

Retrospective application for the boundary fence to be replaced by a 2.5m boundary fence.

The Parish Council **objected** to the application on the following grounds:

The existing and proposed elevations, Silverwood Architect's drawing P10B April 2022 appear incorrect. The height of fence G stated in application 2.25m: Actual Measures Top Road (south) boundary is 2.5m. Height of fence C-F stated in application 2.25m plus trellis 0.3m: Actual measured East boundary height varies 2.8-3.0m.

The application conflicts with District Plan policies DP16 (AONB) and DP26 (character and Design) and with West Hoathly Neighbourhood Plan WHP3 (Rights of Way)

The applicant has not demonstrated how this fencing impacts the applicant or the community in relation to the MSDC Design Guide, principle DG 45, (Residential Amenity & Privacy). Note temporary netting and excessive concrete gravel boards.

The Site Plan does not show the encroachment onto MSDC land and Public Right of Way south of fence panel F. Compare encroachment with RoW Plan 01744 dated 10.09.2018

Failure to post Site Notice

DM/22/0968- 23 Hamsey Road, Sharpthorne

Proposed single storey side/rear extension and two storey side extension. Replace existing roof tiles with plain clay roof tiles. Loft conversion with rear dormer window and single storey outbuilding to the rear garden. (AMENDED DESCRIPTION AND REVISED PLANS received 18th May amending design of extension and inclusion of dormer and outbuilding.

The Parish Council had **no objections**

DM/22/1493- Lamburnum Cottage, Selsfield Road, West Hoathly

Changes to 1989 kitchen extension. Externally, to replace the current front door with similar in oak, clad concrete blockwork in wooden bargeboards. Single glazed windows replaced with hardwood double glazed windows. Internally to install staircase to lower storeroom which will become a bathroom / utility area / room with a hardwood double glazed window. Removal of existing toilet. There are no proposed extensions to any building

The Parish Council had **no objections**

13)To consider any comments on the MSDC Local Validation List Review Consultation

The Parish Council had no comments

14) To receive the Internal Auditor's report for the year ending 31st March 2022

The Internal Audit took place on the 25th April 2022. The Internal Auditors report was noted.

15) To approve the Annual Governance Statement for the financial year ending 31st March 2022

The Annual Governance Statement for the financial year ending 31st March 2022 was **approved** and signed by the Clerk & the Chairman.

16) To approve the Statement of Accounts for the financial year ending 31st March 2022 and note Principal Variances

The Statement of Accounts for the financial year ending 31st March 2022 was **approved** and signed by the RFO and the Chairman.

It was noted that there was a discrepancy on the closing balance on the 31st March 2021 and subsequent opening balance on 1st April 2021 versus what was reported on the AGAR to the internal and external auditor. This was due to an outstanding payment due to WSALC of £627.50. However, this payment was reversed out (as it was a 2021/2022 payment) on the RBS system on 1st April 2021 (before the year was closed down) but the AGAR was not updated

The principal variances were noted and **agreed**

17) To review the Financial Statements to 30th April 2022

- a) Parish Council Bank Reconciliation
- b) Parish Council Summary Receipts and Payments

The Parish Council Financial Statements were noted

- c) Trustees of West Hoathly Village Hall Bank Reconciliation
- d) Trustees of West Hoathly Village Hall Summary Receipts and Payments

The Trustees of West Hoathly Village Hall Financial Statements were noted

18) To ratify and approve the payments for May 2022

- a) Parish Council Payments

The payments of £10,366.08 were unanimously ratified and approved

- b) Trustees of West Hoathly Village Hall Payments

The payment of £35.00 was unanimously ratified and approved

19) To receive Committee Reports

- a) To note Minutes of Meetings taken place
 - i) Planning Committee 25th April 2022 (document reference 2011)

The minutes were noted

20) To receive correspondence

It was noted that Douglas Denham St Pinnock and Paul Brown will attend the Knepp Estate meeting on the 7th July 2022.

Martin Robinson was nominated to attend the Gatwick Airport online briefing on the 31st May 2022.

An item of correspondence was shared with the council regarding parking on the pavement near Forest Ridge in Sharpthorne. It was noted that a sign provided by PCSO Paul Umney has been put up on a neighbouring fence. So far it has had a positive impact. It was agreed to investigate adding the WHPC logo onto the poster for future use. Paul brown to contact Burgess Hill Town Council regarding using the signage.

An item of correspondence was shared with council regarding the damage to the rocks on the corner of North Lane/The Hollow. It was noted that the rocks have been damaged in recent weeks but large vehicles. It was agreed to discuss the issue with Cllr Garry Wall and Richard Speller at the next site meeting.

21) To receive reports from external meetings attended by councillors

- a) Jubilee Planning Committee 28^h April 2022 (Clerk, Douglas Denham St Pinnock)
- b) Parish Cluster meeting 28th April 2022 (Clerk, Douglas Denham St Pinnock, Paul Brown)

The reports were noted

22) To note items of interest or items for inclusion at next meeting of the Parish Council

Clerk reminded councillors of the Finance Committee meeting on the 13th June and the Planning training on the 15th June.

Date of next meeting 27th June 2022

There being no further business the meeting closed at 20:42

Chairman-----

Minutes of the Meeting of West Hoathly Asset and Highways Committee held on Monday 23rd May 2022 at the conclusion of the Annual Parish Council Meeting

Members

Paul Brown (Chairman)
Michael Curties (Vice
Chairman)
Martin Robinson*

Douglas Denham St Pinnock
Bob Darvill *

* denotes absence

Also present:

Leanne Andrews (Clerk)
Anita Emery (RFO)

23) To elect the Chairman for the coming year

Paul Brown nominated himself to be Chairman for the coming year. This was seconded by Douglas Denham St Pinnock. There were no other nominations and Paul Brown was **elected** Chairman for the coming year.

24) To elect the Vice Chairman for the coming year

Michael Curties was proposed as Vice Chairman for the coming year by Douglas Denham St Pinnock. All agreed. There were no other nominations and Michael Curties was **elected** Vice Chairman for the coming year.

Date of next meeting 18th July 2022

There being no further business the meeting closed at 20:44

Chairman-----

Minutes of the Meeting of West Hoathly Finance Committee held on Monday 23rd May 2022 at the conclusion of the meeting of the Asset and Highways Committee meeting

Members

Ken Allfree*
Kevin Gould (Chairman)*
Martin Robinson*
Amy Marshall (Vice Chairman)

Douglas Denham St Pinnock
Michael Curties

* denotes absence

Also present:

Leanne Andrews (Clerk)
Anita Emery (RFO)

25) To elect the Chairman for the coming year

Kevin Gould was proposed as Chairman for the coming year by Douglas Denham St Pinnock. This was seconded by Amy Marshall. There were no other nominations and Kevin Gould was **elected** Chairman for the coming year.

26) To elect the Vice Chairman for the coming year

Amy Marshall was proposed as Vice Chairman for the coming year by Douglas Denham St Pinnock. All agreed. There were no other nominations and Amy Marshall was **elected** Vice Chairman for the coming year.

Date of next meeting 13th June 2022

There being no further business the meeting closed at 20:45

Chairman-----

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**

Charity Registration Number: 305328

**Minutes of the Trustees of West Hoathly Village Hall held on
Monday 23rd May 2022 at the conclusion of the Finance Committee
meeting**

Members

Ken Allfree (Vice Chairman)*
Will Buckley
Amy Marshall
Michael Curties

Paul Brown
Kevin Gould*
Bob Darvill*
Martin Robinson (Chairman)*
Douglas Denham St Pinnock

* denotes absence

Also Present:

Leanne Andrews
Anita Emery (RFO)

**27) To appoint members of the West Hoathly Village Hall Management
Committee**

The West Hoathly Village Hall Management committee members were confirmed as Ken Allfree, Paul Brown, Martin Robinson, Amy Marshall, Douglas Denham St Pinnock and Bob Darvill.

28) To elect the Chairman for the coming year

Martin Robinson was proposed as Chairman for the coming year by Douglas Denham St Pinnock. This was seconded by Paul Brown. There were no other nominations and Martin Robinson was **elected** Chairman for the coming year.

29) To elect the Vice Chairman for the coming year

Ken Allfree was proposed as Vice Chairman for the coming year by Douglas Denham St Pinnock. This was seconded by Paul Brown. There were no other nominations and Ken Allfree was **elected** Vice Chairman for the coming year

**30) To review and approve the Village Hall Management Committee Terms of
Reference**

The Village Hall Management Committee Terms of Reference were approved.

Date of next meeting 20th June 2022

There being no further business the meeting closed at 20:48

Chairman-----