CROWHURST PARISH COUNCIL

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Minutes to the Parish Council Meeting of Crowhurst Parish Council held on Monday 27th November 2023 at 7.30pm.

Present: Cllr R Horsman, Cllr G King, Cllr C Jarrott and Cllr A Beck.

Absent: None.

Apologies received: Cllr Steeds.

2 members of the public

Clerk to the Council: Emma Fulham

Public Meeting:

Cllr Montgomery (District) and Cllr Steeds (County / District) were absent and apologies had been received.
There were two members of the public present.
There was a query over the replacement post box Cllr King reported the postman thought it was at the depot awaiting to be installed. Cllr King would follow up.

The Parish Council meeting was started at 7:35pm.

42. To accept apologies for absence.
None.

43. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.
The Chair reminded Cllrs to declare when necessary.

44. To Approve Minutes from Parish Council meeting held on 18th September 2023.
The minutes were unanimously approved and signed as a true record.

45. Matters Arising.
The annual gym inspection was awaited the Clerk would continue to chase this up. The monthly inspections were being completed by Cllr Beck.

46. To receive reports from Councillors.

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A planning report had been circulated with the meeting papers and was duly noted.

47. Correspondence.
    The list had been circulated. There were no actions required.
    The national pay award had been circulated to the Council and was duly noted.

48. Finance
    (i) To approve accounts for year to date 2023/24.
    Unanimously approved.
    The Clerk was asked to look into possible alternatives for savings accounts and investment funds.
    (ii) To approve expenditure as itemised on the schedule.
    The list published for £2887.06 had been circulated and this was unanimously approved.
    (iii) To approve Asset Register
    Unanimously approved.
    (iv) To approve Risk Assessment
    Unanimously approved.
    The Clerk was asked to add the Cllr vacancy issue as a possible risk.
    (v) To accept Bank Reconciliation
    The Bank reconciliations had been examined and were also unanimously approved and signed by Cllr King as a true record.
    (vi) To note external audit conclusion 2022/23 and notice of public rights.
    The external audit report was noted as clear of any reporting items and the notice for public rights had been displayed accordingly.
    (vii) To receive internal auditors report (Mid Year)
    The internal auditor's report was noted and there were no points to action and the report was duly accepted by the Council.
    (viii) Business Plan review.
    A draft Business Plan had been circulated to all Councillors by Cllr King. All Councillors were requested to review the Draft Business Plan and provide their views to Cllr King.
    The Council agreed to defer the approval of the Business Plan until the January meeting.
    (ix) To consider projects and items for a draft budget 2024/25.
    The Council working party had considered a budget proposal and it had been circulated.
    The Council duly approved this proposal unanimously with one addition of £175.00 to pay for a defibrillator training session for parishioners.
    (x) To consider a precept request proposal for 2024/25.
    The Council proposed to not increase the precept for 2024/25 this was unanimously approved to remain at £15600.00. The Clerk would arrange a precept application to TDC accordingly.

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49. To review kissing gate initiative.

The Clerk reported she had requested financial assistance from Cllr Steeds the fund was closed for 2023/24 but a grant could be applied for in 2024/25 once a firm project plan was in place with costings.

The Council agreed to liaise with the relevant landowners and East Surrey Ramblers to put the information together by early Spring 2024 to progress grant applications.

50. To review Crowhurst Volunteer Life Savers initiative update.

Cllr King reported the scheme was up and running and there had been a test of the volunteers.

The emergency cards had been printed and would go out with the next Crowhurstian edition.

51. To review Bowerland Corner flooding issue and report on recent meeting and actions.

Cllr King reported on his and Cllr Horsman's recent site meeting with County Cllr Steeds. Following this Cllr Steeds has asked SCC county surveyor to do an assessment but it is unlikely that SCC would action much on this unfortunately as some of the responsibility was on private householder land. The resurfacing of the road has potentially exacerbated the water run off issues. The Council would look to get feedback from Cllr Steeds and SCC surveyor in due course.

52. To review Neighbourhood Plan update and Local Plan (TDC) update.

There was no update available. It was agreed to defer this to the March meeting.

53. To review arrangements and agree expenditure for Christmas 2023 events/ decorations.

The Council plan to spend up to £125.00 on a tree and associated decorations and this was unanimously approved. The installation of the tree was scheduled for the morning of the 10th December 2023.

54. To approve amended Bridge policy.

This had been circulated prior to the meeting.

The changes to the previous Bridge Plan made by the Clerk were approved, thus ensuring that the plan is current. The Council further agreed that the plan needs a further overhaul to reflect the changed circumstances in the Parish and Council and the practices that were required following the death of The Queen. The Council agreed to review and agree changes in the January meeting.

55. To review planning applications received on the agenda and ratify application decisions made between meetings if applicable.

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Application:	2023/1181
Proposal:	Erection of outbuilding (Certificate of Lawfulness for Proposed Use or Development)
Location:	5 St Georges Cottages, Crowhurst Lane, Crowhurst, Lingfield, Surrey, RH7 6LR

CPC decision: CPC do not object to the proposal and have no comments to add.
Unanimously ratified.

56. To review any planning applications received since publication of the agenda.
None.

57. Items for Reporting or Inclusion in Future Agendas.

For Inclusion
Business Plan (January)
Neighbourhood Plan (March)
TDC Local Plan (To be confirmed)
Bridge Policy (January)
Resilience planning (January)
Co-option update / process (January)

For reporting
The village sign needed reinforced support. The Clerk had instructed an emergency repair and would liaise on costs in due course but it was likely to be covered under the emergency budget.

Dates of Next Meetings: 15th January 2024

Meeting closed at 8:40pm.