**Crawley Parish Council**

**Minutes of meeting held on 6th May 2021 (via Zoom)**

Present: Colin Dingwall, Sue Bremner-Milne, Mark McCappin, Tony Connell, Graham Howkins (joined at 18.33), Sheena Derry

1. Apologies: Kieran Mullins; Liam Walker, Gill Hill involved in local elections.

2. Election of Chair for new council year. CD was happy to stand for another year and no other names came forward. CD stood down. MM proposed re-election of CD, and SBM seconded. CD was elected as Chair for 2021/22.

3. The Minutes of the meeting held on 18th March 2021 were approved. Since Crawley usually only has PC meetings every three months, it was decided that the Minutes of each meeting should be circulated to all councillors as soon as they are prepared, and if everyone is happy with them, they should be posted on the website as a ‘draft’. This will help to keep parishioners more up to date with PC activities. The Minutes will be formally agreed at the next PC meeting and archived on the website.

4. Declarations of interest: None

5. Matters arising:

* SBM is still waiting to hear from HSBC regarding the move to online banking. She will chase them up.
* James Walker has done some more work on the new website, which is now ready to go ‘live’. MM to contact James.
* Emergency Plan – CD has obtained a template from WODC and a ‘sample’ plan from another parish. SBM attended a course some time ago that included help on drawing up such a plan and will liaise with CD.
* Sewers. The groundwater levels have subsided so regular pumping at the pumping station is no longer necessary. Thames Water are in the process of getting costings and deciding on a plan to repair the sewer on Foxburrow Lane. The repair is likely to require dewatering, which presumably would best be done in the summer months. The PC felt it was important to try to get OCC Highways and TW to coordinate the sewer repair with much needed road repairs. MM and CD to follow up.
* Restoration of war memorial. MM to chase up getting a list of names on the memorial. CD has the names of contractors to carry out the work and will try to get a contribution to the cost from the War Memorials Trust.
* Community Library. GH has investigated getting an old telephone box to use as a village library, but the ‘adoption’ scheme is only for boxes in situ, and those for sale are too expensive (£1,000 +). CD may have identified a box locally and will make enquiries.
* Bunker. CD contacted the landowner, who subsequently reported that it had been repaired. However, GH says that it has been broken into again. CD to contact landowner again.
* Crawely Inn. WODC have made contact with the daughter of the owner of the Crawley Inn and she has given them a contact to meet to discuss the background to the residential caravans that are presently located on land opposite the pub.
* The litter pick on 2nd May was well supported and resulted in 18 bags of rubbish collected from verges and hedgerows in the parish. Thanks to all involved, especially Rob Helyar for putting up notices etc and collecting up the bags, and to WODC for prompt removal of the rubbish.
* GH obtained a number of 20’s Plenty wheelie bin and window stickers, which are available free to parishioners, but uptake has been low. SBM laminated copies of an A4 poster and mounted them on board, and these have been placed on each of the four roads into the village. Additional signs may be posted by CD.

6. County Councillor’s Report – none

7. District Councillor’s Report – none

8. Treasurer’s Report.

1. Jane Harris has kindly carried out the internal audit and approved the accounts for 2020-21. The PC wishes to thank JH for doing this at short notice. SBM found the audit extremely helpful, and a few notes were raised for consideration. The draft accounts and annual return were circulated to the PC for consideration before the meeting.
2. The PC is required to formally agree that the parish is exempt from external audit on the grounds that neither our income or expenditure exceeded £25,000 last year, and we are not subject to any concerns regarding our financial conduct. Proposed by SD, Seconded by MM.
3. The PC approved the Annual Governance Statement and the Accounting Statements. SBM to get forms signed off and returned.
4. SBM noted that the parish’s fixed assets are not depreciated in the annual return. CD said this is usual practice.
5. At present the parish has three bank accounts. SBM to investigate reducing to two (one current, one deposit).

The PC thanked SBM for her work.

9. WiVTAG update. MM reported that the group had produced an interim report, which has been sent to officers in OCC that are thought to be involved in OCC’s internal report on Burford’s weight restriction on the A361. OCC have advised that they will include WiVTAG’s interim report as an appendix in their report to OCC Cabinet. WiVTAG have also held a Zoom Q&A session with parishes that have expressed support. They are now preparing a full appeal document – it appears that OCC will now delay the review until the Cabinet meeting in July (originally scheduled for June).

10. WODC Playing Pitch Strategy. WODC are carrying out an outdoor sports facilities assessment in the area, which will result in the production of a District wide strategy. The PC has been asked to contribute to the assessment, but we have no such facilities in the parish. CD to report back to WODC.

11. Future dates. SD and MM are unable to attend the next scheduled PC meeting on 24th June, so it was decided to move the meeting to 8th July, by which time we should be past the covid restrictions, if all goes according to the government’s roadmap. It was also decided to move future meeting times to 7.30pm to allow time for people to get home from work or other activities.

* 8th July 2021
* 23 September 2021
* 9th December 2021

12. AOB.

* MM asked about an empty house on Leafield Hill. CD thinks it has been empty for at least 35 years and will try to find out who owns it.
* SD attended a whole day climate change conference on 23rd April and reported that it was interesting but somewhat rushed. She has just received a report summarising the day’s work, together with many potentially useful documents to assist parishes and individuals in making appropriate decisions. She will digest these and report back in due course.