

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 9 SEPTEMBER 2015 AT 7.30PM IN THE MUSIC ROOM AT WEST DEAN COLLEGE

Present: Cllrs Odin (Chairman), Corbett, Goacher, Pearmaine, Mrs Pearmaine and Mrs Slade.

In attendance: District Cllr H Potter
County Cllr J Hunt
G Burt, Clerk to the Council

1. Apologies for Absence

Apologies were received from Cllrs Mrs Cochrane and Kendall.

2. Code of Conduct

(i) Declarations of Interests – Cllr Goacher declared an interest in Agenda item 14 (i) as a supplier.

(ii) Dispensation Requests – None.

3. Public Session

No questions.

4. Minutes

On a proposal by Cllr Goacher seconded by Cllr Pearmaine it was unanimously **RESOLVED** that the minutes of the meeting on 15 July 2015 be approved. They were duly signed as a correct record.

5. Matters Arising not already on the Agenda

None.

6. County Councillor's Report

Cllr Hunt reported on:

The Salt Audit – former Cllr Ruffell used to keep an eye on the bins. This was job that needed to be undertaken and also, a store for the spare salt was required.

The SDNPA were holding open sessions as part of the consultation on their Local Plan.

Broadband.

7. District Councillor's Report

Cllr Potter reported that Broadband *blackspots* may now be eligible for funding, and also ongoing licensing issues regarding a Chichester venue. The next meeting of the Lavant Valley Partnership had been cancelled due to its closeness to the annual *All Parishes Meeting*.

8. Highways and Flooding

8.1 Landbuild had completed work on the B2141, although some gully-jetting was still required.

8.2 An order had been raised for the A286 works; Landbuild would advise when work was due to start.

8.3 Phillip Kirk from the estate, reported that they had expressed concerns to Portsmouth Water about the impact their works' timetable would have on the day to day activities of the village and estate.

9. Traffic Action Committee

Cllr Corbett reported that:

9.1 There had been no progress on Community Speedwatch.

9.2 It would appear that the deadline by which the funding available from the SDNPA for a Traffic Study in the Parish may be missed. Also, having canvassed possible involvement in the study by residents, there appeared little interest. Members hoped that the NHB application submitted to CDC to gain funding

toward this project, might be able to be diverted to another worthy project, subject to CDC's approval.

10. Playing Field

The Chairman advised that the Football Clubs which used the Playing Field no longer would be playing there and the Council needed to decide whether it wished to continue to provide the facility. Councillors commented that the area was subject to dog fouling, and many residents were probably not aware that the space was there to be used by them. Phillip Kirk from the Estate, who leased the site to the Council by way of an annual licence, commented that a more central site may be available if the Council was keen to provide open space. The Council currently spent £1,500 on maintaining the site. RESOLVED that the Council not renew the licence for the site, except for the smaller part to the south which will be retained. The Clerk to amend the grass-cutting contract accordingly.

11 Planning Committee

11.1 On the proposals of Cllr Corbett, seconded by Cllr Mrs Slade RESOLVED the comments on applications as set out in the minutes (Appendix A) be approved. SDNPA had approved all plans relating to the replacement Biomass plant.

11.2 Members discussed progress on the Centurion Way and felt that the SDNPA, who were leading the project, had ignored and disparaged those who had concerns about its route, management and maintenance. There appeared to be continuing confusion about how and where the access from the route into West Dean would be. There was concern that the current extension phase would lead to a dead end! Cllr Goacher circulated photographs showing that its width would be insufficient to safely accommodate both existing and new uses. There was still no lease in place between the SDNPA and the EJF as land owner. Members felt that it would be helpful if a representative from the SDNPA project team be invited to the next meeting, to give a progress report. Clerk to invite accordingly.

11.3 Parish Mapping/Online. Cllr Corbett reported that the Council had some time ago taken up an offer of a free subscription to this service. It allowed Parishes to access online digital maps, that could be overlain, with local information that might be useful to produce a Neighbourhood Plan, management of Council assets, or just community facilities. He felt it could produce some very useful information to the benefit of the Parish.

11.4 Cllr Mr Pearmaine wondered if the above could be used to assist in producing a map to assist residents, visitors, and particularly delivery drivers, find their way around the village? Whilst some roads had names, there were no Street Name Plates (SNP) in place. Much if the village shared the same postcode, so SATNAVS were of limited use. Cllr Potter kindly volunteered to ask CDC who were responsible for street naming and numbering, the process for erecting SNPs. It was suggested that the map that the Estate had of the village, which had been produced in an attractive format, could be installed say by the Village Shop, in an attractive board/panel. (This project might lend itself to the use of the NHB funds if they were not needed for the traffic study.)

12. West Dean Cemetery and St. Andrew's Churchyard

A site meeting was still to be held; the Clerk stated that he would like to attend.

13. Finance

13.1 Payments 16 July – 9 September 2015

On a proposal by Cllr Mrs Slade, seconded by Cllr Pearmaine the above payments, previously circulated, were unanimously APPROVED and are attached to and form part of these minutes. Appendix B.

13.2 Bank Reconciliation

The Bank Reconciliation to the 29 June 2015 was approved – Appendix C. In line with good practice, the Chairman, Cllr Odin inspected Barclays Bank statement Sheet 395 and initialled the corresponding balance.

13.3 Budget Update

A budget update, previously circulated was noted – Appendix D.

14. Village Event

No progress due to continuing uncertainty surrounding change in tenants of the *The Dean*.

15. Chairman's Report

None

16 Councillors' Questions and Reports

Members discussed organising an event to thank a former long-serving Councillor. Mr Kirk of the Estate would look at funding and venue availability.

17 Correspondence

The Clerk had previously tabled a summary of notable correspondence from 14 May 2015– NOTED, attached to the minutes – Appendix E.

18 Co-options

The Chairman introduced Mr Peter Rice, a resident of Chilgrove. Mr Rice was known to many Councillors, and having sat through the meeting, confirmed that he would be pleased to be co-opted onto the Council. On the proposal of Cllr Pearmaine seconded by Cllr Goacher, resolved that Mr Rice be co-opted onto the Council, to take effect as soon as he had signed the *Declaration of Acceptance of Office*.

19. Date of Next Meeting

The next meeting would be held on **Wednesday 11 November 2015 at 7.30pm in The Music Room at West Dean College.**

The meeting finished at 8.50pm.

Signed:

Chairman of the Council

Date

APPENDIX A

Application No	Name & Address	Proposal	Parish Council's Comment
SDNP/15/03580/FUL	The Dean Ale And Cider House A286 Millers Lane To Cemetery Lane West Dean West Sussex PO18 0QX	Moving of existing boiler flue to other side of the roof.	NO OBJECTION

FINANCIAL REPORT 9 SEPTEMBER 2015

PAYMENTS: 15 JULY - 9 SEPTEMBER 2015

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
09/09/2015	216.00	101222	Sussex Land Works	Rec Gd Grass Cutting - June
09/09/2015	624.00	101223	K Goacher	Grass cutting - Cemetery 2nd 1/2 2015-16
09/09/2015	232.68	101224	G Burt	Clerk's Net salary - July
09/09/2015	306.22	101224	G Burt	Clerk's Net salary - Aug (incl. Payrise back-dated to Jan)
09/09/2015	58.00	101225	HMRC	Clerk's Tax + NIC - July
09/09/2015	76.60	101225	HMRC	Clerk's Tax + NIC - Aug
09/09/2015	10.00	101226	ChI Payroll Services	Payroll - July
09/09/2015	10.00	101226	ChI Payroll Services	Payroll - Aug
09/09/2015	10.66	101227	G Burt	Ink Cart %
09/09/2015	0.85	101227	G Burt	Envelopes
09/09/2015	0.45	101227	G Burt	Photocopying

TOTAL 1,545.46

BANK RECONCILIATION				
AS OF 29 JULY 2015				
PRESENTED TO COUNCIL ON 9 SEPT 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£39,589.27		
Add Total Receipts		11,441.86		
Less Total Payments		(27,722.55)		
TOTAL		£23,308.58	◀	
BANK				
Barclays		41,901.92		
Santander		6,000.89		
Imprest		30.00		
Less unpresented cheques				
	101212	£180.00		
	101213	£228.00		
	101214	£23,375.02		
	101215	£232.48		
	101216	£58.20		
	101217	£10.00		
	101218	£232.48		
	101219	£58.20		
	101220	£10.00		
	101221	£239.85		
		-24,624.23		
Plus Uncleared Deposits		0.00		
TOTAL		£23,308.58	◀	

TALLY

2015-16 Budget

Item	Budget	To date
Balance b/f	39,589.27	39,589.27
VAT Income	4,805.79	
Precept	10,342.00	5171
Council Tax Support Grant	241.36	121.36
Cemetery Income	200	4.5
Rec. Ground Income	150	
Interest Income	10	
Insurance Claim		
Grants		6145
Miscellaneous Income		
	15,749.15	11,441.86
Clerk's Salary	3,800.00	1162.72
Clerk's Home/Office	260	216
Clerk's Travel and Expenses	100	64.87
Computer	400	
Stationery	100	0.79
Postage	50	27
Publicity	60	
Other Admin	0	55
Grants including Section 137	500	
Bank Charges	0	
Audit Fees	260	150
Elections	700	
Insurance	450	
Room Hire	100	
Recreation Ground	1,500.00	460
Traffic Group	250	
Cemetery	2,000.00	520
Churchyard		400
Table Tombs	500	
Street Lights	500	494.03
Noticeboard	100	
Dog Bin	350	295.36
Salt Bins	0	
Subscriptions	200	111.92
Bus Shelter Refurb.	0	
Op. Watershed	1,000.00	19479.18
Fingerposts	0	
Neighbourhood Plan	1,000.00	
VAT Exp	3,000.00	4285.68
	17,180.00	27,722.55

APPENDIX E**NOTABLE CORRESPONDENCE SUMMARY SINCE 15 July 2015**

Date	From	Subject	Forwarded to all Councillors unless otherwise stated
15/07/2015	CDC	Media Release: Council gives local plan the go ahead	
16/07/2015	Police	Weekly Bulletin	
24/07/2015	SDNPA	South Downs National Park Authority - Parish / Town Council workshops	
24/07/2015	SDNPA	Sign up for Rambler's Big Pathwatch on the South Downs Forum	
24/07/2015	SDNPA	Seeking woodland memories on the South Downs Forum	
24/07/2015	CDC	Minutes of Lavant Valley Partnership	
27/07/2015	CDC	Chichester DC - Consultation on the DRAFT Statement of Licensing Policy 2016-2021	
30/07/2015	SDNPA	Updated Highlights doc for June	
30/07/2015	Police	Weekly Bulletin	
30/07/2015	CDC	Council Tax Setting 2016-17	
30/07/2015	Police	Weekly Bulletin	
04/08/2015	SSALC	FW: Introduction to West Sussex Parishes	
04/08/2015	SW	Your views welcomed for important Southern Water stakeholder research	
04/08/2015	SDNPA	South Downs National Park Authority: Town and Parish Council Workshops. South Downs Local Plan Preferred Option	
04/08/2015	SDNPA	Celebrating World Ranger Day on the South Downs Forum	
04/08/2015	WSCC	County News: Chichester district July 2015	
05/08/2015	Police	Weekly Bulletin	
07/08/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 13 August 2015	
13/08/2015	SDNPA	Trekking Trio reach their destination on the South Downs Forum	
13/08/2015	Police	Weekly Bulletin	
14/08/2015	SDNPA	Water voles and aggressive cows on this week's Forum	
20/08/2015	Police	Weekly Bulletin	
24/08/2015	SDNPA	Have you spotted the 'shared identity' on the South Downs Forum	
28/08/2015	WSCC	Proposed temporary Traffic Order Hog Common West Dean - TTRO/610	

28/08/2015	SSALC	SSALC Chairmanship & HR Services Events	Chair & V Chair
28/08/2015	WSCC	Current Issues August Edition	
28/08/2015	Police	Weekly Bulletin	
28/08/2015	WSCC	County News: Chichester district August 2015	
28/08/2015	SDNPA	Looking forward to Secrets of the Heath on the South Downs Forum	
03/09/2015	SDNPA	South Downs Local Plan: Preferred Options - Invitation to Join	
03/09/2015	SSALC	SSALC September Newsletter	
03/09/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 10 September 2015	
03/09/2015	Police	Weekly Bulletin	
03/09/2015	WSCC	Community Winter Maintenance 2015/16 - Salt Audit DEADLINE REMINDER 7TH SEPT 2015	
03/09/2015	Came & Company	Council Matters Autumn 2015 - Local Council Insurance Broker	
03/09/2015	Police	Did you watch The Nick?	
05/09/2015	SDNPA	Consultation on Local Plan opens on the South Downs Forum	
08/09/2015	SSALC	Consultation on Wardens etc with Police	
08/09/2015	CDC	Statement from Leader of CDC on Syrian Refugee Crisis	
08/09/2015	SSALC	SSALC Events 2015	
08/09/2015	P Water	F3824 A286, Lavant - Singleton - Water Renewal Works	
08/09/2015	CAB	Arun & Chichester Citizens Advice Bureau's, AGM	