

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 13 JULY 2016 AT 7.30PM AT WEST DEAN COLLEGE

**Present:** Cllrs Odin (Chairman), Mrs Cochrane, Corbett, Goacher, Kendall, Mrs Pearmaine, Pearmaine, Rice and Mrs Slade.

**In attendance:** G Burt, Clerk to the Council  
District Cllr Potter

**1. Apologies for Absence**

None

**2. Code of Conduct**

(i) Declarations of Interests

Cllr Goacher declared an interest in Minute 10 as a contractor undertaking hedge-trimming and grass-cutting in the Cemetery.

The Clerk declared an interest in Minute 19 Pay Award.

(ii) Dispensation Requests – None.

**3. Minutes**

On a proposal by Cllr Goacher seconded by Cllr Kendall it was unanimously RESOLVED that the minutes of the meeting on 11 May 2016 be approved. They were duly signed as a correct record.

**4. Matters Arising not already on the Agenda**

None

**5. County Councillors Report**

Cllr Hunt, in tending his apologies, had submitted a report – attached Appendix A. He specifically sought the Council's views on the impact on the road network of the recent Festival of Speed event, for which he planned to organise a meeting with relevant Parish Chairmen and the Goodwood Estate. Following a discussion in which there was broad agreement that the problems had been greater than in previous years, the Chairman confirmed that he would be pleased to attend such a meeting.

**6. District Councillors Report**

Cllr Potter reported that he attended the Police Roadshow at the College. He remained to be convinced that the pooling of (fewer) PCSOs would be effective. CDC was taking steps to ensure the delivery of the SDL to the west of Tangmere. CDC was to share more back-office functions with Horsham and Arun DCs. The consultation into the A27 improvements was about to commence.

## **7. Highways and Flooding**

- 7.1** The Clerk reported that he had met, at the request of the Chairman, a representative from *Landbuild* to look at the work undertaken under Operation Watershed outside the College main gate. He had been satisfied that the work, which involved piping surface water from a drain with no outlet on the west side of the road to the east side where there was a positive drainage in place had been undertaken as previously agreed. The need for considerable traffic management and the reinstatement of specialised carriageway surface treatment appeared to explain the high cost. Members remained somewhat sceptical about the whole concept of the way parishes were being used as agents of the highways authority on such projects.
- 7.2** All Councillors had been circulated an e-mail from Mr I Graham, commenting on various aspects of the appearance of the village, including tatty signs and un-swept paths. It appeared that none were within the remit of the Council. The Chairman agreed to reply that most were the responsibility of either the Estate or WSCC.
- 7.3** Cllr Goacher reported on the poor state of a fence alongside the cycle path next to the A286, to the south of the railway bridge, eastern side. He would take a photograph and pass to the Clerk to action.

## **8. Traffic Action Committee**

Mr I Graham had offered his services to the speed-watch team. Cllr Potter reported on the camera that Boxgrove used to great effect.

## **9. Planning Committee**

- 9.1** The Committee Chairman reported on recent applications. RESOLVED to approve those comments made on applications, as set out in Appendix B.
- 9.2** The application to convert Forrester's Cottage had been approved by CDC. Currently there was a pre-submission consultation into the creation of 12 holiday letting units at Preston Farm alongside the Centurion Way. On the latter, the SDNPA was still working on plans to create an access from the route into the village.

## **10. West Dean Cemetery and St. Andrew's Churchyard**

- 10.1** The Clerk reported that Mr Goacher had been the only contractor to submit a quote to undertake various tidying works, despite the deadline being extended. Although not complete, members commented that the Cemetery was looking much tidier.
- 10.2** The pothole outside the Lychgate had still not been filled.

## **11. HM The Queen's 90<sup>th</sup> Birthday Celebration.**

Members praised the event held on the College lawns on the 12<sup>th</sup> June to mark the above, thanking Cllr Mrs Slade for taking the lead and all those who had helped. It had been a great success and they hoped that it might be repeated. The event cost £1,080 in total, with a grant helping offset the cost from CDC of £250. RESOLVED that the balance be met from the former Sports & Social Club residual funds being held by the Council

## **12. Valley Diary**

The above had asked if the Council might like to consider making a contribution to the publication, in exchange for more editorial coverage of the parish. Members felt that in

the absence of our own newsletter, it was important to keep residents informed about what the Parish Council was doing. RESOLVED that the Council contribute £100 pa to be reviewed annually. Cllr Rice kindly offered to supply copy as appropriate.

### **13. Post Offices**

**13.1** Singleton Parish Council had asked for the Council's support in the retention of the facility at The Weald & Downland Museum. RESOLVED that the letter, previously sent, be ratified.

**13.2** The Post Office had since written to the Council asking for suggestions to locate a possible weekly visit of a mobile facility to the village. Following suggestions from members, this had been referred to the EJJ who now ran the Village Shop.

### **14. Finance**

#### **14.1 Payments 12 May – 13 July 2016**

On a proposal by Cllr Kendall, seconded by Cllr Pearmaine the above payments, totalling £10,924.53, previously circulated, were unanimously APPROVED and any receipts noted. These are attached to and form part of these minutes. Appendix C.

#### **14.2 Bank Reconciliation**

The Clerk apologised that due to a lack of bank statements (which he was chasing) a Bank Reconciliation was not available.

#### **14.3 Internal Audit Report 2015-16**

Members were pleased to see few items of note raised in the report, previously circulated. The Clerk particularly highlighted the need for invoices/receipts generated by Councillors, to include "West Dean Parish Council" in the detail and if applicable, showing the VAT amount and VAT number.

#### **14.4 Reappointment of Internal Auditor**

On a proposal by Cllr Mrs Cochrane seconded by Cllr Kendall, RESOLVED that Rachel Hall be reappointed as Internal Auditor for the forthcoming year.

#### **14.5 Additional Bank Signatories**

The Clerk reminded members that the additional signatories would not be operational until all remaining Cllrs had visited the bank in person with their forms and ID.

### **15. Chairman's Report / Councillors' Questions and Reports**

The Chairman reported how pleasing it was that senior Estate Managers were taking an interest in the village.

### **16. Correspondence**

The Clerk had previously tabled a summary of notable to 13 July 2016– NOTED, attached to the minutes – Appendix D.

### **17. Date of Next Meeting**

The next meeting would be held on **Wednesday 14 September 2016 at 7.30pm in The Music Room at West Dean College.** *Advance apologies from Cllr Mrs Cochrane.*

### **18. Exclusion of Press & Public**

RESOLVED that due to the confidential nature of the following business (staffing) the press and public be instructed to withdraw.

**19. Pay Award**

Details of the national pay award negotiated by NALC and SLCC had been circulated. Part 1 was for 2016-17 with effect from 1<sup>st</sup> April 2016 and Part 2 was for 2017-18 with effect from 1st April 2017. On a proposal by Cllr Corbett seconded by Cllr Pearmaine, RESOLVED that the award be noted and implemented as appropriate. (Note: New hourly rate of £11.66; monthly gross salary of £303.18 for 6 hours p/w.)

The meeting finished at 8.32pm.

Signed:

Chairman of the Council

Date

## WSSC Update

Unfortunately I have a clash of dates and I am unlikely to be back in Chichester in time to attend your meeting, so please accept my apologies. If I return early I will try and join you.

I have very little to report tonight, just a few points to raise:

708 As you will no doubt have read in the local paper, we had the highest number of responses ever to our consultation on proposed changes to the operation of the Household Recycling sites across the County. Amazingly enough they were fairly evenly balanced across most of the proposals. The Cabinet member is now studying these responses and will come forward shortly with his proposals. With regard to Westhampnett I believe - although please don't quote me - that in response to concerns raised in the consultation regarding the proposed closing time of 1630hrs all year round, he is considering changing the proposed hours as follows:  
Winter hours – 1000hrs – 1700hrs  
Summer hours – 1000hrs – 1900hrs

709 A27 - we now know that the consultation will finally start on Thursday and run until 22nd September and I believe that the closest exhibition point for you is Lavant Memorial Hall which has been booked for 30th August and 2nd September.

710 Lastly, I have had a number of complaints from residents regarding the traffic issues surrounding the FoS. I wondered if the PC had any comments as I am proposing writing to Lord March to ask for a meeting of local PC Chairman, including myself, Mike Hall and Henry Potter, to discuss what happened and why - hopefully to try and ensure it is never as bad again. I realise that perhaps this was an exceptional year with terrible weather, but I believe more needs to be put in place to accommodate such situations. There were also severe delays on the buildup days as well, especially on the Thursday of the Moving Motor Show.

Please let me have any feedback, especially on item 3 above, as well as any other issues you want me to look into or which are raised in the course of the meeting.

Jeremy Hunt

WSSC Member for Chichester North

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Application No	Name & Address	Proposal	Parish Comment
SDNP/16/03108/FUL	The Bothy A286 Vicarage Lane To The Grinch West Dean PO18 ORD	Change of use from a staff dwelling house to office use ancillary to the college.	NO OBJECTION
SDNP/16/02425/TCA	104 Millers Lane West Dean Chichester West Sussex PO18 0QY	Notification of intention to fell 1no. Sycamore tree (marked orange).	NO OBJECTION
SDNP/16/02403/TCA	West Dean College A286 Vicarage Lane to The Grinch West Dean Chichester West Sussex PO18 0QZ	Notification of intention to fell 1 no. Sycamore tree (tag nos 608)	NO OBJECTION

## APPENDIX C

FINANCIAL REPORT 13 JULY 2016				
<b>PAYMENTS: 12 MAY - 13 JULY 2016</b>				
DATE	£	CHEQUE	PAYEE	DESCRIPTION
13/07/2016	648.00	101256	K Goacher	Cemetery Grass Cutting 1st 1/2
13/07/2016	400.00	101257	C Slade	Band at Queen's Birthday Picnic
13/07/2016	80.00	101257	C Slade	Bouncy Castle at Queen's Birthday Picnic
13/07/2016	600.00	101257	C Slade	Hog Roast at Queen's Birthday Picnic
13/07/2016	76.15	101258	Castle Water	Water @ Cemetery
13/07/2016	16.50	101259	SSALC	Clerk's HR Training %
13/07/2016	7374.00	101260	Landbuild	Op Watershed works
13/07/2016	180.00	101261	R S Hall	Internal Audit
13/07/2016	240.17	101262	G Burt	Clerk's Net salary - May
13/07/2016	240.17	101262	G Burt	Clerk's Net salary - June
13/07/2016	60.00	101263	HMRC	Clerk's Tax - May
13/07/2016	60.00	101263	HMRC	Clerk's Tax - June
13/07/2016	10.00	101264	ChI Payroll Services	Payroll - May
13/07/2016	10.00	101264	ChI Payroll Services	Payroll - June
13/07/2016	1.30	101265	G Burt	Postage
13/07/2016	2.00	101265	G Burt	Envelopes
13/07/2016	26.24	101265	G Burt	Mileage
13/07/2016	900.00	101266	K Goacher	Cemetery Clearance Part 1
	<b>10,924.53</b>			

<b>NOTABLE CORRESPONDENCE SUMMARY TO 13 JULY 2016</b>			
<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Forwarded to all Councillors unless otherwise stated</b>
17/05/2016	SDNPA	Embrace the darkness on the South Downs Forum	
17/05/2016	SDNPA	April key highlights	
17/05/2016	WSCC	S14.1 Early Warning Notice - TTRO - Festival of speed. Westhampnett / Singleton scheduled dates 23rd, 24th, 25th & 26th June 2016.	
19/05/2016	WSCC	Consultation on proposed changes to West Sussex Household Waste Recycling Sites (HWRSS)	
20/05/2016	SDNPA	Archaeology exhibition tour dates announced on the South Downs Forum	
20/05/2016	SSALC	Councillor commission	
25/05/2016	CDC	All Parishes Meeting - Slides	
25/05/2016	CDC	All Parishes Meeting - Waste and Recycling - Slides	
26/05/2016	WSCC	Draft Walking and Cycling Strategy Consultation	
31/05/2016	WSCC	WEST DEAN Public Bridleway 458 - Temporary Closure Notice	
31/05/2016	SSALC	Briefing and Awareness Training for Parishes in North of Chichester District	
31/05/2016	SDNPA	Park Protector Awards open on the South Downs Forum	
31/05/2016	WSCC	County News: Chichester district May 2016	
02/06/2016	SDNPA	Agenda and Papers for 9 June SDNPA Planning Committee Meeting	
06/06/2016	WSCC	TTRO - Temporary Traffic Regulation - Chichester South , Various closures Festival of Speed 23rd-26th June 2016: 06:30 - 20:30hrs	
06/06/2016	SDNPA	Volunteers' Week	
08/06/2016	WSCC	South Chichester County Local Committee - 14 June 2016 - agenda	
14/06/2016	SDNPA	SDNPA Parish workshop presentations	
14/06/2016	SDNPA	Bike Week on the South Downs Forum	
20/06/2016	SDNPA	Folklore on the South Downs Forum	
20/06/2016	SDNPA	Key Highlights - May 2016	
23/06/2016	WSCC	What matters to you? Survey 5th July - 30th August 2016	
23/06/2016	SW	Southern Water Update - Lavant Valley	
27/06/2016	SDNPA	Insects in the frame on the South Downs Forum	
29/06/2016	CDC	Lavant Valley Partership minutes of meeting - Thursday 9th June (Tangmere Village Hall)	
29/06/2016	SDNPA	Local Plan Newsletter	
29/06/2016	WSCC	County News: Chichester district June 2016	
30/06/2016	HE	A27 Chichester Bypass Improvements: Public Consultation	
30/06/2016	WSCC	South Chichester County Local Committee - 14 June 2016 - minutes	
30/06/2016	Police	New PCSO role introduced to proactively problem solve and tackle local issues	
01/07/2016	WSCC	Community Crime Prevention Initiative	
07/07/2016	SSALC	Leaders' July meeting to consider latest proposals	
11/07/2016	SDNPA	UK National Parks Volunteer Awards on the South Downs Forum	
13/07/2016	WSCC	Public consultation West Sussex Fire & Rescue Service	