

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON WEDNESDAY 13 MAY 2015 AT 7.30PM IN THE KINGS ROOM AT WEST DEAN COLLEGE

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

**In attendance:** County Cllr J Hunt  
District Cllr H Potter  
Ciara Williams, Smiths Gore  
G Burt, Clerk to the Council

1. **Election of Chairman**  
On the proposal of Cllr Corbett, seconded by Cllr Mrs Slade, **RESOLVED** that Cllr Odin be elected Chairman of the Council for the forthcoming year. Cllr Odin then signed the Declaration of Office.
2. **Election of Vice Chairman**  
On the proposal of Cllr Kendall, seconded by Cllr Pearmaine, **RESOLVED** that Cllr Mrs Slade be elected Vice Chairman of the Council for the forthcoming year. Cllr Mrs Slade then signed the Declaration of Office.
3. **To confirm that all Declarations of Acceptance of Office for Councillors have been received.**  
The Clerk confirmed that all Councillors present had signed their Declarations of Acceptance of Office. (Post Meeting note: Cllrs Mrs Cochrane and Mrs Pearmaine signed theirs within the statutory period.)
4. **Apologies for Absence**  
Apologies were received from Cllrs Mrs Cochrane and Mrs Pearmaine. These were accepted.
5. **Code of Conduct**
  - (i) Declarations of Interests – Cllr Goacher declared an interest as the contractor who undertook grass cutting in the Cemetery. Cllr Odin declared an interest in Planning Applications SDNP/15/01755/FUL and SDNP/15/01042/SCRE as a very near neighbour.
  - (ii) Dispensation Requests – None.
6. **Public Session**  
No questions.
7. **Minutes**  
On a proposal by Cllr Mrs Slade, seconded by Cllr Goacher it was unanimously **RESOLVED** that the minutes of the meeting on 4 March 2015 be approved. They were duly signed as a correct record.
8. **Matters Arising not already on the Agenda**  
None.
9. **County Councillor's Report**  
Cllr Hunt reported on Operation Watershed work in the Parish.  
It was possible that the ramp, as proposed in the latest section of the Centurion Way Cycleway, may not be going ahead after all. Whilst Sustrans who had created the existing section of the Cycleway did not appear to be responsible for its maintenance, (although volunteers had done some clearance work), the next section being taken forward by the SDNPA would be maintained by the sponsor.
10. **District Councillor's Report**  
Cllr Potter reported that the next Lavant Valley Partnership meeting at Oving on the 25 June would include an update on Broadband provision.
11. **Election of Committees**  
On the proposal of Cllr Kendall, seconded by Cllr Goacher, **RESOLVED** as set out below:

Cemetery: Cllrs Mrs Slade and Ruffell  
Traffic Action: All Councillors  
Planning: All Councillors

**12. Appointment of Representatives to Outside Bodies**

On the proposal of Cllr Kendall, seconded by Cllr Goacher, RESOLVED as set out below:

Emergency Planning: Cllr Odin  
Lavant Valley Forum: Cllr Kendall  
South Chichester County Committee: Cllr Corbett  
SDNPA: Cllr Odin  
Tree Warden: Cllr Odin  
WSALC: Cllrs Goacher and Pearmaine  
CDALC: Cllr Goacher  
All Parishes Meeting (@CDC): Cllr Goacher

**13. Standing Orders and Financial Regulations**

RESOLVED that the above be re-adopted.

**14. Highways and Flooding**

It was reported that

- a. The recent road closures had been executed very well and that the contractor's public relations had been very good.
- b. A good job had been made of the latest Operation Watershed works; spoil had not washed back into the ditch, as had been feared.

**15. Traffic Action Committee**

Whilst the previous campaign to get the speed limit reduced to 30mph had been successful, speeding was still an issue, although some Cllrs thought there had been an improvement. Whereas a SID was a permanent sign by the side of the road, GENESIS was a mobile device held by volunteers, pointed at cars. The information was then collated by Police who sent advisory letters to speeding offenders. Volunteers were required, who would receive training; Cllrs Goacher and Pearmaine offered to assist.

Cllr Corbett reported further on the Centurion Way Cycleway project. A contractor was due to start on the 25 May, although no one it seemed had told the West Dean Estate. There was no money to build the controversial ramp and with no re-routing planned, it would be just a dead end. The Edward James Foundation didn't support the ramp. A SDNPA representative was reported to have suggested they were just going to build the extension and see what happens, although they were apparently keen to assist with the provision of a crossing point on the main road through the village. The SDNPA were reported to be keen on a traffic calming consultation; they could help fund it but could not commission it themselves – WDPC would have to do this. They would fund up to 90% of the cost (to a maximum of £10-12,000). On the proposal of Cllr Corbett and seconded by Cllr Mrs Slade, RESOLVED that a Committee be formed to look at this further comprising Cllrs Corbett, Odin and Mrs Slade. The NHB allocation for the Parish could be used as the Parish's contribution towards this project and the Clerk was instructed to see if this was a project that CDC would consider eligible.

**16. Planning Committee**

RESOLVED the comments on applications as set out in the minutes (Appendix A) be approved. Cllr Corbett would collate a response to the application for the new Biomass facility.

**17. West Dean Cemetery and St. Andrew's Churchyard**

Nothing to report

**18. Finance**

**18.1 Payments 5 March – 13 May 2015**

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

**18.2 Accounts**

The accounts for 2014-15 were approved, subject to any amendments advised by the Internal Auditor. Appendix C.

- 18.3 Bank Reconciliation**  
The Bank Reconciliation to the 31<sup>st</sup> March 2015 was approved, subject to any amendments advised by the Internal Auditor. Appendix D. In line with good practice, the Chairman Cllr Odin inspected Barclays Bank statement Sheet 391 and initialled the corresponding balance.
- 18.4 Annual Return**  
Sections 1&2 of the Annual Return were approved, subject to any amendments advised by the Internal Auditor. Appendix E (*Minute Book only*)
- 18.5 Asset Register**  
Approved, subject to any amendments advised by the Internal Auditor. Appendix F. (*Minute Book only*)
- 18.6 Risk Assessment**  
Approved, subject to any amendments advised by the Internal Auditor. Appendix G. (*Minute Book only*)
- 18.7 Bank Signatories**  
On the proposal of Cllr Kendall, seconded by Cllr Corbett, RESOLVED that all Councillors be added as signatories to all accounts.
- 19 New Homes Bonus (NHB)**  
As previously advised, CDC had reported that £1,543 was available to be spent on projects in the Parish, with a closing date for applications of 31 July 2015. See Minute 15 above
- 20 Chairman's Report**  
The Chairman suggested and it was agreed that a letter of thanks be sent to outgoing Cllr Dick Hill, for his service to the Parish.
- 21 Councillors' Questions and Reports**
- a. A Cllr commented on vegetation growing in a stream; the Chairman reported that the said stream was being expertly managed and the vegetation was critical to biodiversity.
  - b. Cllr Mrs Slade suggested that some of the residual funds from a former social club be used towards an event for villagers this summer up to a value of £2,000. It was agreed that this could be formally considered at the next meeting.
  - c. A bus shelter opposite *The Dean* had been tidied by volunteers.
- 22 Correspondence**  
The Clerk had previously tabled a summary of notable correspondence from 4 March 2015– NOTED, attached to the minutes – Appendix H. It was RESOLVED not to support the SDNPA *Dark Skies Project*.
- 23 Date of Next Meeting**  
The next meeting would be held on **Wednesday 15 July 2015 at 7.30pm in The Kings Room at West Dean College.**

The meeting finished at 9.22pm.

Signed:

Chairman of the Council

Date

## APPENDIX A

Application No	Name & Address	Proposal	Parish Council's Comment

SDNP/15/01755/FUL	Land to the North of Foresters Cottage A286 Church Lane to Millers Lane West Dean West Sussex	Provision of new biomass facility with associated car parking, landscaping and infrastructure.	
SDNP/15/00677/TCA	123 The Grinch West Dean Chichester West Sussex PO18 0RX	Notification of intention to fell 1 no. Pine tree and 1 no. Cryptomeria tree.	No objection
SDNP/15/01272/LIS	West Dean College West Dean Park West Dean Chichester West Sussex PO18 0QZ	Internal alterations to bedrooms room nos. 50-52 and 115-119 including removal of modern partitions and installation of en suite bathrooms and associated mechanical and electrical services.	No objection
SDNP/15/01236/FUL	West Dean College West Dean Park Chichester PO18 0QZ	Internal alterations to bedrooms room nos. 50-52 and 115-119 including removal of modern partitions and installation of en suite bathrooms and associated mechanical and electrical services.	No objection
SDNP/15/01042/SCRE	Land to The North of West Dean College A286 Church Lane to Millers Lane West Dean West Sussex	New biomass facility with associated landscaping and car parking	

FINANCIAL REPORT 13 MAY 2015				
<b>RECEIPTS: 5 MARCH -13 MAY 2015</b>				
DATE	£	Ref No	PAYER	DESCRIPTION
15/04/2015	5,171.00	BACS	CDC	Precept Part 1
15/04/2015	121.36	BACS	CDC	Council Tax Support Grant Part 1
<b>TOTAL</b>	<b>5,292.36</b>			
<b>PAYMENTS: 5 MARCH -13 MAY 2015</b>				
DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
14/04/2015	400.00	101197	W Goacher	C'Yard grass cutting 2014-15
14/04/2015	18.00	101198	SSALC	Clerk's N'working Day
14/04/2015	58.00	101199	HMRC	Clerk's Tax -March
14/04/2015	10.00	101200	Chi Payroll Serv	Payroll Serv - March
14/04/2015	232.68	101201	G Burt	Clerk's Salary - March
		101202	Issued in error	
14/04/2015	354.43	101203	CDC	Bin emptying 14-15
13/05/2015	111.92	101204	WSALC	M'ship + NALC M'ship
13/05/2015	108	101205	Sussex Land Works	Grass cutting x1 March
13/05/2015	216	101205	Sussex Land Works	Grass cutting x2 April
13/05/2015	592.84	101206	WSCC	Street Lighting Maint + Energy
13/05/2015	7	101207	G Burt	Clerk's Salary - April
13/05/2015	58.00	101208	HMRC	Clerk's Tax - April
13/05/2015	10.00	101209	Chi Payroll Serv	Payroll Serv - April
13/05/2015	27.00	101210	G Burt	Postage
13/05/2015	9.9	101210	G Burt	Photocopying
13/05/2015	34.87	101210	G Burt	Mileage
13/05/2015	624.00	101211	K Goacher	Grass cutting - Cemetery 1st 1/2 2015-16
<b>TOTAL</b>	<b>2,872.64</b>			

# WEST DEAN PARISH COUNCIL

## 2014/2015 ACCOUNTS SUMMARY

	2014/2015 Budget £	2014/2015 Actual £
Balance b/f	(17,528)	(17,528.24)
VAT Income	(750.00)	(910.07)
Precept	(10,342.01)	(10,342.00)
Council Tax Support Grant	(357.99)	(358.00)
Cemetery Income	(200.00)	(804.50)
Rec. Ground Income	(300.00)	(60.00)
Interest Income	(10.00)	(2.97)
Insurance Claim	-	<del>(21,769.10)</del>
Grants	(1,500.00)	<del>(21,787.18)</del>
Miscellaneous Income	-	-
	(13,460)	(34,266.72)
Clerk's Salary	3,800.00	3,254.16
Clerk's Home/Office	260.00	-
Clerk's Travel and Expenses	100.00	157.83
Computer	400.00	50.89
Stationery	130.00	80.86
Postage	50.00	45.19
Publicity	60.00	-
Other Admin	-	105.00
Grants including Section 137	500.00	50.00
Bank Charges	-	-
Audit Fees	260.00	225.00
Elections	-	-
Insurance	450.00	438.13
Room Hire	120.00	90.00
Recreation Ground	1,500.00	1,886.67
Traffic Group	250.00	-
Cemetery	2,000.00	1,112.55
Table Tombs	500.00	-
Street Lights	800.00	468.41
Noticeboard	100.00	-
Dog Bin	350.00	-
Salt Bins	-	-
Subscriptions	200.00	138.14
Bus Shelter Refurb.	-	-
Op. Watershed	1,000.00	-
Fingerposts	-	2,800.00
Neighbourhood Plan	1,000.00	-
VAT Exp	750.00	1,302.86
	14,580	12,205.69
Balance c/f	(16,408)	(39,589.27)

**APPENDI X D**

<b>2014/2015 Accounts</b>			
<b>Bank Reconciliation</b>			
			£
Balance b/f			17,528.24
Receipts			34,266.72
Payments			(12,205.69)
Balance c/f			<b>39,589.27</b>
<b>Bank Statements</b>			
<b>as at 31/03/2015</b>			
Barclays Community		33,558.38	
Santander		6,000.89	
Imprest Account		30.00	<b>39,589.27</b>
Uncleared Credits			None
Uncleared Cheques			None

**APPENDIX H**

**NOTABLE CORRESPONDENCE SUMMARY SINCE 4 MARCH 2015**

<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Forwarded to all Councillors unless otherwise stated</b>
04/03/2015	CDC	Lavant Valley Partnership	
04/03/2015	CDC	Consultation on Draft Local List for the Validation of Planning Applications	
04/03/2015	SDNPA	Planning Committee Agenda and Papers 12 March 2015	
19/03/2015	WSCC	Recycling Pots, Tubs and Trays in West Sussex	
19/03/2015	EA	Future of the South West Sussex Internal Drainage District (IDD)	
19/03/2015	SSALC	Chief Constable & PCC's briefing, 1st April	
19/03/2015	SDNPA	Chichester District Pathwatch Meeting	
19/03/2015	CPRE	Election 2015. YOUR chance to quiz the candidates	
19/03/2015	SP	New Divisional Commander for West Sussex takes up his role	
19/03/2015	CDC	Councillors agree to freeze council tax	
19/03/2015	SDNPA	February Highlights - South Downs National Park Authority	
19/03/2015	SDNPA	Spring butterflies on the South Downs Forum	
19/03/2015	SP	Sussex Local Policing Model - email sent on behalf of C/Supt S Whitton	
19/03/2015	CDC	Surface Water Management Plan	

19/03/2015	SW	Southern Water update - Lavant Valley	
19/03/2015	SDNPA	Tell us about your favourite views on the South Downs Forum	
19/03/2015	SDNPA	SDNPA Weekly Lists Wk11	
19/03/2015	SDNPA	Dark Night Skies	Letter of support requested
20/03/2015	SDNPA	Adders wake up on South Downs Forum	
24/03/2015	SDNPA	SDNPA Weekly Lists Wk13	
27/03/2015	SSALC	Chief Constable & PCC's briefing, 1st April	
30/03/2015	CDC	Minutes of Lavant Valley Partnership	
30/03/2015	SDNPA	A shared identity for the National Park on the South Downs National Park	
30/03/2015	SSALC	New Briefings and Policy Consultation on NALC Website	
30/03/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 9 April 2015	
01/04/2015	SDNPA	5th birthday - special message from Margaret Paren	
01/04/2015	CDC	Lavant Valley Partnership - next meeting Oving Hall	
01/04/2015	SDNPA	SDNPA Weekly Lists Wk14	
04/04/2015	SDNPA	Hippos create ripples on the South Downs Forum	
04/04/2015	SDNPA	South Downs National Park Local Plan	
13/04/2015	WSCC	Temporary closure Millers Lane West Dean - TTRO/563/RC	
13/04/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 15 April 2015	
14/04/2015	WSCC	South Chichester County Local Committee - 10 March 2015 - minutes	
14/04/2015	SSALC	Meeting with the Sussex Chief Constable	
14/04/2015	SDNPA	Revised Scheme of Delegation	
14/04/2015	SDNPA	Ramblers celebrate National Park birthday on the South Downs Forum	
19/04/2015	CDC	Media Release: Residents across Chichester District will be able to boost recycling rates thanks to new technology	
19/04/2015	SDNPA	SDNP tree is tallest in Britain on the South Downs Forum	
19/04/2015	CPRE	27 April Arundel: Countryside..or Concrete?	
19/04/2015	SSALC	Meeting with the Sussex Chief Constable	
23/04/2015	SDNPA	March Highlights	
23/04/2015	WSCC	WSCC Surface Water Management Plans and Newsletter April 2015	
23/04/2015	WSCC	Temporary closure Church Lane West Dean - TTRO/564/RC	
07/05/2015	SSALC	SSALC 2015 Three Counties Training Events	CLLrs to advise Clerk
07/05/2015	SDNPA	SDNPA Weekly Lists Wk17	
07/05/2015	Business	Wheelie Bin Stickers	
07/05/2015	SSALC	SSALC May Newsletter	
07/05/2015	WSCC	Temporary Traffic Regulation - Chichester - Goodwood Festival of Speed	
07/05/2015	SDNPA	Dark Skies update on the South Downs Forum	



07/05/2015	WSSC	County News: Chichester district April 2015	
07/05/2015	SDNPA	'Take the Lead' on the South Downs Forum	
07/05/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 14 May 2015	
07/05/2015	WSSC	News Release - West Sussex residents prove recycling matters to them	
08/05/2015	CDC	Revised protocols between CDC and Parish Councils for the Management of Unauthorised Encampments 1/5/	
11/05/2015	WSSC	Temporary Traffic Regulation - Motor Road, West Dean - 25th May 2015	
11/05/2015	SSALC	Letter from NALC chairman to all parish and town councillors	
11/05/2015	SDNPA	Calling all students and dairy farmers on the South Downs Forum	