

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 11 MARCH 2020 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Cochrane, Corbett, Court, De Groot, Goacher, Graham, Odin, Slade Hannah-Louise O’Callaghan (Clerk), District Cllr Potter, County Cllr Hunt</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received from Cllr Kendall</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Cllr Odin declared an interest in Item 4C on the agendaii. <u>Dispensation Requests</u> – None	
<p>Agenda Item 3: Minutes On a proposal by Cllr de Groot and seconded by Cllr Corbett it was RESOLVED that the minutes of the meeting on 8 January 2020 be approved. They were duly signed by the Chairman as a correct record.</p>	
<p>Agenda Item 4: Update on matters carried forward from previous meeting:</p> <ul style="list-style-type: none">a) James Family burial plot This item is ongoing	
<ul style="list-style-type: none">b) Update on retention of red phone box as an asset of community value Cllr Court reported that she had spoken with BT to ascertain the usage of the red phone box but they would not provide her with the information. After discussion it was agreed that Cllr Court would put up a notice in the phone box asking people to indicate if they had used the phone box. Cllr Court reported that to date a red phone box has not been registered as an ACV. District Cllr Potter pointed out the importance of the phone box in areas that have a weak mobile reception	Cllr Court
<ul style="list-style-type: none">c) Ash Tree die back in Cemetery Cllr Odin presented Council with a quote and excused himself from proceedings at this point. Council received the quote from MJO Forestry. After discussion the Council asked the Clerk to obtain 2 more quotes for consideration. Cllr Odin was asked whether he would be willing to meet with contractors if necessary and he agreed.	Clerk
<p>Agenda Item 5: County Councillor Report Prepared by CC Hunt:</p>	
<ul style="list-style-type: none">• First of all, I just wanted to confirm that our budget for 2020/21 was approved at full council on 14th February. This means that next year we will be putting additional funding into a number of our frontline services - including:<ul style="list-style-type: none">• an additional gross amount into Children’s services of £32m,• for Adult Services the funding growth is £10.3m:• for the F&RS the growth is £2.6m.• And for the highways the growth is £2.5m	

However, despite some additional funding from Government for 2020/21, it is not enough to balance our books. So unfortunately we have no choice other than to increase council tax for core services by **1.99%**, and additionally a **2%** increase specifically for **adult social care**, giving a total increase of **3.99%** (an increase of just over **£55 for a band D tax payer**). All the budget papers are available on our website and of course, as with all our meetings in public, the webcast is available for up to six months - I believe.

- As I'm sure you are aware, the CC has faced a number of challenges this year so I thought it would be useful if I gave you an update on a couple of those issues:
 - As far as Children's services are concerned, I am pleased to announce that Lucy Butler, an experienced Director of Children's Services, has been appointed by WS to lead our Children's services and will be starting in April. She will be picking up the good work that has already been started around the Children's services improvement plan and taking that forward. I will update you over the coming months.
 - As far as the F&RS is concerned, Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services revisited the service last month, and has reported that the service has made 'tangible improvements' in a number of areas, especially in prevention and protection activities. The inspectors noted 'a clear commitment' by the fire service and West Sussex County Council to make improvements. The

inspectors went to five stations and they noted that staff told them they felt supported and included in the improvement work. In her conclusion, the lead HMI Inspector of Fire and Rescue Services, said: "During this revisit we found a clear commitment from the F&RS and WSCC to make the improvements the service needs. You recognize that more action is necessary, but we have seen tangible improvements".

This inspection report clearly demonstrates the council's commitment to improving our F&RS with the aim of making one of the best in the country.

Moving on:

- Obviously the Coronavirus outbreak and where that is going is a concern to us all. We are busy readying our 'business continuity' plans - particularly plans for our staff to be able to work from home - but of course the biggest challenge could be around the availability of both social and care workers, who obviously can't work from home. The CC will be contacting PC's in due course with an update, particularly around what you might be able to do to support your 'at risk' residents if the situation becomes critical. Hopefully it won't. In the meantime, more details can be found on the following website: <https://www.westsussex.gov.uk/campaigns/covid-19-coronavirus/#1> or just type in WSCC Coronavirus.
- And finally, I want to finish with a really good news story about a very successful initiative that your County Council promotes, and that is the Age UK West Sussex Money Advice Service. Between April and the end of December last year, just over £2.5m of additional benefits were received by county residents aged over 50, after they received the help through this initiative. The Service offers advice in a range of areas, including pensions, benefits, managing debt and budgeting. It is being promoted in conjunction with the Council's Age Well campaign, which aims to help people stay well, healthy and independent as we all sadly grow older. The Money Advice Service is part of the Carewise care funding advice scheme – a partnership between West Sussex County Council, Age UK West Sussex, the Society of Later Life Advisers and West Sussex Partners in Care. So, please spread the word, particularly to your older residents, and encourage them to take advantage of the free service, which can help them manage their finances, as well as find out if they are eligible for any extra income that they might not be

claiming. To find out more about the Age UK West Sussex Money Advice Service contact information@ageukwestsussex.org.uk or call 0800 019 1310 between 10am and 2pm, Monday to Friday. You can also visit the Age Well campaign page at www.westsussex.gov.uk/agewell for more advice, events and tips.

- One last point - I have again requested that the grips along the Chilgrove road be inspected and cleaned. I will continue to chase this action and hopefully something might get done during the summer.

Agenda Item 6: District Councillor Report

Prepared by Cllr Potter:

Progress is being made towards the compulsory purchase of large tracts of the land over at The Tangmere Strategic Development Land. This is such an important contribution to the Districts 5 year supply of available housing developments, that a CPO is the only way settle the disagreements between the various land owners. This is a big step for the District Council but it has to be done. One small consolation is the number of houses has been reduced from the original 1,500 to a revised number of 1,200. Still a considerable number of people in cars spilling on to the already congested A27 at Temple Bar.

The Budget for the forthcoming year, 2020/21 has been set and to be agreed by the Full Council on Tuesday, 3rd.

This amounts to £14,235,800 in respect of the Councils own services provision and represents a 3.11% increase for the average Band D tax payer bringing their contribution to £265.81 pa. Regrettably other increases for Sussex Police and WSCC precepts are not so modest.

The Allowance scheme for elected Members underwent a review last year by an Independent Remuneration Panel. This is the first review since 2015 and the recommendation of the Panel is for Members basic Allowance be increased from £4,725 to £5,200 with effect from 1st April 2020. Other Special Responsibility additional allowances have also been recommended for modest increases, for example chairpersons of committees, the Leader but not the Chair of the Council. I hope you'll all appreciate that you don't become a District Councillor for the pay!

Finally, since agreement was reached that Henry Boot Associates were the preferred bidder, we are waiting for further ideas for the Southern Gateway Project when the actual Appointment of Henry Boot will be announced. Throughout the process of design for this huge scheme, all details will be scrutinised by the Councils own Overview and Scrutiny Committee and of course be subject to all Planning controls.

Agenda Item 7: Traffic Action Committee, including Community Speedwatch and SID

No update

Agenda Item 8: Highways and Flooding

Cllr Odin raised his concerns regarding the digging out of ditches outside Crowsall Farm (B2141). He also highlighted that the shuts needed opening up.

Cllr Goacher requested the Clerk to set up a meeting with Southern Water to address the situation with the tankers at Manor Farm with 3 tankers parked not only at the sewer but also further along. Council to request a hard standing be put in as this is a long term problem. Cllrs Odin, Graham, Goacher and Corbett to be copied into the correspondence. Cllr Graham suggested that the meeting could start at the village stores. Clerk to action.

Clerk

It was noted that at present the groundwater is higher than in January and surprise was registered as to why no tankers are on site at the moment.

Agenda Item 9: Planning Update

Cllr Goacher reported that there has been no action on the campsite at Chilgrove. Cllr Corbett noted 3 pre-apps but reminded the Council that these are for information only and not for comment at this stage:

- Crowsall Farm
- Binderton House
- Chilgrove Farm

Agenda Item 10: FINANCE

a) To note and agree Clerks salary and expenses – Appendix A

On a **PROPOSAL** by Cllr Goacher and **SECONDED** by Cllr Cochrane the motion was passed to approve Clerks salary and expenses, Appendix A

b) Note receipts and approve payments

A copy of the Accounts including monthly Payments for March 2020 (Appendix B) was circulated and bank statements were available at the meeting for monitoring and reconciliation purposes.

c) To approve the regular Bank Reconciliation

The bank reconciliation (Appendix C) as at 3rd March 2020 was circulated for comment and approval.

Agenda Items 10b & c were accepted and approved by Councillors. Cllr Slade **PROPOSED** the motion which was **SECONDED** by Cllr Graham.

In line with good practice, Cllr Odin inspected the Bank Statements and initialled the corresponding balance.

Agenda Item 11: Correspondence & Consultations

Clerk advised Council on several items of correspondence that have been received:

- a) Southern Water – Groundwater – email sent 28/2/20
- b) PROW Parish letter – email sent 21/2/20
- c) SDNPA Sustainable Construction Planning Document – email sent 11/2/20
- d) Chichester Parking Management Plan Consultation – email sent 11/2/20
- e) Highways, Planning & Transport Update Jan/Feb
- f) Town and Parish News Jan/Feb
- g) VE Day celebrations – email sent 29/1/20
- h) Email regarding litter

It was noted that littering remains a problem and is not limited to West Dean Councillors continue to litter pick in their own time however District Cllr Potter reminded the Council that litter picking along A285 is not advised and if undertaken hi-vis vests should be worn.

Council confirmed receipt of all items.

<p>Agenda Item 12: Agenda for Parish Meeting Clerk to invite Alex Barron, Gill Moss (Head) to attend on 13th May. Clerk to confirm attendance of PCSO Lemm. Cllr Slade to put notification of Electors Meeting into the village news.</p> <p>Agenda Item 13: Councillor Training Clerk confirmed that Cllr Goacher will be attending a memorials training course on 20th April</p> <p>Agenda Item 14: Winter Maintenance No report</p> <p>Agenda Item 15: Matters arising not dealt with elsewhere on the agenda Discussion took place regarding how the parish council could potentially support elderly and vulnerable residents should the coronavirus impact locally. It was decided that Cllr Slade would put a piece in the village news encouraging residents to be neighbourly and look out for one another.</p> <p>It was also agreed that a short piece regarding litter and also the use of the phone box would be provided to Cllr Slade for inclusion in the village news.</p> <p>Cllr de Groot highlighted the need for the pavements in West Dean to have the vegetation growth cut back and tidied up. Cllr de Groot to follow up with Highways.</p> <p>Agenda Item 16: Any other matters for information only The Parish Council agreed UNANIMOUSLY to support the West Dean village day taking place later this year. Cllr Graham to pass on details of volunteers to the co-ordinator</p> <p>Agenda Item 17: DATE OF THE NEXT MEETING The next meeting will be the Parish meeting followed by the AGM to be held on 13th May 2020 at 7pm.</p> <p>Cllr Corbett gave his apologies but confirmed that if proposed he would be happy to stand for re-election as Vice Chair</p> <p>Meeting finished at 8.20 pm</p>	<p>Clerk Cllr Slade</p> <p>Cllr Goacher</p> <p>Cllr Slade</p> <p>Cllrs Court, de Groot & Slade</p> <p>Cllr Graham</p>
<p>Appendices and Attachments</p>	

Clerk Salary and ExpensesClerks Salary 1 – 31st January 2020**Net Salary £425.58**Clerks Salary 1 – 29th February 2020**Net Salary £425.58****Paid by Standing order on last working day of the month****Clerks Expenses 7 Jan - 10 March 2020 (to be paid after the meeting)**

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
11/3/20	Mileage (9/1/19)	Mileage to PC meeting (Jan) 38 miles @ 45 pence per mile	17.10	0	17.10
11/3/20	Working from home allowance (Jan)	As per contract	18.00	0	18.00
11/3/20	Working from home allowance (Feb)	As per contract	18.00	0	18.00
Total			53.10	0	53.10

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 11 MARCH 2020				
RECEIPTS: 2 Jan - 4 March 2020				
PAYMENTS: - 8 Jan - 11 March 2020				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
DATE	MENT MET	PAYEE	DESCRIPTION	AMOUNT
04/02/2020	online SO	HL O'Callaghan	Salary	425.58
07/02/2020	online	Castle Water	Cemetery Water Inv 129050	33.75
29/02/2020	online SO	HL O'Callaghan	Salary	425.58
11/03/2020	online	Chichester Payroll Se	Payroll - January	10
11/03/2020	online	Chichester Payroll Se	Payroll - February	10
02/03/2020	online	Microsoft	Office 365 Subs - February	11.28
11/03/2020	online	HL O'Callaghan	Mileage	17.1
11/03/2020	online	HL O'Callaghan	Working from home allowance (Jan & Feb)	36
				969.29

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
03-Mar-20		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		12,431.02
Less Total Payments		(9,168.93)
TOTAL		£32,322.69
BANK		
Barclays as @ 29/01/20		26,139.89
Santander as @ 29/01/20		6,182.80
TOTAL		£32,322.69