

WEST DEAN PARISH COUNCIL
MINUTES OF THE ANNUAL GENERAL MEETING
WEDNESDAY 11TH JULY 2018 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Cochrane, Corbett, De Groot, Goacher, Graham, Kendall, Odin, Slade, Hannah-Louise O’Callaghan (Clerk), County Cllr Hunt</p>	
<p>Agenda Item 1: Apologies for Absence Apologies were received in advance from District Cllr Potter and Philip Kirk (Savills)</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none"> i. <u>Declarations of Interests</u> – Cllr Goacher declared an interest relating to Item 12a ii. <u>Dispensation Requests</u> – None 	
<p>Agenda Item 3: Minutes On a proposal by Cllr Kendall and seconded by Cllr Goacher it was RESOLVED that the minutes of the meeting on 9th May 2018 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 is ongoing. Cllr Corbett suggested that Cllr Rice may be able to advise a contact. Cllr Odin to contact remaining family to see what paperwork exists regarding ownership of the James family grave b) Communities Facilities Audit Clerk reported that this has now been completed and will be returned to CDC c) Operation Watershed Active Communities Fund County Cllr Hunt advised that this is now only open to capital grant projects. After discussion regarding the groundworks at the pumping station and ongoing discussions with Southern Water which have yet to amount to any concrete resolution, this item will remain on the agenda 	<p>Cllr Odin</p> <p>Clerk</p>
<p>Agenda Item 5: County Councillor Report County Cllr Hunt reported that he had highlighted the shuts and grips on the Chilgrove road but this had not received a positive response. Cllr Odin responded that the Council had received an email from Highways asking if there was any routine maintenance to be done. Council has responded but yet to receive any further response. County Cllr Hunt asked that he be sent a copy of the email so that he might follow up. County Cllr Hunt asked to be reminded about the issue with the broken mirror on Church lane. County Cllr Hunt highlighted the Schools Consultation paper, mentioning the concern of several parents regarding the wording around the viability of smaller schools. County Cllr Hunt assured Council that letters have been sent directly to school heads clarifying the language used in the consultation and the figures quoted. County Cllr Hunt reassured the Parish Council that the school is not in danger of closing.</p>	<p>Clerk</p>

Agenda Item 6: District Councillor Report

On behalf of District Cllr Potter, Cllr Odin read the following report

The saga of the A 27 continues and there will be no indication of any progress until Highways England have examined the preferred options proposed by CDC and WSCC. These options will have to be evaluated and costed in order to apply for funding from the Treasury under the Roads Infrastructure Strategy phase 2. This is likely to take at least two years.

The review of the CDC Local Plan is progressing and I expect the sites which will be proposed to yield the additional housing when the Local Plan reaches the Inspection stage in 2020, will become public and open to consultation.

Lastly, the Southern Gateway project is beginning to gather momentum. The Law Courts will close and arrangements are in place for family law cases and other minor actions will be heard in East Pallant House. Alternative sites are being sought for the re-location of the Royal Mail sorting Office and the Stagecoach bus Garage. There will be no bus station terminal as such, possibly just a travel advice facility somewhere close by. There is a lot more information available on a website southerngateway@chichester.gov.uk. And there are opportunities to comment on the outline proposals and speak to Officers involved in this exciting project. Apart from this I've nothing more to report.

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

Cllr Odin reported that he had attended a meeting at Boxgrove along with a number of other Councillors which did not unfortunately solve any issues that are ongoing regarding the use of the SID. County Cllr Hunt added that although Katy Bourne had said to contact her regarding funding, which Boxgrove duly did, a response was received saying that she was not the right person to contact.

Agenda Item 8: Highways and Flooding

Update on reported areas of concern highlighted at the last meeting:

- a) Condition of parish roads including Hylters Lane to Chilgrove Park Road
- b) Lack of road marking at Stapleash crossroads
- c) Broken mirror on access to the Church

These items are all covered in the maintenance report sent to Katherine Eels

Agenda Item 9: Winter Management

No update

Agenda Item 10: GDPR preparation and update

No update

Agenda Item 11: Planning Update

Cllr Corbett updated Council on the following planning applications

- a) **New Application: SDNP/18/02615/HOUS & SDNP/18/02616/LIS (25/05/18)**
Location: Preston Farm A286 Binderton Lane to Church Lane Binderton West Dean Chichester West Sussex
Proposal: Replace a ground floor window on the north elevation with a door.
PC comments – no objection (20/6/18)
- b) **New Application: SDNP/18/03013/TCA (15/06/18)**
Location: 168 West Dean Chichester West Sussex PO18 0RX
Proposal: Notification of intention to fell 1 no. Spruce tree (T1).

- c) **New Application: SDNP/18/03014/TCA (5/6/18)**
Location: 97 Church Lane West Dean Chichester West Sussex PO18 0QY
Proposal: Notification of intention to fell 1 no. twin stem Leyland Cypress tree (T1) and 1 no. Apple tree (T2).

- d) **New Application: SDNP/18/03015/TCA (5/6/18)**
Location: 164 West Dean Chichester West Sussex PO18 0RX
Proposal: Notification of intention to fell 1 no. Spruce tree (T1) and 1 no. Scots Pine tree (T2). Fell 1 no. Beech tree, 2 no. Ash trees and 1 no. multi stem Elder tree (trees in area G1 shown on map).

- e) **SDNP/18/01845/FUL: Approved 20/6/18**
Location: West Dean C Of E Primary School , Motor Road, West Dean, PO18 0RJ
Proposal: Replacement of external doors and windows.

- f) **SDNP/18/02790/TCA: Approved 20/6/18**
Location: Manor Farm, Church Lane, West Dean, Chichester, West Sussex, PO18 0QY
Proposal: Notification of intention to fell 1 no. Yew tree (T1).

- g) **SDNP/18/00618/FUL**
Location: Old Station House, The Grinch to Town Lane, West Dean PO18 0RX
Proposal: Sub division of single dwelling to 2 dwellings and demolition of 2 gardens sheds
Status: Approved 29/6/18

- h) **SDNP/18/01139/FUL**
Location: Brooms Farm, High Street, Chilgrove PO18 9HZ
Proposal: Change of use of part of farmyard for siting of a mobile home for occupation by game keeper
Status: Refused 28/6/18

Cllr Corbett highlighted that the application by Hylters Barn to turn a window into a doorway has been refuse as has the application by Brooms Farm for the siting of a mobile home for occupation by the game keeper.

Cllr Odin reported that a recent pre-app had been withdrawn.

Agenda Item 12: FINANCE

- a) **Approval of Accounts, Income and Expenditure Reports**
- b) **Bank Reconciliation**

A copy of the Accounts including monthly Payments for July 2018 (Appendix 1) was circulated and bank statements, bank reconciliation (Appendix 2) as at 29th June 2018 was available at the meeting for monitoring and reconciliation purposes.

Agenda Items 12a & b were accepted and approved by Councillors. Cllr Slade **PROPOSED** the motion which was **SECONDED** by Cllr Corbett

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

Agenda Item 13: Correspondence

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

- a) Consultation: Schools Effectiveness Consultation (email sent 29/5/18)
Cllr Corbett reported that Gill Moss has raised concerns about the Consultation. County Cllr Hunt reported that a letter had gone out to all schools clarifying the numbers used in the report were a direct quote from DFE and not necessarily going to be used. Cllr expressed the view that he would be sad if smaller schools were forced into being academies to avoid closure.
- b) Consultation: Local Transport Plan (email sent 20/06/18)
- c) Consultation: Local Heritage List (email sent 15/6/18)
Clerk read out email regarding the designation of non heritage properties
- d) Velo South event update (email sent 29/6/18)
County Cllr Hunt highlighted that Velo South will mean the closure of the A286 for 9 hours. Velo South is now in talks with bus companies to try to minimise disruption
- e) Minutes of Boxgrove PC Meeting (6/6/18)
- f) Break In at Singleton Café Tea Shop (email received from Ian Graham 12/6/18)
Nothing further to report
- g) War Grave request for maintenance of grave (email sent 29/6/18)
Cllr Goacher to report on condition of Meaker grave. Cllr Goacher reported that the hedgerows around the cemetery would benefit from a maintenance plan, these have been looked after by Chris Hince. Cllr Goacher is happy to quote for putting in place a maintenance plan but appreciated that this is a conflict of interest for Council. Cllrs Goacher and Slade to update on condition of hedgerows and advise on a maintenance plan that Council can then obtain quotes for. Clerk to place on next agenda. Cllrs Slade and Goacher to report at next meeting.
- h) Request from Arun Prevention Team to attend a meeting (email sent 26/6/18)
Clerk reported that Arun Prevention Team want to provide a short update on crime in the area. Clerk has scheduled for a representative to attend the Annual Parish Meeting next year.

Cllrs Slade & Goacher

Clerk

Agenda Item 14: Matters arising not dealt with elsewhere on the agenda

Clerk raised the point that Cllr Rice has not attended meetings in the last 6 months. Under guidance supplied by SSALC, a Councillor who does not attend meeting for 6 consecutive months is automatically disqualified from Council unless reason is given and accepted by Council. Cllr Odin informed Council that Cllr Rice is unwell however Cllr Odin will speak to him regarding his intentions to remain on the Council.

Cllr Odin

Agenda Item 15: Any other matters for information only

None

Agenda Item 16: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held at 7.30pm on 12th September 2018

Meeting finished at 8.03pm**Appendices and Attachments**

Monthly Income and Expenditure Report – Appendix 1
Bank Reconciliation – Appendix 2

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 11 JULY 2018				
RECEIPTS: 1 May - 30 June 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
	-			
PAYMENTS: - 1 May - 11 July 2018				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
11/07/2018		HL O'Callaghan	Mileage	17.1
11/07/2018		HL O'Callaghan	Clerk Salary - May	364.3
11/07/2018		HL O'Callaghan	Clerk Working from home	36
11/07/2018		HL O'Callaghan	Transparency Compliance	47.08
11/07/2018		Chi Payroll	Payroll - May	10
11/07/2018		Chi Payroll	Payroll - June	10
11/07/2018		Wendy Goacher	Grass Cutting St Andrews	215
11/07/2018		Keith Goacher	Grass Cutting and Upkeep	672
11/07/2018		HL O'Callaghan	Clerk Salary - June	364.3
				1735.78

WEST DEAN PARISH COUNCIL

BANK RECONCILIATION

AS AT 8 JULY 2018

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2018		£25,803.55
Add Total Receipts		6,000.00
Less Total Payments		(1,490.25)
TOTAL		£30,313.30

BANK		
Barclays as @ 8/7/18		24,312.41
Santander		6,000.89
Less unpresented cheques		
		0.00
Plus Uncleared Deposits		0
TOTAL		£30,313.30