

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 11 SEPTEMBER 2019 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Corbett, Court, De Groot, Graham, Goacher, Odin, Slade, Hannah-Louise O’Callaghan (Clerk), District Cllr Potter, County Cllr Hunt 2 members of the public</p>	
<p>Agenda Item 1: Apologies for Absence None received</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Noneii. <u>Dispensation Requests</u> – None	
<p>Agenda Item 3: Minutes On a proposal by Cllr Graham and seconded by Cllr Corbett it was RESOLVED that the minutes of the meeting on 10th July 2019 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 ongoingb) Repair of bus shelter Cllr Graham reported that this is in hand and the roof will be replaced by Mondayc) Councillor Emails It was reported that Cllr de Groot still has problems accessing the server and several councillors are receiving a lot of spam. Clerk emails also going into spam. Clerk to speak to website providerd) Update on retention of red phonebox as an asset of community value Clerk to remind Cllr Kendalle) To discuss padlock on the gate at the bottom of the cemetery After discussion it was agreed to leave the gate unpadlocked for now and review further if necessary. Cllr Odin reported that there are 3 dying ash trees in the cemetery. Cllr Odin to get quotes for their removal.	<p>Clerk</p> <p>Clerk</p> <p>Cllr Odin</p>
<p>Agenda Item 5: County Councillor Report The latest version of our Town and Parish News came out last week, so hopefully you have all seen that. I hope you publish this on your website because it covers some interesting issues. This month we cover the following:</p> <ul style="list-style-type: none">• Details of a budget animation programme you can view, showing some of the financial pressures we face. https://www.westsussex.gov.uk/campaigns/budget-202021/	

- Details of a consultation running up until 1st October on our electric vehicle strategy <https://www.westsussex.gov.uk/education-children-and-families/your-space/electric-vehicle-strategy-consultation/>
 - A reminder that you need to have any winter salt submissions in by 16th September
 - A new campaign called 'Mia recycles' - which is a video made by about recycling and what you can and can't recycle with Mia, a school girl from Bognor Regis as the face of the campaign. <https://www.westsussex.gov.uk/news/local-school-girl-fronts-new-west-sussex-recycling-campaign/>
 - And finally, details of some of our latest campaigns, details of how to access our 'Have your say Consultation Hub' and details of how to join our "People's Panel".
- The good news is that I managed to get the grass along the footpath between WD and Binderton cut. However, as per my report to you in July, following an inspection of the pavement between WD and Singleton our highways team agreed to add this stretch to the sidings schedule, but currently there are no funds available. Once funds do become available, they will be added to the actual work programme. I was unable to persuade them that this needed adding to our emergency schedule, despite the photo's that Cllr Graham provided. I will keep the pressure up and it might help if the PC reported it on our highways website as well.

Agenda Item 6: District Councillor Report

It was with much trepidation that I have reported the local concerns regarding the SDNPA proposal to extend the Centurion Way past West Dean. I have spoken with Holly Porter who is leading this proposal alongside Nigel James, and stressed the irresponsibility of the plan to encourage users of the route onto the footpath between the Motor Road and the area beside the new bio mass boiler where it would rejoin the railway line. Her argument is that the footpath will be widened sufficiently and there is a 30MPH speed limit in force through West Dean, neither of which I would find satisfactory. The senior Officers of the Authority have some doubts with this, as expressed by Andrew Lee, and on a brief tour of the site recently, two members of the Park Planning Committee agreed that this needed further investigation. Especially as I pointed out a alternative route through the woodland to the north of the footpath. However, according to Ian Graham, the West Dean Estate would not support this alternative far safer route. This application was scheduled for this months Planning Committee meeting but I've noted it has been pulled and now appears on the Agenda for October.

On another matter, there is some concern about the activities in the woods to the south east of West Dean Park. There are a considerable number of tepee type tents erected in the wooded area along with numerous portaloos, a shower block and some ocean going steel containers. There is even a dismantled Cessna Skyhawk light aircraft littered around which resembles a plane crash! Hardly the stuff you would expect within a National Park. All of this is serviced by a new tarmac road off Town Lane and a substantial area of tarmac hard standing.

My concern is that I cannot recall a single Planning Application for any of this, not on the CDC nor the SDNP Planning portals. Because of this I have reported this to the head of Planning, Tim Slaney, and copied to the senior Officers. I have received notice of receipt of the report but as yet nothing further. There is clearly a breach of Planning regulations and the 28 day Permitted Development period has been well exceeded.

Other reports from the District, since the elections in May the Council has no majority and a number of the new Members have voiced strong concerns with the increased number of new homes we must build. So much so the the Leader, Eileen Lintell has written a letter to the Minister for Housing and Communities asking for a review of these numbers. The Southern Gateway Project has stalled somewhat, the future of the Law Courts, Crown and Magistrates, was to have been bought or transferred to Homes England but this hasn't happened! An alternative site for the Bus Garage has been identified but there is just so much more to do. And that concludes my report.

Further to Cllr Potters report much discussion was had around the proposed Centurian Way proposal. Cllr Hunt reported that he had walked the route with Chris Dyer and Alistair Linten-Crook and initial discussions were had about options. WSCC does not have the money at present to fund any footpath improvements. Discussions took place regarding traffic calming options. Cllr Hunt to put PC in touch with Chris Dyer regarding traffic calming options – these have worked well at Boxgrove.

Cllr Graham confirmed that the Estate had not received any contact regarding alternative options for the cycle path.

The Parish Council noted that they remain concerned about access and current plans to join up the route as well as the options being put forward for pedestrians. Parish Council to remain aware of the progress of this proposed project.

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

No report

Agenda Item 8: Highways and Flooding

Clerk reported that the barriers left by Southern Water should now have been removed. Cllr Corbett asked whether anything had been heard further about the laterals but no further information has been received.

Agenda Item 9: Planning Update

Cllr Corbett reported that all is quiet on the planning front with nothing to report. Cllr Graham highlighted the recent proposal for a campsite at Upton Farm which has been rejected – this is not within the West Dean Parish

Agenda Item 10: FINANCE

a) **To adopt NALC recommended updated financial regulations.** Clerk explained that the only real change was in wording of some clauses. Council agreed UNANIMOUSLY to adopt the new financials regulations. Clerk to update website

Clerk

b) **Council Insurance.** Clerk provided Councillors with a previously circulated schedule of insurance and asked for approval to renew the policy with Inspire as recommended at a cost of £490.04 with a £50 administration fee. Clerk asked the Council to consider a 3 year long term agreement which would reduce the policy to £465.54 plus £50 administration fee for the next 3 years. Council opted **UNANIMOUSLY** to commit to the 3 year long term agreement with Inspire.

Clerk

c) **To note and agree Clerks salary and expenses – Appendix A**

On a **proposal** by Cllr Corbett and **seconded** by Cllr Goacher the motion was passed to approve Clerks salary and expenses, Appendix A

d) Note receipts and approve payments

A copy of the Accounts including monthly Payments for September 2019 (Appendix B) was circulated and bank statements, bank reconciliation (Appendix C) as at 2nd September 2019 was available at the meeting for monitoring and reconciliation purposes.

e) To approve the regular Bank Reconciliation

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

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

Agenda Item 11: Correspondence & Consultations

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

- South Chichester CLC meeting, 5th November
- CDC Landscape Gap Assessment Study
- WSCC Town and Parish newsletter
- SDNPA Town and Parish workshops
- CDALC November meeting date, 19th November
- Electric Vehicle Strategy Consultation
- SDNPA Planning Committee Meeting, 12th September

There were no questions from councillors

Agenda Item 12: Winter Maintenance

Clerk reported that West Sussex are undertaking an audit of salt bins and we have been asked to provide an update. Cllr Graham to provide salt bin update

Agenda Item 13: Matters arising not dealt with elsewhere on the agenda

Cllr Graham reported that the village map is nearly finished

Cllr Goacher commented that the resurfacing work done by Highways on Hylters lane has been a success despite the initial concerns.

Clerk asked Council to approve renewal of the annual ICO fee. On a proposal by Cllr Graham and seconded by Cllr de Groot this payment was approved. The fee will be taken by direct debit on 17/10/19

Agenda Item 14: Any other matters for information only

Concerns were raised by members of the public regarding a campsite that sprung up in Estate woodland over the summer. It was reported that a great many children have been using the campsite and causing disruption and noise to local residents. A lack of privacy with children in residents gardens as well as continuous noise disruption was highlighted.

Residents raised the concern that the dismantled aircraft used on site was in poor taste given the number of light aircraft that use the area and indeed a recent crash of a light aircraft locally.

Questions were raised as to why the camp was allowed. Residents were told that that planning permission had been obtained but this now has been proved as incorrect.

Cllr Corbett confirmed that planning permission did need to be sought and no application had been put in that the Parish Council have seen.

Cllr
Graham

Following discussions a representative from the Estate confirmed that although the campsite was fully certificated and insured a planning application had not been put forward and an application would be retrospectively sought.

Cllr Odin highlighted that the Parish Council should be aware that the campsite and any forthcoming planning applications will not fall within the remit of West Dean Parish Council as the campsite falls outside of Parish boundaries and is within the parish of Singleton.

Agenda Item 15: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on 13th November 2019.

Meeting finished at 8.19pm

Appendices and Attachments

Appendix A

Clerk Salary and Expenses

Clerks Salary 1- 31st July 2019

Net Salary £398.88

Clerks Salary 1 – 31st August 2019

Net Salary £398.88

Paid by Cheque in arrears bi-monthly at meetings

Clerks Expenses Paid after the meeting by cheque

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
-----------	--------	--------	-----------------	---------	------------------

11/9/19	Mileage (10/7/19)	Mileage to PC meeting (May) 38 miles @ 45 pence per mile	17.10	0	17.10
11/9/19	Working from home allowance (July)	As per contract	18.00	0	18.00
11/9/19	Working from home allowance (August)	As per contract	18.00	0	18.00
Total			53.10	0	53.10

Appendix B

**WEST DEAN PARISH COUNCIL
FINANCIAL REPORT 11 SEPTEMBER 2019**

RECEIPTS: 3 July - 4 September 2019

DATE	REF	PAYER	DESCRIPTION	AMOUNT

PAYMENTS: - 10 July - 11 September 2019

DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
11/09/2019	101332	Chi Payroll	July Payroll Invoice	10
11/09/2019	101332	Chi Payroll	August Payroll Invoice	10
11/09/2019	101333	HL O'Callaghan	July Salary	398.88
11/09/2019	101333	HL O'Callaghan	August Salary	398.88
11/09/2019	101334	HL O'Callaghan	Mileage	17.1
11/09/2019	101334	HL O'Callaghan	Working from home allowance (July & August)	36
				870.86

WEST DEAN PARISH COUNCIL

**BANK RECONCILIATION
AS AT 11 SEPTEMBER 2019**

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		6,412.35
Less Total Payments		(4,588.08)
TOTAL		£30,884.87

BANK

Barclays as @ 29/8/19		24,720.74
Santander as @ 22/7/19		6,164.13
TOTAL		£30,884.87