

# WEST DEAN PARISH COUNCIL

## MINUTES OF THE PARISH MEETING

WEDNESDAY 12<sup>TH</sup> JULY 2017 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p><b>In attendance:</b> Cllrs Cochrane, Corbett, Goacher, Kendall, Odin, Pearmaine, Slade, Hannah-Louise O'Callaghan (Clerk), P. Kirk (Savills), District Cllr Potter</p>	
<p><b>Agenda Item 1: APOLOGIES FOR ABSENCE</b> Apologies received in advance from County Cllr Jeremy Hunt, Cllr Mrs Pearmaine, Cllr Rice, Alex Barron, Ian Graham</p>	
<p><b>Agenda Item 2: Code of Conduct</b></p> <ul style="list-style-type: none"><li>i. <u>Declarations of Interests</u> – Cllr Goacher declared an interest due to payment being made for Cemetery works</li><li>ii. <u>Dispensation Requests</u> – None</li></ul>	
<p><b>Agenda Item 3: Minutes</b> On a proposal by Cllr Neave seconded by Cllr Slade it was <b>RESOLVED</b> that the minutes of the meeting on 10<sup>th</sup> May 2017 be approved. They were duly signed as a correct record.</p>	
<p><b>Agenda Item 4: County Councillors Report</b> No report</p>	
<p><b>Agenda Item 5: District Councillors Report</b> District Cllr Potter briefly reported on the Chichester Consultation and the railway bridges that remain under the jurisdiction of Network Rail, stating that liability remains with Network Rail.</p>	
<p><b>Agenda Item 6: Community Right to Bid</b> Cllr Kendall reported that an appeal had been lodged against the bid to place The Dean as an Asset of the Community however he was going to ask the landlady to provide comment on why the pub is an important part of the village and he also invited Council to submit any comments they may have. Cllr Kendall reported that he expects the application to be granted by the next meeting in September.</p>	Cllr Kendall
<p><b>Agenda Item 7: Traffic Action Committee, including Community Speedwatch and SID</b> No report</p>	
<p><b>Agenda Item 8: Planning Committee</b> Cllr Corbett reported to Council on the following applications:</p> <p><b>SDNP/17/01381/LIS</b> <b>SDNP/17/01380/FUL</b> Work has not yet started on the construction of additional car parking for the village shop</p> <p><b>SDNP/17/02211/FUL</b> Council supports this application. Cllr Odin informed Council that he has an interest in this and</p>	

cannot comment

Cllr Corbett reported that the SDNPA are floating the idea of extending Centurian Way through to Cocking (applications below) however this is just for information at this stage

**SDNP/17/02457/SCREEN**

SDNPA delegated decision. For information only. At this time Council cannot comment

**SDNP/17/03351/PRE**

SDNPA delegated decision. For information only. At this time Council cannot comment

**Agenda Item 9: Centurion Way Signage**

Cllr Corbett reported to Council regarding the potential placement of an information panel at the access steps signposting West Dean, the pub etc. An email received from Alister Linton-Crook suggesting the splitting of costs between the Parish Council SDNPA and EJF was circulated. (appendix A). Cllr Corbett reminded Council of a meeting he and Cllr Odin had over a year ago with Alister Linton-Crook regarding the information panel and at no point during this meeting was reference made to any payment from the Council towards this information panel. Councils initial reaction is that they should not be responsible for any payment towards this panel.

Philip Kirk offered to have a conversation with SDNPA and report back to Council. Council agreed that their intention at this stage is to say no to splitting payment for this panel.

Cllr Corbett informed Council that a parishioner had recently had a fall on the access steps to Centurian Way and had written an email to Alister Linton-Crook regarding their suitability for all members of the community (appendix B). The parishioner has yet to receive a response and wanted the Parish Council to minute the email for future reference and make this public.

Cllr Pearmaine commented that the steps are indeed quite rutted and could pose a hazard in the winter. Phillip Kirk offered to speak to Alister regarding this matter on behalf of the Council. Council **RESOLVED** to leave the matter with Phillip and await feedback on this and the afore mentioned signage.

**P. Kirk**

**Agenda Item 10: Repair of Chilgrove Noticeboard**

Cllr Cochrane reported that Ian Graham had been unaware of the agreement to repair/replace both West Dean and Chilgrove noticeboards, however she had sent an email to him with more details. Cllr Corbett informed Council that Ian Graham is now aware of the agreement to replace both noticeboards and that work will commence shortly. At the same time the noticeboard for St Andrews will also be done (appendix B)

**Agenda Item 11: Winter Management Plan**

Cllr Kendall offered to take over both John Ruffel and Richard Brooks responsibilities concerning the Winter Management Plan. This was unanimously accepted by Council. Cllr Odin and Kendall will review and provide Clerk with an updated Winter Management Plan in time for the next meeting.

**Cllrs  
Odin &  
Kendall**

**Agenda Item 12: Defibrillator**

Cllr Pearmaine updated Council with the news that he had received an email that the Defibrillator will be fitted on 13<sup>th</sup> July. Cllr Pearmaine noted that there was no mention of

payment and he was concerned about this. Phillip Kirk suggested that the Community Fund which he allocates funds accordingly could if asked cover the costs. Council unanimously agreed to seek funding from the fund, via Phillip to pay for the costs associated with the Defibrillator. Cllr Pearmaine reported that free training for 16 people was to be available. Council agreed that this should be offered to a wide range of parishioners. Cllr Corbett agreed to draw up a list of names and forward to Cllr Mrs Pearmaine.

Cllr  
Corbett

#### **Agenda Item 13: NHB / Signs for Binderton**

Cllr Slade reported to the Council that work will begin as soon as payment is received. Clerk informed Council that the cheque is amongst the scheduled payments to be signed and will be sent off

Clerk

#### **Agenda Item 14: Finance**

##### **a. Payments 11 May – 12<sup>th</sup> July 2017**

On a proposal by Cllr Pearmaine, seconded by Cllr Corbett payments, totalling £4,262.69, previously circulated, were **APPROVED** and any receipts noted. These are attached to and form part of these minutes. Appendix C.

##### **b. Bank Reconciliation**

On a proposal by Cllr Kendall and seconded by Cllr Slade the Bank Reconciliation to the 7 July 2017 was **APPROVED** – Appendix D. In line with good practice, Cllr Odin inspected Barclays Bank Statement issued 30<sup>th</sup> June and initialled the corresponding balance.

Cllr Corbett asked who Castle Water were and Phillip Kirk explained that they have taken over Southern Water

Cllr Cochrane expressed surprise at the amount the Council pay for dog bin emptying and asked about the frequency of the payments for the dog bin emptying. Clerk confirmed that it was a yearly charge.

#### **Agenda Item 15: Correspondence**

Clerk asked Council to accept a more succinct version of the correspondence reports that notes only relevant information for Council rather than the previously circulated lengthier reports. Council agreed unanimously to accept this.

Clerk highlighted the Chichester Redevelopment Plan to Council and the continuing emails regarding the A27.

#### **Agenda Item 16: Any other matters not on agenda**

Cllr Cochrane raised concerns regarding the parking at the Stove House on Hylters Lane, specifically a recent incident with a delivery van parked on a blind corner. Cllr Cochrane reported that this is a potential accident waiting to happen.

It was confirmed that parking for the Stove House is in front of the shop and there is indeed 4 spaces allocated. Council agreed to monitor the situation.

Phillip Kirk asked the Parish Council for input regarding concerns he has received about someone mowing a small area of grass on Centurian Way and potentially destroying wild flowers in the area. The Parish Council agreed that it was more beneficial to have the area looking neat and tidy and that there is an abundance of space for wild flowers and therefore did

not uphold the concerns raised.

**Agenda Item 17: Any other business for information only**

Cllr Cochrane made apologies that she will be unable to attend the next meeting

**Date of Next Meeting** – Wednesday 13 September 2017 at 7.30pm

Chairman thanked everyone for attending and closed the meeting

The meeting finished at 8.11pm

Signed:

Chairman of the Council

Date

**Appendices and Attachments**

Appendix A: Email regarding Centurian Way Signage

Appendix B: Email from parishioner regarding Centurian Way Steps

Appendix C: Monthly Payments

Appendix D: Bank Reconciliation (July)

## Appendix A

**From:** Ian Graham <Ian.Graham@westdean.org.uk>  
**Sent:** 11 July 2017 18:51  
**To:** Stephen Corbett  
**Subject:** FW: Centurion Way exit at West Dean

Good Evening Steve,

Please see below information from Alister (I have sent you the full email for clarity, i don't see any confidential matters within) the proposal also attached, the salient points being;

- Does WDPC agree in principle with the content; is there anything further to add?
- Would WDPC be prepared to contribute a third with the other two thirds being provided by SDNPA and EJF?

unfortunately I am unable to attend, I need to get a longer notice on the dates.

I think one other matter for myself; which is the parish notice boards. The materials have been purchased and production will commence shortly. Our apologies the works have been delayed. also for note, we have been asked to tidy up the notice board of St Andrews which will be done at a similar time.

Apologies for my absence.

best wishes  
Ian

**From:** Alister Linton-Crook [mailto:Alister.Linton-Crook@southdowns.gov.uk]  
**Sent:** 11 July 2017 18:25  
**To:** Ian Graham  
**Subject:** Centurion Way exit at West Dean

Hi Ian

Following our discussions the other day about the potential information panel at the access steps, I have created the outline content brief below, attach a location plan and a completed 'do I need planning permission?' form (which I will submit if required) which contains a rough concept visual. Please discuss this with the WDPC for feedback and thoughts when convenient.

Firstly, I think the idea of an info panel showing the local amenities and potential onward journeys is excellent and one that SDNP are supportive of. Ideally this mini-project would work best as a partnership between EJF, WDPC and ourselves. We would be happy to lead on design, production and installation with partner consultation and hope that costs could be split amongst all.

Secondly, it maybe that WDPC could consent to the panel installation through Permitted Development powers, so I will hold off making the DiNPP enquiry to Chichester District Council for now.

### Proposed interpretation panel brief:

- New access from the Centurion Way to West Dean Village and the surrounding countryside offers the opportunity to promote facilities and attractions adjacent to where the trail currently concludes.
- Subject to agreement (and planning consent if required), the intention is to affix a new interpretation panel (visible from the trail) to the wooden railings which lead the path down into the village.
- We propose the new panel will focus on community amenities and attractions and landownership (i.e. EJF heritage).

- Mapping will have a greater emphasis on 'where do I go from here' locally and highlighting rights of way to the Trundle and circular routes back to Lavant / Centurion Way.
- Historic images of the village / WDE / WDC would be required. Can you provide a contact that our designers could liaise with please?
- This will be a collaborative process and the panel is intended to showcase our progressive partnership.

**Guide costings:**

Design: £672  
 Production/delivery: £918  
 Installation: £73  
 Total cost: £1663

So it would be approx. £500 from each partner.

Separate to this installation, we have already produced finger signs that direct users to the village from the access which should be installed next week. The arrow wording says – West Dean 200m. Tea rooms, store and pub. West Dean Gardens 2/3 mile.

Regards  
 Alister

Alister Linton-Crook  
 Cycling Project Officer  
 South Downs National Park Authority

Tel: 01730 819247 / 07876 860060  
 Switch: 01730 814810  
 South Downs Centre, North Street, Midhurst, West Sussex, GU29 9DH

**From:** Ian Graham [<mailto:Ian.Graham@westdean.org.uk>]  
**Sent:** 25 May 2017 14:49  
**To:** Alister Linton-Crook <[Alister.Linton-Crook@southdowns.gov.uk](mailto:Alister.Linton-Crook@southdowns.gov.uk)>  
**Subject:** Centurion Way exit at West Dean

Dear Alister,

I met with Nigel earlier this week about a few matters, at the same time I asked about creating and erecting a sign at the bottom of the exit ramp to welcome all to West Dean and provide a map of the village showing points of interest, other foot paths etc. Nigel suggest I speak with you.

What are the next steps to take this forward?

Kind regards  
 Ian

Carol Corbett

To: Alister Linton Crook

Mr Crook

I wish to inform you that your cycle path access at West Dean is far from fit for purpose, in fact I would go so far as to say it is positively dangerous unless you are a young fit person who can pick up their bike and carry it up the steps. If like me you are 64 with an Arthritic knee or like my Daughter who is Autistic with a not very good sense of balance and a wonky foot, it is next to useless.

Having said that I am sure one day you are going to be sued by a cyclist who comes to grief trying to negotiate the obstacle you have put in our way, starting with me who had a fall trying to get my bike up there today.

Being a fairly sturdy lady I came out of it with a sore shoulder but no broken bones. I am livid about the whole thing and cannot believe how anyone could design such an inadequate access facility that is only slightly useful for the young and fit but ignores the fact that there is a large proportion of people who are not able to make use of this access safely. As for disabled cyclist with tricycles etc you have completely forgotten them.

I am disgusted with this excuse of an access and pray that you will do something about it before someone gets really hurt and does take legal action Against the National Parks for this discriminatory anti aged, anti disabled unsafe excuse for a cycle path access.

Please can you do something about this urgently as we really need a good sensible, safe way of getting onto the cycle path for the good of our health and the enjoyment of all. Failing that could I please give you a call when ever I want to use the path and you can come and take my bike up and down for me then you can see for yourself how ridiculous it is.

Yours sincerely

Carol Corbett

## Appendix C

**RECEIPTS: 10 MAY 2017 - 12 JULY**

<b>DATE</b>	<b>£</b>	<b>REF</b>	<b>PAYER</b>	<b>DESCRIPTION</b>

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**PAYMENTS: - 10 MAY - 12 JULY**

<b>DATE</b>	<b>£</b>	<b>CHEQUE NO</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
12/07/2017	306.02	101315	HL O'Callaghan	Clerk's Net salary – May
12/07/2017	306.02	101315	HL O'Callaghan	Clerk's Net Salary - June
12/07/2017	10.00	101316	Chi Payroll Services	Payroll - May
12/07/2017	10.00	101316	Chi Payroll Services	Payroll - June
12/07/2017	36.00	101317	HL O'Callaghan	Working from Home x2
12/07/2017	17.10	101317	HL O'Callaghan	Mileage
12/07/2017	1746.18	101318	Balfour Beatty	Signs for Binderton
12/07/2017	77.71	101319	Castle Water	Water Bill 07/17 - 06/18
12/07/2017	625.76	101320	WSCC	Street Lighting & Maintenance
12/07/2017	5.73	101317	HL O'Callaghan	Stationery & Postage
12/07/2017	247.17	101317	HL O'Callaghan	Overtime Hours (Training)
12/07/2017	660.00	101381	K Goacher	Grass Cutting Cemetery
12/07/2017	215.00	101382	W Goacher	Grass Cutting - Church

4262.69



## WEST DEAN PARISH COUNCIL

### BANK RECONCILIATION

**AS AT 7 JULY 2017**

**PRESENTED TO COUNCIL ON 12 JULY 2017**

#### RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2017		£22,039.70
Add Total Receipts		6,000.00
Less Total Payments		(1,557.62)
<b>TOTAL</b>		<b>£26,482.08</b>

<b>BANK</b>		
Barclays as @ 04/07/2017		20,481.19
Santander		6,000.89
<b>Less unpresented cheques</b>		
		0.00
<b>Plus Uncleared Deposits</b>		0
<b>TOTAL</b>		<b>£26,482.08</b>

