

WEST DEAN PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING

WEDNESDAY 12TH SEPTEMBER 2018 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Corbett, De Groot, Goacher, Odin, Slade, Hannah-Louise O’Callaghan (Clerk), County Cllr Hunt, District Cllr Potter, P.Kirk (Savills)</p> <p>Agenda Item 1: Apologies for Absence Apologies were received in advance from Cllrs Cochrane, Graham & Kendall. Cllr Corbett informed Council that Cllr Rice has a long term illness and is unable to attend at present. Further updates would be provided to Council.</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 Goacher and seconded by Cllr de Groot it was RESOLVED that the minutes of the meeting on 11th July 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. County Cllr Hunt suggested that County Records Office may be able to assist and will forward a contact. Cllr Odin to re-visit the archivist to continue to try and obtain further information.b) Operation Watershed Active Communities Fund No update. County Cllr Hunt reminded Council that this needs to be a capital project. This item will remain on the agenda <p>Agenda Item 5: County Councillor Report County Cllr Hunt reported that these are challenging times and the priority at the moment is to try and balance the budget. With a gap of £14million for next years budget there are tough decisions ahead. Currently the County Council has saved around £2million since 2010 and are looking to save another £145million in the next 4 years. Support and ideas are welcomed from the Parish Councils. County Cllr Hunt reported that Hylters Lane is due for imminent re-inspection. The whole length of the road is to be inspected. Cllr Goacher noted that it had been marked up today. Binderton is now on BT’s map and will be getting full fibre broadband. Cllr de Groot commented that work is already underway with ditches being dug.</p> <p>Agenda Item 6: District Councillor Report Very little to report on matters affecting this Parish. The Velosouth 2018 event looks as though it may well go ahead. Some other Parishes in the north of the District have challenged the procedure used by WSCC Highways in implementing the necessary temporary traffic regulation orders through the courts. The outcome of this legal challenge will be known by the 15th Sept.</p>	<p>County Cllr Hunt Clerk, Cllr Odin</p>

The only other issue of great concern is the fly tipping, particularly of used tyre. Since mid August over 400 used tyres have been collected up from various locations in the rural areas, 160 alone from Thicket Lane at Eartham!

The District Council has spent over £52,000 so far this year on dealing with illegal fly tipping and this is public money, yours and mine. Any suspicious movements of vehicles should be reported with, if possible, a Registration number to the Police, or use the Love West Sussex app on a smartphone.

That is all I've to report but if you have any questions I'll endeavour to respond. Cllr Potter provided a number for the recycling unit at Westhampnett which can be used to report fly tipping (785166).

County Cllr Hunt reported that Chilgrove Park road sign is on the verge of collapse and asked for it to be replaced.

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

Cllr Corbett reported that there was no real update. There is still concern regarding Velo South. The SID is still in Boxgrove. District Cllr Potter reported that it is being used regularly and you can now record data and send it to the police. Cllr Corbett to follow up with Boxgrove to see how it works and to consult with Cllr Graham. This is an ongoing item.

Agenda Item 8: Highways and Flooding

Council reported that the B2141 was once again flooded despite a report finding no fault with the drainage grips. County Cllr Hunt asked if Council could get photos. Cllr Odin responded that this would not be practical or safe given the location of the flooding. County Cllr Hunt responded that no flooding had been seen by the engineer.

Cllr Odin asked whether the work could not just be done. County Cllr Hunt asked whether it might be possible for the PC could take a shovel to clear them. Cllr Odin stressed that this would be dangerous, in addition comment was made regarding the request made to measure, record and plot potholes along the road. Cllr Odin pointed out that the PC were not trained or insured to do this and would not be doing this. Cllr Odin to forward email to County Cllr Hunt. County Cllr Hunt reminded the PC to use the LoveWestSussex App to report on potholes etc.

Cllr Odin

Agenda Item 9: Winter Management

No update

Agenda Item 10: GDPR update

Clerk reported that this is ongoing. Clerk reported that a fee of £40 is due to be collected by direct debit for the registration of West Dean Parish Council on the ICO website. This will be collected on 17th/10/18 unless Council objects. On a proposal by Cllr Corbett and seconded by Cllr Goacher this payment was approved. Clerk requested that Council consider putting a cookies pop up on the website. Council agreed **UNANIMOUSLY** to do this. Clerk to contact web provider to get a price.

Clerk

Agenda Item 11: Planning Update

Cllr Corbett updated Council on the following planning applications. Cllr Corbett reported that it had been a quiet couple of months.

New Application: SDNP/18/04191/LDE (6/8/18)

Location: Hylters Barn Hylters Lane Chilgrove PO18 9HT

Proposal: Proposed lawful development certificate for the insertion of two additional windows

New Application: SDNP/18/03977/HOUS (16/8/18) SDNP/18/03978/LIS

Location: 127 A286 Vicarage Lane To The Grinch West Dean PO18 0RX

Proposal: Construction of garden gazebo

New Application: SDNP/18/03464/FUL (13/7/18)

Location: The Dower House West Dean College Church Lane West Dean Chichester West Sussex

Proposal: Siting of 5 single storey temporary bedroom accommodation units for a period of 2 years

PC comments: no objection (8/8/18)

Cllr Goacher informed Council that he had been approached by a resident of Binderton about the ongoing works at the pool house. Council agreed that Cllrs Corbett and de Groot would investigate further and re-acquaint themselves with the case.

**Cllrs
Corbett
& de
Groot**

Agenda Item 12: FINANCE

a) Adoption of 2018/19 Risk assessment previously circulated to Council

Clerk reported that Cllr Graham had raised concerns regarding the risk assessment including who does the risk assessment, how it is put together, what training is provided and PC liability. Council asked Clerk to refer the document back to Cllr Graham for him to review and report back to Council with his comments and suggestions.

**Cllr
Graham**

b) Insurance renewal quotation

Clerk presented Council with the insurance quotations supplied by Came & Co. On a proposal by Cllr Corbett and seconded by Cllr Slade, it was **UNANIMOUSLY AGREED** that Council would reinsure with Inspire at a cost of £420.71 plus £50 administration fee and IPT fee

Clerk

c) Approval of Accounts, Income and Expenditure Reports

d) Bank Reconciliation

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

Agenda Items 12c & d were accepted and approved by Councillors. Cllr Corbett **PROPOSED** the motion which was **SECONDED** by Cllr de Groot

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) Email: Outstanding fee for recreational ground 2016

Clerk reported that she had been unable to track down the unpaid invoice as Council finances are up to date with no unpaid invoices. Philip Kirk responded that this could be due to an internal invoice system error and to leave the matter with him to resolve.

P.Kirk

b) Consultation: Local Minerals Policy Adoption Update (email sent 30/07/18)

Council accepted this correspondence.

c) Email: Community Initiative Funding Process (email sent 6/8/18)

Council accepted this correspondence

d) Email: Low Flying Aircraft Goodwood Revival 6-9th September

Council accepted this correspondence

e) Velo South event road closures update (email sent 17/8/18)

<p>Cllr Corbett highlighted residents concerns over the lack of communication and consultation. County Cllr Hunt responded that WSCC accepts that there was not enough consultation done initially but Velo South have been working hard to ensure that disruption is minimised</p> <p>f) Email: Scam Presentation (28/8/18)</p> <p>Philip Kirk agreed that this should be open to all residents and will take ownership. Clerk to forward initial email</p> <p>g) Email: John Pitts. Traveller problem (email sent 28/8/18)</p> <p>Council accepted this correspondence</p> <p>h) Southern Water Annual Report and Survey (email sent 28/8/18)</p> <p>Council accepted this correspondence</p> <p>i) Email: Wendy Goacher regarding armistice celebrations (email sent 28/8/18)</p> <p>Clerk reminded Council of the email sent asking for support and a possible donation towards the restoration works to the war memorial cross at Singleton. Cllr Goacher volunteered to take photos and report back at the next meeting at which time Council would decide whether a donation would be made. Clerk to put on the agenda of the next meeting. In light of recent thefts of war memorial statues Council decided not to go ahead in getting one for West Dean.</p> <p>j) Pathwatch Meeting. (email sent 5/9/18)</p> <p>Cllr Odin offered to attend</p>	<p>Clerk P.Kirk</p> <p>Clerk Cllr Goacher</p> <p>Cllr Odin</p>
<p>Agenda Item 14: Matters arising not dealt with elsewhere on the agenda</p> <p>Clerk reported on a cheque received for the sum of £27 to add an additional inscription to the Miles memorial. Clerk advised Council that she had no knowledge of this fee and the original payment made for the memorial would have included 2 inscriptions. Clerk had asked Cllr Goacher to check on this and report back. Council agreed UNANIMOUSLY to allow the inscription to take place and the fee to be returned.</p> <p>Cllr Goacher reported that the vegetation in Church Lane from Cemetery Lane to the 286 was in need of attention. Philip Kirk reported that this was the responsibility of the Foundation and he would be securing a quote to get it done.</p> <p>Council reported that a complaint had been received regarding fireworks at the recent Chilli Festival and that no notification had been received. Cllr Odin urged the Foundation to ensure that regular communications are made. Philip Kirk to look into.</p>	<p>Clerk</p> <p>P.Kirk</p> <p>P.Kirk</p>
<p>Agenda Item 15: Any other matters for information only</p> <p>None</p>	
<p>Agenda Item 16: DATE OF THE NEXT MEETING</p> <p>The next meeting Parish meeting will be held at 7.30pm on 7th November 2018</p>	
<p>Meeting finished at 8.35 pm</p>	
<p>Appendices and Attachments</p> <p>Monthly Income and Expenditure Report – Appendix 1</p> <p>Bank Reconciliation – Appendix 2</p>	

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 12 SEPTEMBER 2018				
RECEIPTS: 30 June - 5 September 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
	-			
PAYMENTS: - 11 July - 12 September 2018				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
12/09/2018	101415	WSCC	Street Lighting & Mainter	669.83
12/09/2018	101416	HL O'Callaghan	Clerk Salary - July	364.3
12/09/2018	101417	Chi Payroll	Payroll - July	10
12/09/2018	101416	HL O'Callaghan	Clerk Salary -August	364.3
12/09/2018	101417	Chi Payroll	Payroll - August	10
12/09/2018	101418	HL O'Callaghan	Clerk working from home	36
12/09/2018	101418	HL O'Callaghan	Transparency Compliance	47.08
12/09/2018	101418	HL O'Callaghan	Mileage	17.1
				1518.61

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
AS AT 5 SEPTEMBER 2018		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2018		£25,803.55
Add Total Receipts		6,000.00
Less Total Payments		(3,226.03)
TOTAL		£28,577.52
BANK		
Barclays as @ 5/9/18		22,576.63
Santander		6,000.89
Less unpresented cheques		
		0.00
Plus Uncleared Deposits		0
TOTAL		£28,577.52