

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 13 NOVEMBER 2019 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Court, Cochrane, De Groot, Graham, Odin, Slade, Hannah-Louise O’Callaghan (Clerk), District Cllr Potter, County Cllr Hunt</p>	
<p>Agenda Item 1: Apologies for Absence Apologies received from Cllr Corbett & Cllr Goacher</p>	
<p>Agenda Item 2: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Cllr Graham declared an interest in items including in the planning section of the agenda (item 9) relating to West Dean land and properties.ii. <u>Dispensation Requests</u> – None	
<p>Agenda Item 3: Minutes On a proposal by Cllr Slade and seconded by Cllr Graham it was RESOLVED that the minutes of the meeting on 11th September 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) Update on retention of red phone box as an asset of community value There is no update from Cllr Kendall. Cllr Cochrane reported that if the Parish Council were not interested in taking on the phone box other representatives from the parish may be interested. Clerk explained that the Parish Council had expressed an interest in retaining the phone box but as an asset of community value rather than through a purchase.c) Ash Tree die back in Cemetery Cllr Odin reported that this is ongoing as no price had been received yet. It was highlighted that a 2.5 hectare trial block was taking place to find a tree resilient to ash die back but to date nothing had been found	<p>Cllr Kendall</p> <p>Cllr Odin</p>
<p>Agenda Item 5: County Councillor Report</p> <ul style="list-style-type: none">• The November edition of our Town and Parish News is now out, so I am sure that Hannah-Louise will have circulated this to you all. It does contain a lot of useful information for all your residents and so I now have a link to the newsletter, which I will ask H-L to highlight in the minutes. It is https://content.govdelivery.com/accounts/UKWSCC/bulletins/2677ce3• This month we have covered such things as:<ul style="list-style-type: none">• Details of the newly elected Council Leader - Paul Marshall• A reminder to get your flu vaccination• Details of our new ‘Improving Local Places and spaces’ initiative, which was launched recently at the Sussex Association of Local Councils Autumn conference - which I’m not sure if you attended	

- It includes links to three of our latest communication campaigns - **Age Well in West Sussex - WS Budget 2020/21** and a webpage containing information about **Brexit**
 - It also has links to two current consultations, the first on **proposed re-organisation of rural and small schools in West Sussex**, which relates to the five small schools in the county, and secondly a consultation on a review of our **library offer** - which is not about closure of any of our 36 libraries. It is more about change of hours, discontinuing the mobile library service etc. - but this consultation closes tomorrow.
- With winter coming and the worry this brings to many residents, particularly the elderly, often wondering how they will meet their fuel bills, I would like to promote to your residents **'Your Energy Sussex'**, which is operated by West Sussex County Council. Sourcing your fuel through **YES** means that you know that you are sourcing your gas and electricity, not only at competitive rates, but also that your electricity is provided mostly from local, renewable sources. It is supported by councils across Sussex, including East Sussex County Council and a range of local district and borough councils - including CDC. Some of the plus points are:
 - We are generating more and more energy in Sussex. Our solar farms in Westhampnett and in Tangmere are now producing produce enough electricity to power 4,200 homes.
 - The green electricity tariffs are certified as being sourced from UK based wind and solar generators. we also purchase a Renewable Energy Guarantee of Origin certificate, which proves the electricity is certified as being sourced, either directly from the renewable generators or through a green wholesale energy provider.
 - Finally, and maybe most importantly, Your Energy Sussex does not make money for directors or shareholders. The profits are used to help support local people who may be struggling to pay their energy bills.
 - Full details can be found at www.yourenergysussex.org.uk
- I see that you have a note on your agenda reference another consultation WS are currently running on a proposed change to **concessionary rail travel**. As I'm sure you know, Central government provides councils with some funding, so that qualifying older and disabled people can travel for free on buses at certain times. This is commonly known as the 'free bus pass' scheme. I can assure you that the free bus pass scheme will **not** be affected by this consultation.
 - **In addition to the free bus pass scheme, West Sussex** currently provides **extra** funding to support:
 - Free travel on buses at any time for Disabled Bus Pass holders
 - Companion Passes so that qualifying pass holders who need help to travel can take someone with them who can travel for free as well
 - A free Disabled Person's Railcard instead of the Disabled Person's Bus Pass
 - A free Senior Railcard instead of the Older Person's Bus Pass
 - The proposal being consulted on is to remove the option of a free Senior Railcard instead of the Older Person's Bus Pass. No other changes are proposed, which means that the additional benefits for qualifying disabled people will remain as part of the concessionary travel scheme in West Sussex. The consultation runs until 4th December and can be found at

<https://haveyoursay.westsussex.gov.uk/highways-and-transport/concessionaryrail/> So again, I can assure you that the **free bus pass** scheme will **not** be affected by this consultation.

County Cllr Hunt also reported that the verges had recently been cut

Agenda Item 6: District Councillor Report

The District Councils Cabinet met on Tuesday the 5th and on the Agenda was a proposal to increase off street parking charges. These charges were last reviewed in 2018 and it was decided to make no change at that time. This current review by the Car Parking Forum is recommending a modest increase of 3% or 20 pence per hour on the hourly rate which still falls below charges in similar Authorities' charging regimes. If the recommendation is approved by the Full Council the new charges will be implemented in April 2020 for a period of two years. It is also planned to install more EV charging points in the District car parks, particularly in those parks in Midhurst, Petworth, Selsey and the Bournes in order to encourage more use of EV's. The Council will once again introduce the free Park and Ride in the run up to Christmas from the College Car Park. There are currently two by elections being contested, Loxwood in the north east for a District Councillor, and The Bourne Ward for a WSCC Councillor in the west. Both as a result of resignations since the May 2nd elections this year. Success in Loxwood would give control by a majority of 2 to the Conservatives.

The Chichester Business Improvement District Group will Report to the Overview and Scrutiny Committee on the 19th of this month. This will show the state of our High Streets. The shop vacancy figures for the District at 6.5% for 2018 are marginally better than the rest of the south east, and even better than the UK as a whole where vacancies are at around 10.1%. The footfall of visitors is, however, showing a small decline, down by 9% compared with 2017, the previous year. The opening of the new Co-Op in East Street will be a boon to residents in the City who have had no food stores for some time which, considering the number of in town dwellings completed over the past 10 to 15 years, will be most welcome.

A Planning Application has been received from Bushcraft to regularise the woodland experience in the wood to the south east of West Dean Park off Town Lane which operated through this past year without Planning Consent. This is now validated and has been called in by the Park Planners. A further application has been made, though not yet validated, concerning the groundwork's carried out to build a new access road and parking/turning area for the project. I appreciate this is actually in Singleton Parish.

Finally, I've seen a good number of letters in the local press expressing delight at being able to cycle on up to Cocking in the very near future! I can assure you it will be quite a few years yet before this is possible for funding reasons.

Cllr Slade asked whether the Centurian Way had been approved. District Cllr Potter responded that it had been approved by alternatives were still being looked at.

Cllr Cochrane asked whether there had been any recent changes in car park times and prices as she believed that the car park in Northgate had changed its timings. County Cllr Hunt responded that the change if timing until 8pm had been in place for nearly a year now. He highlighted that car park charges go directly back to the Council as the car parks are owned by the Council

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

No report

Agenda Item 8: Highways and Flooding

Cllr Odin reported that the shuts on the Chilgrove Road opposite need some attention, however the ones opposite Crowsall Farm were in good condition. It was noted that the verges have had work done and are in a good condition.

Agenda Item 9: Planning Update

Cllr Graham excused himself from any discussion regarding applications relating to the West Dean Estate.

In the absence of Cllr Corbett, Cllr Odin read a previously submitted report to Council as follows:

SDNP/18/05920/FUL

The application by the SDNPA to create a second phase of the Centurion Way cycle path from West Dean to Cocking, using the route of the old railway and bypassing the two tunnels, was granted approval on 11 October. The Parish Council had submitted comments asking them to reconsider the application, to make the link between the two paths less dangerous. The response was to add this condition to the planning approval:

8. Before the development hereby permitted is first brought into use, a programme of works to the A286 footway from Motor Road to the start of Phase 2 (opposite the entrance to West Dean College) including a timetable for those works (such works shall be in accordance with the submitted South Downs National Park Authority, Access Team Supplementary Response, 19th June 2019), shall be submitted to and approved in writing by the Local Planning Authority. The highway works shall be carried out in accordance with the approved details. Reason: In the interests of maintaining a safe and efficient highway network, interests of amenity and to conserve and enhance the landscape character of the area.

SDNP/19/04161/LIS

A listed building application from EJP regarding minor changes to the roofing works on the House was granted approval on 11 November.

SDNP/19/03710/FUL (Elsted Parish)

The application for retrospective permission to establish a camp site, northwest of Upton Farm, was withdrawn on 31 October. Agents for the applicant Peter Renwick have made it clear they intend to re-apply. Although it was registered in Elsted Parish it is on West Dean land.

SDNP/19/00034/ENNOT (West Dean Parish)

There is an associated Enforcement Notice attached to the same campsite regarding removal of an earth bund which has been built surrounding the area in question. Determination is expected on or after 22 November.

SDNP/19/04370/FUL (Singleton Parish)

A retrospective application has been made for a campsite on West Dean Estate, off Town Lane, Singleton, as reported at the last meeting. West Dean PC to date have not been invited to comment as it is not in West Dean Parish, although it is on West Dean land. Singleton PC have expressed a wish to have a site visit, and will be asking if any representatives from WDPC wish to join them. Any comments are due by 29 November, with determination due on 26 December. This application has been called in by the SDNPA for their decision.

It was noted that this application is not for the Parish Council to determine.

District Cllr Potter reported that there had been an incident of a coach stopping on the road which is very fast and potentially this could cause a problem. This is a matter for the Bushcraft organisers.

SDNP/19/05387/PRE

A Pre-app has been made for work to listed buildings 99 & 100 West Dean. No comments are necessary.

Agenda Item 10: FINANCE

- a) **To review and agree the budget 2020-2021.** Clerk distributed amended copies of the budget, explaining that the formula on the previous budget had not included salary or website costs correctly. Clerk made reference to the costs for the website and reported that further to a conversation with our provider, it would be more cost effective to rebuild the website than make alterations to the current website in order to meet the accessibility legislation coming into effect in October 2020. Clerk explained the cost for this would be £100 for the new website which if approved could take place either this financial year or next. After discussion it was agreed **UNANIMOUSLY** that this cost would be put into the 2020-2021 budget.

Clerk

Clerk also highlighted the cost of a recently purchased laptop approved by Cllr Odin. District Cllr Potter suggested that Clerk may wish to speak to the IT department at CDC regarding the correct software. After much discussion it was agreed that the Clerk would purchase Office 2019 at a cost of £249 to run the new laptop. County Cllr Hunt highlighted that this was not GDPR compliant however Clerk commented that as no files were being shared by the Parish Council she did not feel that Office 365 was a necessary purchase given the ongoing costs. Cllr Graham suggested the use of Google docs, a free software, however after much discussion the Council approved (with the exception of Cllr Graham) the purchase of Office 2019. This motion was **PROPOSED** by Cllr Slade and **SECONDED** by Cllr Cochrane.

Clerk

Following a discussion the Budget on a proposal by Cllr Slade and seconded by Cllr Graham was approved.

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

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

- c) **Note receipts and approve payments**

A copy of the Accounts including monthly Payments for November 2019 (Appendix B) was circulated and bank statements, bank reconciliation (Appendix C) as at 6th November 2019 was available at the meeting for monitoring and reconciliation purposes.

- d) **To approve the regular Bank Reconciliation**

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

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) SDNP Affordable Housing consultation
- b) Town and Parish Council News – October/November
- c) SDNP Planning Committee Meeting (10th October)
- d) South Downs October Newsletter

<p>e) PCSO deployment Council agreed to invite PCSO Lemm to the Parish Meeting in May.</p> <p>f) Proposed budget savings for library services Cllr Cochrane raised concerns that the cutting of the mobile library services would impact rural people especially the elderly who may be unable to travel to the libraries and been unable to access the services online</p> <p>g) Rail travel for older people consultation h) South Downs Partnership Management Plan Review i) Pathwatch Meeting Minutes j) Memorial Bench</p> <p>Clerk reported to Council on a letter received from Viv Mills requesting permission to erect a memorial bench for her parents Charles JOHN and Olive Mills. Clerk informed Council that Cllr Corbett has raised no objections. Council instructed the Clerk to respond to Ms Mills stating that the Council has no objection to the bench as detailed in the letter.</p> <p>k) General Election Resources</p>	Clerk
<p>Agenda Item 12: Winter Maintenance a) Salt Bins top up Cllr Cochrane reported that the salt in the bin at Hylters Lane was solid.</p> <p>b) Winter Services Network Update Council acknowledged the recent email regarding the gritting map for the area as supplied by WSCC</p> <p>Agenda Item 13: Matters arising not dealt with elsewhere on the agenda Cllr Cochrane reported that Fly Tipping had taken place at White Hill. County Cllr Hunt suggested that she use the LoveWestSussex app to report this. Comment was made as to the increased frequency of fly tipping. District Cllr Potter reported that the Goodwood Estate employ a team to take away rubbish as soon as it is reported rather than rely on WSCC</p> <p>Several councillors highlighted that emails were still being sent into spam. Clerk to address with website provider again.</p> <p>Cllr de Groot highlighted that car windows had again been smashed along Binderton Lane and although he had tried to inform the police of this he gave up after 15 minutes. Details were provided to Council to contact the new PCSO Jason Lemm, Council noted there is no direct telephone number for PCSO Lemm.</p>	Clerk
<p>Agenda Item 14: Any other matters for information only Cllr Slade sent her apologies for the next meeting</p>	
<p>Agenda Item 15: DATE OF THE NEXT MEETING The next meeting Parish meeting will be held on 8th January 2020.</p>	
<p>Meeting finished at 8.40pm</p> <p>Appendices and Attachments</p>	

Clerk Salary and Expenses

Clerks Salary 1- 30th September 2019

Net Salary £398.88

Clerks Salary 1 – 31st October 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 (£)
13/11/19	Mileage (11/9/19)	Mileage to PC meeting (Sept) 38 miles @ 45 pence per mile	17.10	0	17.10
13/11/19	Working from home allowance (July)	As per contract	18.00	0	18.00
13/11/19	Working from home allowance (August)	As per contract	18.00	0	18.00
13/11/19	Stationary	Stationary	34.98	0	34.98
13/11/19	Ink	Ink	22.97	0	22.97
Total			111.05	0	111.05

Appendix B

WEST DEAN PARISH COUNCIL
FINANCIAL REPORT 6 NOVEMBER 2019

RECEIPTS: 12 Sept - 6 Nov 2019

DATE	REF	PAYER	DESCRIPTION	AMOUNT
13/09/2019	N00084	CDC	Precept Part 2	6000
01/10/2019		Santander	Accrued Interest (Aug-Oct)	9.32
				6009.32

PAYMENTS: - 12 Sept - 13 Nov 2019

DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
13/11/2019	101336	Came & Co	Insurance	515.54
13/11/2019	101337	Chi Payroll	Payroll September	10
13/11/2019	101338	HL O'Callaghan	Salary - September	398.88
13/11/2019	101339	Jeffs Computers	SSL certificate & Email set up	60
13/11/2019	101339	Jeffs Computers	Annual website fee	40
13/11/2019	101340	K Goacher	Grass Cutting Cemetery 2nd Invoice	690
13/11/2019	101337	Chi Payroll	Payroll October	10
13/11/2019	101338	HL O'Callaghan	Salary - October	398.88
13/11/2019	101341	HL O'Callaghan	Mileage	17.1
13/11/2019	101341	HL O'Callaghan	Working from home allowance (July & August)	36
13/11/2019	101341	HL O'Callaghan	Stationary Order	34.98
13/11/2019	101341	HL O'Callaghan	Ink Order	22.97
13/11/2019	101342	W Goacher	Grass Cutting Churchyard Part 2 2019/20	215
13/11/2019	101343	HL O'Callaghan	Computer Expenses	303
				2752.35

WEST DEAN PARISH COUNCIL

BANK RECONCILIATION

6th November 2019

RECEIPTS & PAYMENTS

Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		12,421.67
Less Total Payments		(5,479.44)
TOTAL		£36,002.83

BANK

Barclays as @6/11/19		29,829.38
Santander as @6/11/19		6,173.45
TOTAL		£36,002.83