

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 14th MARCH 2018 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Cochrane, Goacher, Kendall, Odin, Slade Hannah-Louise O’Callaghan (Clerk), County Cllr Hunt, District Cllr Potter, Ian Graham, Philip Kirk (Savills)</p>	
<p>Agenda Item 1: APOLOGIES FOR ABSENCE Apologies received in advance from Cllr Corbett</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 Cochrane it was RESOLVED that the minutes of the meeting on 3rd January 2018 be approved. They were duly signed as a correct record.</p>	
<p>Agenda Item 4: Declaration of 2 vacancies on the Parish Council Cllr Odin informed the Council that due to the resignations of Cllrs Pearmaine and Mrs Pearmaine, 2 vacancies now exist on the Parish Council. Cllr Odin expressed his thanks to Cllrs Pearmaine and Mrs Pearmaine for their support and hard work and wished them well with their house move.</p>	
<p>Agenda Item 5: Option to co-opt for the 2 vacancies Clerk informed Council that the mandatory 14 days for notification of the 2 vacancies has now passed and as such Council are now able to co-opt any interested parties. Clerk provided Council with Co-Option notices to be placed on the noticeboards</p>	Cllr Cochrane & Cllr Kendall
<p>Agenda Item 6: Update on matters carried forward from previous meeting:</p> <ul style="list-style-type: none">a) James Family Burial Plot Clerk reported that although a copy of deeds to the cemetery extension have been provided by Cllr Odin, there is no mention made of the original cemetery in which it is presumed that the James family plot is located therefore we are none the wiser as to who holds the ownership deed to the plot as Clerks records do not make mention of a James family plot. Cllr Odin informed Council that he had instructed an archivist to find the original deed and will report back to Council. b) Update on the release of land known as the Recreational Ground Clerk reported that an email had been received from Savills stating that they are happy that the matter is concluded. In addition a letter has been received from Ian Graham on behalf of the Edward James Foundation confirming that the Parish Council have the option of another piece of land equivalent in size to the Recreational Ground in the future. Council agreed that they were happy with this.	Cllr Odin

Agenda Item 7: County Councillors Report

County Cllr Hunt had no further update, his detailed report having been presented at the Annual Electors Meeting in advance of the Parish Meeting. A copy of the report is attached to form part of these minutes (appendix 1).

Agenda Item 8: District Councillors Report

In addition to his report given to the Annual Electors Meeting, a copy of which is attached to form part of these minutes (appendix 2), District Cllr Potter highlighted the planning issue at Singleton with potential new houses being built inside the Park.

Agenda Item 9: Traffic Action Committee, including Community Speedwatch and SID

In the absence of Cllr Corbett Cllr Odin referred to a report submitted in advance by Cllr Corbett stating the following:

There is very little to report on the traffic scene. The West Dean Community Speedwatch group has suffered from too few volunteers to gain any traction. We are still attempting to arrange a meeting with other parishes in the valley in order to arrange the use of a SID device in West Dean on the A286. It seems extraordinarily difficult to bring people together, particularly in the winter months.

Southern Water has again had to bring in tankers round the clock to pump out at Church Lane, due to high groundwater levels threatening the sewage system. This has now stopped, last week, but with further heavy rain might have to resume. We are concerned about the state of the road and verge where they operate, and have arranged a meeting with them next week to discuss how this can be improved.

Agenda Item 10: Highways and Flooding

The following updates were received on areas of concern highlighted for action at the previous meeting:

- a) Potholes on Hylters Lane to Chilgrove Park Road. Cllr Odin reported that repairs to the Old West Dean road, although a notice went up on 20th February, these had not been done. Cllr Odin highlighted that there are a lot of potholes in the vicinity.
- b) Lack of road marking at Stapleash crossroads. No update
- c) Broken mirror on access to the Church. No update
- d) Dangerous tree on the trundle. Cllr Odin confirmed that this is not within the Parish boundary.

County Cllr Hunt reminded Council that the best way to report potholes and other work that needs to be done is by using the LoveWest Sussex app and urged councillors to use this method. County Cllr Hunt also reported that highways will be investigating the shuts on the Chilgrove road.

Agenda Item 11: Winter Management

Cllr Odin reported that in the recent bad weather the winter management plan worked and that everything ran smoothly. Cllr Odin thanked Ian Graham for his effort in maintaining the roads.

All Cllrs

Agenda Item 12: GDPR Preparation and Update

Clerk reported that a toolkit for GDPR preparation had been received however the Council has put all the policies in place and at this stage there is no further update.

Agenda Item 13: Planning Committee

On behalf of Cllr Corbett, Cllr Odin reported the following:

a) **New Application: SDNP/18/00322/LIS (26/02/18)**

Location: West Dean College A286 Vicarage Lane To The Grinch West Dean PO18 0RA

Proposal: Internal alterations (removal of modern partition) to bedrooms room no. 105 and 106

b) **New Application: SDNP/17/06518/FUL & SDNP/17/06519/LIS (09/02/18)**

Location: West Dean College A286 Vicarage Lane to The Grinch West Dean Chichester West Sussex PO18 0QZ

Proposal: Repairs to the existing roof covering, roof structure, flint parapet walls and lead valley gutters to the west end. Repair and some replacement to existing roof lights. Alterations to the existing safe access equipment including 1 no. fixed vertical access ladder. 6 no. lead down pipes to roof 5, 12 and 16. 1no. cast iron downpipe to roof 39 with new cast iron gutter.

9/3/18 PC made comments in support of this application

c) **Approved Application: SDNP/18/00210/FUL**

Location: Flat 1 Binderton House Binderton Lane Binderton West Dean PO18 0JS

Proposal: Addition of a canopy roof supported by a single column (3.4m long by 1.8m wide) providing weather protection to existing french doors

6/3/18 Permission granted

Agenda Item 14: Finance

a. Receipts and Payments 3rd January – 7th March 2018

On a proposal by Cllr Kendall, seconded by Cllr Slade payments, totalling £834.22 previously circulated, were **APPROVED** and any receipts noted. These are attached to and form part of these minutes. Appendix 3.

b. Bank Reconciliation

On a proposal by Cllr Slade and seconded by Cllr Goacher the Bank Reconciliation to the 7th March 2018 was **APPROVED** – Appendix B. In line with good practice, Cllr Odin inspected Barclays Bank Statement issued 28th February 2018 and initialled the corresponding balance.

c. Re-appointment of internal auditor

Clerk asked Council to consider re-appointing Rachel Hall as the internal auditor for the year 2017-2018. On a proposal by Cllr Cochrane and seconded by Cllr Kendall, Rachel Hall was re-appointed by Council

Agenda Item 15: Correspondence

Council received and reviewed the following correspondence:

- a) Consultation: Joint Minerals Plan. Deadline for Comments 15th March (email sent 15/1/18)
- b) CDALC Meeting Monday 16th April (email sent 20/02/18)
- c) Advance notification re Velo South event coming to Chichester 23rd September (email sent 21/02/18).

Clerk highlighted to Council that there has been some concern over the route of the event but at this stage no final details were available. County Cllr Hunt informed Council that the route should be published in mid April and that the event is a good thing for the County and local businesses.

- d) Email re dog poo on Centurian Way (23/01/18)

Following discussions on this subject Council asked Clerk to contact Nigel James at the National Park to see if they can put signs and a bin in place as the path itself is leased to the National Park and maintenance falls within their remit.

Cllr Goacher mentioned that the handrails on the bridge are potentially unsafe for small children and that the fencing had not been put back in place following the placement of the handrails.

Cllr Kendall informed Council that a contractor had already been asked to sort this out.

- e) Southern Water Update. Concerns raised from residents re road cleaning of Millers Lane by Southern Water to rectify damage caused by tankers.

Cllr Odin reported that a meeting will be taking place between himself, Ian Graham and Mike James on 20th March at 11am. Cllr Kendall expressed an interest in attending this meeting.

- f) BABA27 Meeting 15th March (email sent 8/03/18)

Agenda Item 16: Any other matters not on agenda

Clerk highlighted to Council the letter received from WSCC and circulated on 6th March regarding the annual inspection and maintenance of the Public Rights of Way.

Agenda Item 17: Any other business for information only

- a) Noticeboard key update. Clerk to contact Peter Rice to see if he has the key and arrange for Cllr Cochrane to be able to access the noticeboard to place notices for the Council.
- b) NHB allocations. Clerk informed Council that West Dean were not eligible this year for any NHB monies
- c) Mobile Library. Clerk passed posters denoting the mobile library times to Council to place on noticeboards.

Date of Next Meeting – Annual General Meeting 9th May 2018 at 7.30pm at West Dean College

Chairman thanked everyone for attending and closed the meeting

The meeting finished at 20.18pm

Signed:

Clerk

Clerk

<p>Chairman of the Council Date</p> <p>Appendices and Attachments Appendix 1: Report from County Cllr Hunt Appendix 2: Report from District Cllr Potter Appendix 3: Monthly Payments Appendix 4: Bank Reconciliation (December)</p> <hr/>	<p>Cllrs Cochrane & Kendall</p>
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Annual Report by Jeremy Hunt, County Council Member for Chichester North

This last year has been quite a busy year, with County Council elections last May. I was delighted to have been elected to represent you for another term of office and I look forward to supporting you over the next three years.

As I said this time last year, the County Council continues to face continuing challenges in providing the services we do in the face of ever reducing funding. I don't know whether you saw the item on the BBC news last Thursday, but some figures recently published in a report by the National Audit Office (NAO) has revealed that councils are 'struggling to juggle' higher demands and cost pressures, against a background of funding cuts of nearly 50% since 2010/11 - and we are seeing a continual increase in the number of - and the complexity of - both children and adults needing our support, year on year.

So you won't be surprised to hear that the County Council will be raising their share of your council tax by 2.95% for general funds + 2% for adults social care, giving a total of 4.95%. This equates to approx £62.19 per year, or £1.20 per week increase in the WS share of council tax for a Band D Taxpayer. However, the good news is that, despite still having to make savings in the next financial year, we will be investing an additional:

- £2.4m in our Children's services,
- an additional £6.7m in our adults' services and
- an additional £3.3m in our environmental portfolio.

I would just like to assure you that despite having made savings since 2010 of over £200m we are far better off than many other local authorities who are having to raise their tax by 6% - the maximum allowed. Many LA's are depleting their reserves at an alarming rate in order to fund services, as well as overspending on some of those services. However, I can assure you that WS is not one of these counties - we are on a good sound financial footing.

I would also like to remind you that last October the County Council approved the new **West Sussex Plan 2017 - 2022**. This plan is very much based around what our residents told us was Important to them in our last 'What Matters to you' survey. Our budget for 2018/19 and our Medium Term Financial Strategy through to 2022, very much support and underpin

that plan. To view the West Sussex plan please go to

<https://www.westsussex.gov.uk/campaigns/the-west-sussex-plan/>

We also have a very exciting capital programme over the next five years, investing around £800m in our county to support the vision as set out in the West Sussex plan. Just as an example, over the next five years we plan to invest:

- £167m on education and skills for our children and young people
- £53m to help boost the economy of the county
- £10m on environmental projects
- £192m on highways and infrastructure projects
- £26m on making our community safer and stronger.

So you can see, your County Council has an exciting and vibrant future mapped out for your county - very much supporting you, our residents.

Now, moving on to a different issue altogether - the A27, Chichester by-pass! Obviously that has taken up a lot of time over the last year with the desire to find a solution that can be supported by the whole community. Well, this community group - known as the BABA27 group - is now nearing a critical point in the process. The next meeting of the BABA27 group is tomorrow - Thursday 15th March. Systra, the highways consultants, will be putting forward a number of suggestions. These are not hard and fast plans, but will be a number of options 'in principle' and I believe all the papers have been emailed out to the BABA27 group this afternoon. The idea is that each representative will take away these ideas to discuss with their communities. The community will then need to respond by 29th March. Systra will then refine the 'long list' of options, down to two or three key proposals, which can be taken forward for more extensive work. The plan is to agree on these routes at the April meeting of the BABA27 group. I also now understand that the Chichester Observer will be running full coverage of all the details that will be discussed tomorrow night, with a view to the wider public having the opportunity to add their comments.

If you attended our last CLC meeting you will have seen the presentation about crowd funding. As from this coming financial year we have dropped two of our three funding pots - the MBSF and the small grants fund - and we are planning to encourage local groups to raise

funds through a crowd funding platform, which can then be supported by your local CLC's through the use of the money that is currently in the CIF pot.

We will be continuing with our award winning Operation Watershed scheme, although going forward it will be very much focused on capital schemes.

Finally, I would like to just give you a taster of some of the extremely wide range of services that your CC provides.

- We are there from conception - not literally - but our 1001 days programme is designed to support both mothers and babies who need our help, from conception of the baby through to its second birthday - 1001 days.
- Our Think Family Programme successfully turns round and improves the lives of troubled families - particularly the outcomes for the children of those families.
- We support children in need - in fact all Members of the County Council have a responsibility as 'Corporate Parents' to the children in our care.
- We provide an education for our children, through our maintained schools as well as being responsible for transporting many of those children to school.
- We maintain the fabric of the highways network, the roads, the pavements, the street lights and the road signs.
- The D's and B's collect your waste, but the County Council is responsible for the recycling and disposal of all that waste.
- The Fire and Rescue service is now deeply embedded within the County Council, to the great benefit of both parties. Only last week the F&R service, supported by an emergency team from the CC, was responsible for distributing over 2500 bottles of water to residents in parts of mid-Sussex and Crawley when many water mains burst following the thaw.
- Another service we provide - meals on wheels - also distributed bottled water with all their meals to ensure that no one in our county went without water.
- We support our businesses by investing heavily in our economy - we also promote tourism - all aimed at bringing jobs into the county and improving the GVA. More businesses mean more business rates, a percentage of which your local authorities retain and in turn re-invest in our services.
- Then we look after those people who, for whatever reason, need our assistance in later life.

- And finally, we run the registrar of births, Marriages and deaths - so again we are there supporting you and your families from the beginning to the end - and many points in between!

So, there you have it - a county council that supports all its residents - and is there with a helping hand when you need us most.

Thank you once again for your support over the last year and I very much look forward to working with you over the coming year.

Appendix 2

Your Council Tax has been increased for the coming year 2018/19, across the Board. Parish precept has been increased by 2.55%. amounting to an average of £58.15 District has risen 3,32% (£5) to £155,81. County by 4.95% to £1317.78 and the Police and Crime Commissioner precept by a whopping 7.9% to £165.91. This large increase is a result of a PCC questionnaire asking if we would be prepared to pay more for our policing and to recruit additional officers.

However, crime is on the increase in parts of the country, according to the Press only today, Surrey and Hampshire head the list with increases in reported crime of 78% and 74% respectively. West Sussex is not in the top ten thankfully, let's hope the additional police manpower will keep it that way!

The Southern Gateway Project is progressing, the £5 million Grant offered by the Coast to Capital Local Enterprise Partnership is to be formally accepted by Full Council. This grant funding will be used to kick start the project by investigating the relocation of the Bus Station and Garage, the Post Office sorting depot, and the future of the old Boys High School and the Police Station. At this very moment, the future of the Law Courts is still uncertain. Still no thoughts for a bridge over the Railway but it is still a flexible plan

The District Council has an agreement with the SDNPA, not only to manage the Planning Applications within the Park, but also a Duty to Co-operate. This Duty to Co-operate has sneakily resulted in the NP expecting the District (outside the Park) to accept up to 44 dwellings per annum which the Park Authority can't find locations for within its boundaries! This in our eyes, is not addressing the needs for affordable housing within the Park.

And that, ladies and gentlemen, concludes my report

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 14 MARCH 2018				
RECEIPTS: 2 January - 7 March 2018				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
PAYMENTS: - 2 January - 7 March 2018				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
14/03/2018	101401	HL O'Callaghan	Clerks Salary -January	357.02
14/03/2018	101401	HL O'Callaghan	Clerks Salary - February	357.02
14/03/2018	101402	Chi Payroll Services	Payroll -January	10
14/03/2018	101402	Chi Payroll Services	Payroll - February	10
14/03/2018	101403	HL O'Callaghan	Mileage	17.1
14/03/2018	101403	HL O'Callaghan	Working from home allow	36
14/03/2018	101403	HL O'Callaghan	Website updating -compl	47.08
				834.22

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
AS AT 7th MARCH 2018		
PRESENTED TO COUNCIL ON 14th MARCH 2018		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2017		£22,039.70
Add Total Receipts		15,078.90
Less Total Payments		(10,480.83)
TOTAL		£26,637.77
BANK		
Barclays as @ 28/02/18		20,636.88
Santander		6,000.89
Less unpresented cheques		
		0.00
Plus Uncleared Deposits		0
TOTAL		£26,637.77