

WEST DEAN PARISH COUNCIL
MINUTES OF THE PARISH MEETING
WEDNESDAY 15th MAY 2019 AT 7.30pm WEST DEAN COLLEGE

	ACTION
<p>In attendance: Cllrs Corbett, De Groot, Goacher, Kendall, Odin, Hannah-Louise O'Callaghan (Clerk), County Cllr Hunt</p>	
<p>Agenda Item 1: Election of Chair and Signing of Declaration of Acceptance of Office On a proposal by Cllr Goacher and seconded by Cllr Corbett, Cllr Odin was re-elected as Chair for 2019-20. Cllr Odin duly signed the Acceptance of Office</p>	
<p>Agenda Item 2: Election of Vice Chair and Signing of Declaration of Office On a proposal by Cllr Odin and seconded by Cllr de Groot, Cllr Corbett was re-elected as Vice Chair for 2019-20. Cllr Corbett duly signed the Acceptance of Office</p>	
<p>Agenda Item 3: To confirm and accept all Declarations and Acceptance of Office have been made and received Clerk received all Acceptance of Office papers from all councillors present. Cllrs Slade, Goacher & Kendall to forward Declarations of Office to Clerk once completed</p>	Cllrs Slade, Goacher & Kendall
<p>Agenda Item 4: Apologies for Absence Apologies were received from Cllrs Graham, Slade & District Cllr Potter</p>	
<p>Agenda Item 5: Code of Conduct</p> <ul style="list-style-type: none">i. <u>Declarations of Interests</u> – Cllr Goacher declared an interest in a quote given to Council for a repair to the cemetery gate, this was duly noted by the Councilii. <u>Dispensation Requests</u> – None	
<p>Agenda Item 6: Minutes On a proposal by Cllr Kendall and seconded by Cllr Corbett it was RESOLVED that the minutes of the meeting on 13th March 2019 be approved. They were duly signed by the Chairman as a correct record.</p>	
<p>Agenda Item 7: Review and Election of Chair/Members to Committees</p> <p>The following councillors were nominated to sit on the committees as detailed below:</p> <ul style="list-style-type: none">a) Traffic Action – Cllr Grahamb) Planning – Cllr Corbettc) Highways and Flooding – Cllr Odind) Village Maintenance and Footpaths – Cllrs De Groot, Odin & Grahame) Winter Maintenance – Cllr Grahamf) Cemetery & Churchyard – Cllr Goacher	
<p>Council decided UNANIMOUSLY that a finance committee was not necessary</p>	
<p>Agenda Item 8: To review and adopt Council policies</p> <ul style="list-style-type: none">a) Code of Conductb) Standing Ordersc) Financial Regulationsd) Parish Council Assetse) Health & Safetyf) Data Protection and Cllr data policyg) Risk Assessment	

<p>Clerk provided Council with previously circulated documents. On a motion proposed by Cllr Goacher and seconded by Cllr de Groot, Council UNANIMOUSLY accepted and ratified the policies as stated in Agenda Item 8</p>	
<p>Clerk noted that she has received a risk assessment form from Cllr Goacher covering the cemetery. A risk assessment will be undertaken by Cllr Goacher and forwarded to the Clerk. Risk assessment to be carried out on an annual basis in accordance with the Risk Schedule.</p>	<p>Cllr Goacher</p>
<p>Agenda Item 9: Date and time of future meetings Council agreed the meeting dates as previously circulated by the Clerk. Clerk to update website</p>	<p>Clerk</p>
<p>Agenda Item 10: Update on matters carried forward from previous meeting: a) James Family burial plot This item is ongoing</p>	
<p>b) Update on repair of bus shelter, asbestos etc Clerk informed Council that Cllr Graham had reported that asbestos has been found in both bus shelters. Cllr Graham asked Clerk to establish who owns the bus shelters. Clerk reported that they are both listed as a Council asset. Clerk to inform Cllr Graham that the Parish Council owns the bus shelters. Cllr de Groot informed Council that he has cleared the base as well as inside and outside of the bus shelters from ivy and ground cover.</p>	<p>Clerk</p>
<p>c) Councillor email addresses Clerk discussed the costs with Council of setting up new email addresses (previously sent email). Clerk also highlighted the option to set up a gmail address for each councillor at no cost to Council.</p>	
<p>Council agreed to implement (with immediate effect) new email addresses for all councillors. This would be at a cost of £40 p/a in addition to the £40 p/a currently paid to host the website. A set up fee of £20 would also be charged. This would also include additional security features being put onto the existing website as recommended by the website provider. Clerk to contact J Martin to set this up and distribute new email addresses accordingly.</p>	<p>Clerk</p>
<p>On a motion proposed by Cllr de Groot and seconded by Cllr Corbett Council agreed to set up the new email addresses.</p>	
<p>Agenda Item 11: County Councillor Report At your February meeting I set out the CC's financial position and some of the challenges we were facing, so tonight I don't intend to go into our finances quite so extensively, but I would just like to make a few comments to update you.</p>	
<p>I'm pleased to say that we closed the last financial year on budget, which considering the pressures we face is testament to the hard work put in by all our staff.</p>	
<p>Obviously the current financial year is again going to be a challenge, especially achieving the planned savings/efficiencies in the region of £24m. But the good news is that despite making savings we are now actually increasing the amount of funding for Adults and Children's services by around £18.5m.</p>	
<p>Over the longer term planning we currently have two serious challenges.</p>	
<ul style="list-style-type: none"> • Firstly, this current financial year is the last year of a four year government finance settlement. This set out how much financial support we received from Government through various different grants. Last year they carried out a consultation, called the Fair Funding Review. The results of this would help underpin the basis of our funding going forwards. We had been told that they would publish their results this Spring, but it has now been delayed until the early Autumn. So unless the Government bring that announcement forward, we are effectively doing our budget preparation for 2020/21 almost blindfold. • Secondly, the Green paper on Adult Social Care, which was promised over a year ago, has still not been published. As Adult care is the largest share of our budget, at nearly 40%, you can see that we 	

urgently need some certainty about how this is going to be funded going forward. In fact I think we would all like to know that, not just the CC!

Now, moving on to community support. Firstly, I'm pleased to say that we are still continuing to support community led capital projects related to flooding and drainage issues, through our excellent award winning **Operation Watershed** initiative.

Secondly, last year we launched the West Sussex Crowd Funding platform. Despite some teething problems this initiative has proved a great success. There are still 15 projects still live from 2018/19 and if all these meet their targets then the total raised through the platform last year will be just under **£690k**, covering 88 projects. Of this total, approx **£210k** has been pledged by the CC through the CIF, with the balance of around **£480k** being donated by residents, local businesses, partner funds and others. Had we not had the platform, our total funding through the CIF would probably still only been in the region of £210k, and many organisations would have lost out on that opportunity to leverage a further **£480k**.

However, one issue which we now recognise, is that for very small groups, such as 'tea' clubs and those wanting support for such things as the costs of taking elderly residents on an annual outing, the platform is far too complicated. We are therefore looking at bringing back some form of 'micro' grant system, probably for requests up to £750. Hopefully a decision on that is imminent and I will keep you updated.

Details of our crowd funding can be found at www.spacehive.com/movement/westsussexcrowd or Google *WS Crowd funding*.

Whilst talking about grant funding and CLC's, the next meeting of the **South Chichester County Local Committee is on Tuesday 18th June, 7.00pm at County Hall as usual.**

Now, just recapping on a few local happenings over the last year:

- Last year saw the CC completed the refurbishment of Halnaker Windmill and the replacement of the sails. I think we are all agreed that it now looks resplendent, once again standing out as an iconic landmark on the Sussex skyline. I am also pleased to say that one of our countryside wardens has spotted swallows flying in and out of the top door, so hopefully that means they have returned to nest there.
- With regards to the proposed A27 by pass, I personally think this is probably now on long term hold. As I am sure you know, both the options, one north and one south, that were put forward by the CC were rejected by Highways England earlier this year. Since then the Arundel section of the A27, where the route had actually been announced, was 'pulled' by HE due, I understand, to some legal challenges. It was due to come back for re-consultation this spring, but I now believe it has been delayed further. I also see that HE have recently delayed eleven major road schemes for at least five years, due to pressure on funding. So I suspect Chichester will be some way down the queue by now!
- Finally, and after much chasing, I persuaded our operations team to get BT to upgrade the broadband service to Binderton, which is now in place. Unfortunately, Binderton had got stuck in no man's land between the service coming north from Chichester as far as Lavant and south from Singleton as far as West Dean. Hopefully now everyone in Binderton is able to access a much improved service.
- You are all obviously aware of the recent disastrous fire at the Amenity site, so I just wanted to update you on the present situation. It is currently open for green garden waste only, but will hopefully have a much wider service available in time for the Whitsun bank holiday weekend. We expect this to include the majority of materials, such as general waste, cardboard, wood, large and small electrical goods, hazardous waste, textiles. However, due to space constraints, the closest sites for soil, hardcore and plasterboard are Worthing or Billingshurst. Asbestos can be taken to Worthing, Burgess Hill or Crawley, but not Billingshurst.

Lastly, I just want to check to see if you have received our new style Town and Parish News, only a lot have come back as address unknown. I think this is an excellent publication and it goes hand in hand with the regular news bulletins we issue as well as updates on the many campaigns we run, particularly around health and wellbeing issues. I know I have mentioned this subject before, but please keep up to date with all the news and campaigns we promote by visiting our website at www.westsussex.gov.uk/about-the-council/news-and-campaigns/ or again, just Google *WS News and campaigns*

To demonstrate that we do really try and look after our residents, I just want to return to something I mentioned to you at your last meeting.

Trips and falls in elderly people are a major cause of hip fractures. It is estimated that these cost the NHS around £20m per year in West Sussex alone. Then there is the hidden cost of after care, which often the CC has to pick up. So, to demonstrate that sometimes the simplest things can make a big difference to peoples lives I highlighted the **West Sussex free 'Slipper Swap'** campaign for elderly residents across the county. As well as the slipper swap, they were also given a wealth of information on other simple steps they could take to help reduce their risk of falling. I'm pleased to report that the campaign was so successful, we had to arrange some additional dates.

So there you are, it is not all about the multi-million pound projects - this is one of the many simple ways in which **your County Council does care for you, its residents!**

Agenda Item 12: District Councillor Report

None

Agenda Item 13: Traffic Action Committee, including Community Speedwatch and SID

Cllr Corbett reported the following:

There is little to report on the traffic scene. The West Dean Community Speedwatch group has suffered from too few volunteers to gain any traction. We were in touch with a community group from West Dean Primary School led by Richard Edwards, but he has now handed over to someone else who has not been in touch so the trail has gone cold.

Cllr Ian Graham and I have both attended meetings with STAG, the traffic group in Singleton, who do seem to be making traction, and have shared information with us. If we can generate more volunteers we could encourage collaboration between the two villages which should have a positive effect on traffic calming.

Cllr Ian Graham has been trying to contact WSCC Highways Chris Dye as suggested at the last meeting but has not reported any progress.

Clerk updated the Council with comments from Cllr Graham stating that he had been in touch with Chris Dye and although some progress has been made, this is ongoing.

Cllr de Groot asked whether it might be possible to re-paint the red lines on the road, this was deemed a question for Highways

Agenda Item 14: Highways and Flooding

Cllr Corbett reported that Cllr Graham is equally involved in this item however Cllr Corbett requested that any future emails received from Southern Waters be forwarded as a matter of course to all Parish Councillors. There is still the outstanding question regarding how much inspection has been done in West Dean of the laterals.

Agenda Item 15: Planning Update

Cllr Corbett reported the following

It has been a fairly uneventful year for Planning matters. There were sixteen applications validated in the past year since the last Annual Parish Meeting. Two were refused, ten were permitted, and four are still open.

The refusals were siting a mobile home at Brooms Farm, and alterations to windows in Hylters Barn, which was later amended and granted.

Almost without exception the ten applications permitted were non-contentious, mainly concerning the formalities of maintenance and alterations to listed buildings, on behalf of the Edward James Foundation, and other West Dean buildings. However in the case of Hare Cottage on Church Lane, which is a Grade II listed building, the proposals for refurbishment are opposed by the conservation officer.

Two of the applications still open are more notable. There is an application to build a replacement barn at Colworth Farm to provide a shooting lodge, farm office and accommodation. This has been challenged by the planning authority on the grounds of its proposed size.

Clerk

The other application is by the SDNPA themselves, 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. However there is no connection between the two phases, apart from walking / cycling along the very dangerous A286 between the two access points. The Parish Council have submitted comments asking them to reconsider the application to make it less dangerous. There has been no response, and no published comment, from the planning authority to date.

Cllr Odin highlighted that the bridge over Bridge Lane has had the railway line fenced off. Cllr Graham to update regarding conversation with railways regarding this matter.

Agenda Item 16: Annual Return

a) To receive full internal audit report 2018-19

Council received and noted the internal audit report 2018-19 as previously sent. On a proposal by Cllr de Groot and seconded by Cllr Goacher the internal audit report 2018-19 was accepted by Council

b) To agree and sign exemption certificate

On a proposal by Cllr Kendall and seconded by Cllr Goacher Council agreed submission of the exemption certificate. This was duly signed by the Chair, Cllr Ian Odin

c) To consider the Section 1 Annual Governance Statement and findings

Clerk provided Council with a copy of the 2018-19 AGAR report highlighting Section 1, the Annual Governance Statement

d) To agree and sign Section 1 Annual Governance Statement 2018-19

On a proposal by Cllr de Groot and seconded by Cllr Corbett Council approved Section 1, the Annual Governance Statement and Findings. This was duly signed by the Chair, Cllr Ian Odin

e) To consider the Annual Accounting Statements (Section 2)

Clerk provided Council with a copy of the 2018-19 AGAR report highlighting Section 2, the Annual Accounting Statement

f) To agree Section 2 Accounting Statements 2018-19

On a proposal by Cllr Goacher and seconded by Cllr Kendall Council approved Section 2, the Annual Accounting Statement. This was duly signed by the Chair, Cllr Ian Odin

g) To set the period of public rights (Monday 3rd June – Friday 13th July inclusive)

On a proposal by Cllr Corbett and seconded by Cllr Goacher Council approved the setting of the period of Public Rights. Clerk to provide a copy of the notice for the noticeboards

Clerk

Agenda Item 17: Finance

a) Comparison of Budget vs Expenditure

Council noted the 2017-18 budget vs expenditure – appendix 1

Cllr Corbett asked whether the Precept payment was an accurate figure, Clerk explained that it was an accurate figure and that significant savings had been made in the 2018-19 year. £150.89 was paid in owed interest and savings made elsewhere.

b) To approve final accounts 2018-19

On a proposal by Cllr Goacher and seconded by Cllr Corbett final accounts for the year ending 31st March 2019 were approved by Council – appendix 1

c) To agree bank signatories

Council **UNANIMOUSLY** agreed that all councillors should be made bank signatories

Clerk

d) Acknowledgment of receipt of 1st instalment of the Precept

Council acknowledged the Precept

e) To approve Clerks salary and expenses – appendix 2

On a motion proposed by Cllr Corbett and seconded by Cllr Goacher Clerks salary and expenses as

detailed in appendix 2 were approved

f) Note receipts and approve payments

A copy of the Accounts including monthly Payments for March 2019 (Appendix 3) was circulated and bank statements as at 6th March 2019 was available at the meeting for monitoring and reconciliation purposes. In line with good practice the Chair, Cllr Ian Odin signed the corresponding bank statements

g) To approve the regular Bank Reconciliation – Appendix 4

Council inspected the bank reconciliation in line with the bank statements. On a motion proposed by Cllr de Groot and seconded by Cllr Kendall, the bank reconciliation was approved.

Agenda Item 18 Correspondence and Consultations

Clerk advised Council that the following items had been received:

- a) Sale of Dean Inn lease

Cllr Corbett clarified that this is not currently a matter for the Parish Council until such time that a change of use is sought

- b) Email re Westhampnett Fire Update

No further update as covered in County Cllr Hunts report

- c) Email re gate at new cemetery

After consulting the Financial Regulations, Council **UNANIMOUSLY** decided that this repair is urgent as it is a potential health and safety hazard. At this stage Council has only received one quotation however given the urgency of this, Council authorised K.Goacher to do this work at a cost of £185+VAT

- d) Parish member appointments to National Park Authority

Cllr Kendall expressed an interest in being nominated for an appointment for the National Parks. Clerk provided a copy of the information currently available. Council **UNANIMOUSLY** agreed to delegate voting authority to the Clerk after discussion within the Parish Council as voting will take place before the next Parish Council meeting

Cllr
Goacher

Cllr
Kendall
& Clerk

Agenda Item 19: Matters arising not dealt with elsewhere on the agenda

Cllr Odin highlighted the necessity for the Parish Council to assess the condition of the various ash trees in West Dean but specifically in the cemetery. Cllr Odin to sort out an assessment of the trees and report back on the condition and next steps

Cllr Odin

Agenda Item 20: Any other matters for information only

Agenda Item 21: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on 10th July 2019.

Meeting finished at 8.37

Appendices and Attachments

WEST DEAN PARISH COUNCIL		
	Budget	Final Budget
	2018-19	31/03/2019
	£	
Balance b/fat 1 April	£25,803.55	£25,803.55
Receipts		
Precept	£12,000.00	£12,000.00
Council Tax Support Grant	£0.00	£0.00
Cemetery Income	£0.00	£0.00
Bank interest	£0.00	£150.89
CDC Grant	£347.68	£0.00
Grants - transparency	£0.00	£0.00
Miscellaneous Income	£0.00	£0.00
Vat recovered	£900.00	£967.53
Total receipts for period	£13,247.68	£13,118.42
Total receipts	£39,051.23	£38,921.97
Payments		
<u>General Administration</u>		
Admin -Payroll	£200.00	£155.00
Computer costs/Website Hosting	£200.00	£80.00
Postage	£5.00	£0.00
Stationery costs	£50.00	£10.62
Clerk expenses	£200.00	£137.70
Clerk Overtime/Training Hours	£150.00	£0.00
Home office	£216.00	£216.00
Employment Costs (Gross)	£4,057.80	£4,413.16
Insurance	£450.00	£521.19
Audit fee	£200.00	£100.00
Training (Clerk/Councillors)	£100.00	£20.00
Valley Diary/Publicity	£50.00	£0.00
Traffic Group	£250.00	£742.24
Cemetery	£2,500.00	£1,185.93
Churchyard	£550.00	£430.00
Table Tombs	£0.00	£0.00
Street Lights	£550.00	£558.19
Bin Emptying	£310.00	£311.48
Salt Bins	£100.00	£0.00
Subscriptions	£160.00	£126.99
Room Hire	£100.00	£0.00
Notice board	£500.00	£0.00
Neighbourhood Plan	£0.00	£0.00
Events	£0.00	£0.00
S.137 & S.142 payments	£400.00	£0.00
Election	£200.00	£0.00
Precept payments	£11,498.80	£9,008.50
NHB grant	£0.00	£0.00
Transparency Grant	£347.68	£282.48
Operation Watershed	£0.00	£0.00
VAT paid	£900.00	£570.39
Total payments	£12,746.48	£9,861.37
Surplus/deficit	£501.20	£3,257.05
(Receipts less payments for period)		
Balance carried forward	£26,304.75	£29,060.60

Clerk Salary and ExpensesClerks Salary 1- 31st March 2019**Net Salary £388.72**Clerks Salary 1 – 30th April 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 (£)
15/5/19	Mileage (13/3/19)	Mileage to PC meeting (March) 38 miles @ 45 pence per mile	17.10	0	17.10
15/5/19	Working from home allowance (March)	As per contract	18.00	0	18.00
15/5/19	Working from home allowance (April)	As per contract	18.00	0	18.00
15/5/19	Stationery expenses	Stamps	13.92	0	13.92
15/5/19	Mileage	Mileage to drop off and collect audit documents to internal auditor at 45pence per mile per trip	21.60	0	21.60
15/5/19	Stationery Expenses	Replacement ink cartridges	12.77	0	12.77
15/5/19	Final Transparency Grant Payment (March & April)	Updating of website paid for from previous grant received	65.20	0	65.20
Total			166.59	0	166.59

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 15 MAY 2019				
RECEIPTS: 13 March - 8 May 2019				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
01/04/2019	Interest	Santander	Account Interest	3.13
12/04/2019	N00084	CDC	Precept Part 1	6000
02/05/2019	P.Rice	Reynolds	Burial and memorial fee	300.00
				6303.13
PAYMENTS: -13 March - 13 May 2019				
DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
15/05/2019	101437	HL O'Callaghan	Clerk Salary - March	388.72
15/05/2019	101438	Chichester Payroll Se	Payroll - March	10
15/05/2019	101437	HL O'Callaghan	Clerks Salary - April	398.88
15/05/2019	101438	Chichester Payroll Se	Payroll - April	10
15/05/2019	101439	WSALC	WSALC & NALC Subscriptions 2019-20	125.13
15/05/2019	101440	CDC	Dog Bin Emptying April 2018-March 2019	389.38
15/05/2019	101321	RS Hall	Internal Audit 2019	120
15/05/2019	101322	HL O'Callaghan	Stationary - stamps	13.92
15/05/2019	101322	HL O'Callaghan	Stationary - replacement ink cartridges	12.77
15/05/2019	101322	HL O'Callaghan	Working from home allowance April	18
15/05/2019	101322	HL O'Callaghan	Working from home allowance May	18
15/05/2019	101322	HL O'Callaghan	Mileage March meeting	17.1
15/05/2019	101322	HL O'Callaghan	Mileage - Audit documents drop off and collect	21.6
15/05/2019	101322	HL O'Callaghan	Final Payment of transparency grant for website	65.2
15/05/2019	101323	Valley Diary	Annual Contribution	100
				1708.7

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
AS AT 8 MAY 2019		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2019		£29,060.60
Add Total Receipts		6,003.13
Less Total Payments		-
TOTAL		£35,063.73
BANK		
Barclays as @ 29/4/19		28,928.82
Santander as @ 22/4/19		6,154.91
uncleared cheque 101432		-£20.00
TOTAL		£35,063.73