

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 9 SEPTEMBER 2020 AT 7.30pm

The meeting was held by Zoom in line with government guidance

In attendance: Cllrs Cochrane, Corbett, Court, De Groot, Goacher, Graham, Odin, Slade, Hannah-Louise O’Callaghan (Clerk), County Cllr Hunt, District Cllr Potter, 2 members of the public

Agenda Item 1: Apologies for Absence

Apologies received in advance from Cllr Kendall

Agenda Item 2: Code of Conduct

- i. Declarations of Interests – Cllr Odin declared an interest in item 4b
- ii. Dispensation Requests – None

Agenda Item 3: Minutes

On a proposal by Cllr de Groot and seconded by Cllr Corbett it was **RESOLVED** that the minutes of the meeting on 22 July 2020 be approved. They were duly signed by the Chairman as a correct record.

Agenda Item 4: Matters brought forward from previous meeting:

a) Traffic Calming B2141

Cllr de Groot reported that there continue to be significant concerns raised by residents in Chilgrove and Binderton regarding noise and speeding along B2141 and other routes. Residents have asked whether the Parish Council can support ongoing conversations that Binderton residents are having with Highways. It was highlighted that there is high support for change. Council agreed that this is something that the Parish Council would support. Cllr Corbett suggested that a sub committee be formed with Cllr de Groot as Chair to take this forward. It was suggested that after consultation with the other councillors Cllr de Groot be empowered to move forward charring this group. Council voted **UNANIMOUSLY** to elect Cllr de Groot as chair of the sub committee. Cllr de Groot to report at the next meeting.

District Cllr Potter highlighted the success of Operations Downsway and suggested that Cllr de Groot get in touch with Alan Sutton regarding this project. It was suggested that the success of this operation may have moved the motorcycles down to the local area and it was asked whether operations Downsway may be extended to include the B2141 and A286. Cllr de Groot to discuss further. Clerk to put Cllr de Groot in touch with Alan Sutton.

County Cllr Hunt highlighted a scheme being rolled out in Surrey with noise monitoring cameras around Dorking and suggested that this may also be of interest and worth following up. County Cllr Hunt asked to be kept in the loop with progress.

b) Ash Tree die back

Clerk reminded Council of the two quotes received. Cllr Odin asked for this to be put on the agenda for next time as the trees are not currently dangerous.

Agenda Item 5: County Councillor Report and Questions

West Sussex COVID Update – as at 2nd September 2020

Recorded Cases

In the 14 days between 17th to 30th August, 105 people in West Sussex tested positive for the coronavirus. This has increased over the last month, 51 people tested positive over the 14 day period 4th to 17th August. In terms of a rate per 100,000 population over the latest 14 day period (17th to 30th August) the rate in West Sussex was 12 per 100,000, this is approximately half the national rate. The rate in Mid Sussex is similar to the national rate.

The level of Pillar 2 (community) testing being undertaken in the county is now decreasing, and this may

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impact the number of positive cases being identified.

West Sussex							
Period	4 th August to 17 th August	5 th August to 18 th August	6 August to 19 th August	7 th August to 20 th August	8 th August to 21 st August	9 th August to 22 nd August	10 th August to 23 rd August
No of cases	51	51	55	66	75	78	88
Period	11 th August to 24 th August	12 th August to 25 th August	13 th August to 26 th August	14 th August to 27 th August	15 th August to 28 th August	16 th August to 29 th August	17 th August to 30 th August
No of cases	88	89	90	84	91	98	105

We are monitoring the figures daily and continue to remind residents of the key messages to prevent the spread of the virus in our [Keep West Sussex Safe](#) campaign. We encourage Members and partners to signpost residents to the [West Sussex County Council webpages](#) with all the latest information. A [weekly update report](#) with local data is available on our website.

Public Health Update

Testing Capacity

We have been notified that the laboratory capacity to test for Covid-19 has been reached. This has resulted in a decrease in the availability of Covid-19 Pillar 2 (community) testing in areas of the country with a low incidence of Covid-19. The South East region has the lowest incidence of the virus at present, therefore we are a low priority for Pillar 2 testing.

West Sussex County Council has raised the issue with the Government but has been informed that this will possibly take some time to resolve (four to six weeks). We are urging the Government to take action as a matter of urgency. At the moment however, with a relatively low incidence of Covid-19 in West Sussex and no outbreaks, things are stable. However, we are monitoring the situation carefully. Please note: Pillar 1 testing (those with a clinical need and health and care workers) continue as normal as these tests are analysed in hospitals.

Tangmere Testing Centre

As part of the Government's UK-wide drive to increase accessibility to testing, the Department of Health and Social Care is to begin work this week on a new drive-in Covid-19 testing centre at Tangmere airfield. West Sussex County Council owns the land where the testing centre will be located and has worked closely with the Department of Health and Social Care in making the site available. The new facility will provide regional testing capacity for the Government's Test and Trace scheme. Testing will also continue to be conducted at the Gatwick regional testing centre, as well as at mobile testing units and through home delivery kits. The new testing centre is expected to open on Friday 4th September.

Care homes

There are 235 care homes for older people in West Sussex. The care homes provide around 8,608 beds. A third of these are commissioned by the County Council with the remainder commissioned through other local authorities, health or funded directly by residents.

The number of older people's care homes with a confirmed case of Covid-19 remains at 20. Learning disability and mental health services with confirmed cases remains the same as the last two reports with 14 services affected.

Local data on care homes reports admissions are currently restricted in:

- 10 care homes for older people,
- 13 extra care settings,
- 29 care homes for mental health/learning disability,
- 0 domiciliary care providers, and
- 2 supported living settings.

Hospital capacity

There is adequate acute hospital and community bed capacity in West Sussex. Hospital discharge hubs and a combined placement team continue to operate, as well as working with the CCG to secure appropriate levels of domiciliary care, care/nursing home beds and voluntary services to support effective discharge.

Community Hub

The Community Hub remains in operation providing support seven days a week from 8am to 8pm. The

function of the Community Hub remains the same with the additional brief to address any financial hardship suffered as a result of the pandemic, using funding from DEFRA. Following partnership discussions, we have implemented a model to maximise efficiency and ensure support reaches those who need it most. Funds will be administered through existing structures and a newly established referral mechanism managed by the Community Hub. The Community Hub function also links into the existing food and supplies contractual arrangements.

Criteria for accessing hardship fund support

- Statutory sick pay claimant (no other benefits)
- New applicant for Universal Credit
- Move to Temporary Accommodation (including Refuge)
- Bereavement (restricting access to funds)
- Professional referral following assessment of need

Our website continues to be updated with additional frequently asked questions so that residents can access information and guidance online. Access to the Community Hub website and other information can be found at <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/>

Library Service

All 36 libraries have reopened for browsing and are offering a limited IT service. Library customers wishing to use a public computer are asked to contact the library in advance to make a booking. Spaces are limited to ensure safe social distancing in our computer areas. More information is available on [the library pages on our website](#)

Local Issues.

- With regard to the issue of speed/noise from motorbikes, both on the A286 between Singleton and Lavant and along the B2141 from Lavant to Chilgrove, I have been in correspondence with Mr Lawrence regarding his concerns. He has submitted a Communities highways application which obviously has wide public support. I have spoken to our Area Highways Manager about this application and as this subject is on your agenda I will pick it up there as part of your discussions.
- I am very pleased that the pavement between West Dean and Singleton has finally been cleared. For some reason the pavement through the village wasn't on their work schedule and wasn't done. I understand that Will DeGroot has been speaking to the highways officer who is looking into this and will hopefully get it sorted. I haven't yet been able to speak to him myself, but I will keep trying.
- As I am sure you are aware, the Pop-up cycle lanes in Chichester have been causing some serious traffic congestion. There has been some misinformation around about how and why these happened, so I just wanted to put the record straight from the County Council's perspective. These lanes were part of an emergency response proposed by the government in order to create safe space for active travel and encourage people to cycle rather than use the car. The government initiative was of course in response to the huge drop off of traffic during the months of lock down, when travel by car was reduced greatly and people enjoyed cycling and walking safely on many of our roads. Following this period there was a call by the public to do more encourage everyone to cycle more and for highway authorities particularly to provide more safe space for cyclists. In order to achieve this the Government, on May 9th, launched a £250m package as an emergency response to create a new era for cycling and walking as part of their recovery plan from COVID-19. This money was to come in two tranches, the first of which was to provide temporary pop-up cycle lanes and some possible road closures, which may or may not become permanent. The tranche one funding for each authority was not announced until 1st June, and WSCC was awarded £784k. However, in order to receive this funding – which was specific to these pop-up cycle lanes - we were given about two weeks to design and plan around seven or eight schemes across the County, which then had to be installed within three months. These schemes also had to be approved by the Department for Transport (DfT) before

the funding was released. WSCC collaborated closely during the design phase with our Chichester District Council colleagues, as well as consulting with key partners including, emergency services, bus operators and cycle groups. In normal times schemes of this nature could take many months, if not years, to develop and be subject to various stages of public consultation. This was obviously not possible given the timescale limitations set by the DfT.

Having explained the thinking behind these schemes I hope you will understand that WSCC, in close collaboration with CDC and others, planned these schemes with the best of intentions. Unfortunately they are clearly not working as intended. The traffic queues have become intolerable at times and these queues are having a serious impact on air quality for people living on these routes. To add to that, the amount of use by cyclists would appear to be negligible. I am also very concerned about a serious impact on businesses in the City centre. It seems obvious to me that people will vote with their feet (no pun intended) and if they can't drive into their local market town – after all, Chichester is a rural area - then they will go elsewhere. Whilst I fully support the principle of more designated cycle roots these are clearly not right, and I am continuing to press for their removal as a matter of urgency. I am assured that we are monitoring the situation, but there is some pressure to let the trial run a little longer. As I said earlier, this scheme was implemented with the best of intentions, but I believe we should now accept that a large part, particularly around Northgate, is not working and it needs to be removed as a matter of urgency. I fully accept, as I am sure you and many others do, that we need to do more to try and encourage 'safe' cycling around the City. We now need to go back to the drawing board and, using the knowledge we have gained from this scheme, start again. Unfortunately, this is a city designed by the Romans who didn't take account of cyclists, so this is not an easy task!

- The County Council continues to work hard to understand the long-term financial implications of Covid 19 – which I'm sure you can imagine are going to be immensely challenging. Currently we are working on our budget for 2021/22 and our MTFS from 2022 to 2025. This is complicated by not yet knowing the level of government funding beyond the end of the current financial year and we are not likely to know this until the Autumn budget, or even as late as the Local Government Finance settlement in early December. Obviously, budgeting is currently a real challenge, not only because we don't know the funding we will receive, but because of all the uncertainties around the economy, unemployment levels and of course whether or not we get a second wave of Covid-19.
- We webcast all our public meetings – which are still being held virtually – and you can find a list of September's meetings, including our next full County Council meeting on 18th September, on our website @ <https://westsussex.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>
- Lastly, we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>). Please check these sites regularly, particularly both our Coronavirus website and the CDC coronavirus website, for regular updates.

County Cllr Hunt added to his report that Covid cases have increased from 60 – 628 as of Tuesday 8th September locally.

Cllr Cochrane asked how long the cycle paths will be in place. It was confirmed that this will be reviewed on an ongoing basis approaching winter.

Agenda Item 6: District Councillor Report and Questions:

A very brief report this month, August is regarded as the 'holiday' month so meetings are few and far between.

The alarming news that Robert Jenrick, the Minister for Housing, recently launched a 12 week consultation on the provision of more affordable homes, and a shake up of the Planning Procedure to speed up the granting of Planning permissions does not make good reading! Obviously, details are unclear yet but I fail to see how granting more permissions will help the younger members of our communities to get a mortgage or afford the sky high rents demanded in the Chichester District.

Some encouraging news is the setting up of the Rural Crimes Team initiated by Katy Bourne, our Police

and Crime Commissioner which I'm sure will bring some comfort to the rural areas where theft and burglary have reached unacceptable levels. Another offshoot of this is the determined effort of Police Officers tackling antisocial, dangerous and noisy motorcyclists on our rural roads particularly the A272 Petersfield to Billingshurst and the A 285 Chichester to Petworth. This scheme, called 'Downsway' was initiated by a fellow Councillor for Petworth, Alan Sutton, and I was talking to him recently when he highlighted some of the success stories and the Police seizure of some offending motorbikes and cars. Many of these reports have been mentioned on social media.

There have been changes to the Planning Permitted Development Rights made by the Government and these were implemented on 31st of August and much of what is written into the new regulations is not good. For example, demolition of block of flats to be replaced with new no longer requires permission. The addition of extra stories to a dwelling needs no permission and extensions, side or rear, providing they are within the limit of + 30% of the original footprint are permissible free of planning permission.

Thankfully though, the Article 4 Direction relating to Conservation Areas appears to be unaffected. And all Councillors we're recently briefed on the Housing and Economic (Employment) Land Availability Assessment for the Chichester District. The details of this briefing are not publicly available yet but once the reports and comments from Members have been accounted for and adjustments made the document will be open to consultation with the public, probably by the end of the month. However I can add that the disproportionate housing numbers for our District are being challenged with the Housing Minister, Gillian Keegan, our MP, and Officers and Cabinet Members of the District Council.

And that concludes my report

Agenda Item 7: Planning Update

Cllr Corbett welcomed the members of the public to the meeting and opened the floor for any comments. A member of public thanked the Council for the opportunity to speak and asked to be allowed to comment on the application regarding Post Office Cottage.

The Council was requested to consider supporting the application for retrospective planning for an existing structure.

Cllr Corbett clarified that the Parish Council has observed support for and in opposition to the application and the Council must remain impartial and consider what is in the best interests of the community as a whole. Cllr Corbett reported that the planning committee had deliberated at length over this application and it was the view of the Committee that the Parish Council cannot support, condone or encourage a retrospective application for any form of development which is in breach of planning law. Furthermore the Council recommends that this application be *withdrawn*, and if the applicant wishes to re-apply it should be after discussion with planning officers as to what form of application would be acceptable.

Cllr Corbett to submit comments as agreed by the Council.

Cllr Corbett added that a late addition had been added to the Colworth Farm application – it was requested that this be put on the agenda for the next meeting. Clerk to action.

Agenda Item 8: Finance

- a) To approve Clerks salary and expenses – **Appendix A**

On a proposal by Cllr Cochrane and seconded by Cllr Goacher Clerks salary and expenses were duly Noted and approved

- b) To note and approve income and expenditure report – **Appendix B**

On a proposal by Cllr Slade and seconded by Cllr Corbett the income and expenditure report as attached was approved

- c) To approve the regular Bank Reconciliation – **Appendix C**

On a proposal by Cllr Corbett and seconded by Cllr Slade the Bank Reconciliation as attached

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was approved

Agenda Item 9: Matters arising not dealt with elsewhere on the agenda

None

Agenda Item 10: Public Questions

A member of the public commented that any action taken by the Parish Council to help alleviate the traffic and noise problem on the B2141 would get local support. It was highlighted that the problem was not limited to motorcycles.

Agenda Item 11: Any other matters for information only

None

Agenda Item 12: DATE OF THE NEXT MEETING

The next meeting will be held on 11th November at 7.30pm

Cllr Corbett commented that if possible it would be nice if this could be a face to face meeting perhaps held in a bigger room at West Dean College if at all possible. Cllr Graham commented that a bigger room should be able to be made available.

Clerk reminded Council that the Council need to abide by SSALC and government advice but she would monitor and update nearer the time.

Meeting finished at 20.35

Appendices and Attachments

Clerk

Clerk Salary and Expenses

Clerks Salary 1 – 31st July 2020

Net Salary £425.58

Clerks Salary 1 – 31st August 2020

Net Salary £425.58

Paid by Standing order on last working day of the month

Clerks Expenses - 15 July - 8 September 2020

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
10/9/20	Working from home allowance (July)	As per contract	18.00	0	18.00
10/9/20	Working from home allowance (August)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

WEST DEAN PARISH COUNCIL
FINANCIAL REPORT 2/9/20

RECEIPTS: September 2020

DATE	REF	PAYER	DESCRIPTION	AMOUNT
17/07/2020	HMRC	HMRC	VAT refund	1,033.63

PAYMENTS: - September 2020

DATE	CHEQUE	PAYEE	DESCRIPTION	AMOUNT
02/07/2020	online d/d	Microsoft	Office 365 Subs	11.28
24/07/2020	online d/d	HL O'Callaghan	Mileage to collect audit docs	10.8
24/07/2020	online d/d	HL O'Callaghan	Work from Home (May + June)	36
31/07/2020	online d/d	Microsoft	Office 365 Subs	11.28
31/07/2020	online s/o	HL O'Callaghan	Clerk Salary July	425.58
31/07/2020	online d/d	Chi Payroll	Payroll July	10
04/08/2020	online d/d	WSCC	Street Lighting Maintenance 2019-20	1056.26
06/08/2020	online d/d	Jeff's Computers	Upgrade of website	100
31/08/2020	online s/o	HL O'Callaghan	Clerk Salary August	425.58
01/09/2020	online d/d	Microsoft	Office 365 subs	11.28
02/09/2020	online d/d	Chi Payroll	Payroll August	10
02/09/2020	online d/d	K Goacher	Grass Cutting at cemetery 2nd half	702
				2810.06

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
02-Sep-20		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£30,906.54
Add Total Receipts		7,142.86
Less Total Payments		(5,107.20)
TOTAL		£32,942.20
BANK		
Barclays as @ 02/09/20		26,750.17
Santander as @ 20/04/20		6,192.03
TOTAL		£32,942.20