

WEST DEAN PARISH COUNCIL

MINUTES OF THE PARISH MEETING

WEDNESDAY 10 MARCH 2021 AT 7.30pm

The meeting was held by Zoom in line with government guidance

In attendance: Cllrs Cochrane, Corbett, Court, De Groot, Goacher, Graham, Kendall, Odin, Slade, Hannah-Louise O'Callaghan (Clerk), County Cllr Hunt, District Cllr Potter

Agenda Item 1: Apologies for Absence

Agenda Item 2: Code of Conduct

- i. Declarations of Interests – None
- ii. Dispensation Requests – None

Agenda Item 3: Minutes

On a proposal by Cllr Goacher and seconded by Slade it was **RESOLVED** that the minutes of the meeting on 13th January 2021 be approved. They were duly signed by the Chairman as a correct record.

Agenda Item 4: Matters brought forward from previous meeting:

- a) Update on Traffic Calming (Valley Diary letter previously circulated)

Council acknowledged receipt of the Valley Diary letter previously circulated by Cllr de Groot. It was agreed that the letter should be emailed out. District Cllr Potter mentioned that it would be worth speaking with PCSO Jason Lemm regarding speed monitoring devices being used by Sussex Police Action Group. Cllr de Groot to follow up

- b) Verge Cutting trial update

Cllr Graham reported that the preferred sites had been submitted and will update Council when feedback is received

- c) Update on tankers

Cllr Graham reported that the tankers are not currently on site. Southern Waters have indicated that tankers could be present for the next 10 years. Any damage done has to be made good as it is on private land. A planning application is underway to put in a hard surface for parking. West Dean Estate will be undertaking work to tidy up the area as appropriate.

- d) Ash Tree die back

Clerk reported that an email had been received from KJC trees highlighting the trees in the Rookery which has a nest in it. Advice is that active nests cannot be destroyed unless the tree is deemed dangerous. Cllr Odin to follow up with KTC trees. KJC trees have submitted a planning application to remove the ash trees.

Agenda Item 5: Highways and Maintenance

- a) Pavements and sidings update

Cllr de Groot reported that everything is currently on hold however he is following up to ensure West Dean do not get pushed down the pile of work

Cllr de
Groot

Cllr
Graham

Cllr
Graham

Cllr
Odin

Agenda Item 6: County Councillor Report and Questions – Cllr Hunt

West Sussex - Vaccination Update as at 4th March

Data published by NHS England today shows that 613,333 vaccinations had been delivered across Sussex by Sunday 28 February. It shows that more than 94% of people aged over 70 had received their first dose by the end of February, along with 84% of people aged 65-69.

In addition, 243,020 people aged under 65 had received a first dose. This group comprises those people identified as being particularly vulnerable, health and care workers and carers.

The NHS in Sussex had already met the targets to offer the vaccine to all residents in care homes for older people, everyone over 70 and all eligible health and care workers, and remains on track to offer the vaccine to all those in the first nine priority cohorts by the middle of April.

For a full briefing go to:



West Sussex
COVID-19 vaccination

Recorded Covid-19 Cases in West Sussex

Incidence Rates per 100,000 population 19 February 2021 to 25 February 2021

Area	Number of cases in 7-day period	7-day rate per 100,000 population (all ages)	7-day rate of cases (per 100,000 population) for people aged 60 years or over
Adur	28	43.5	26.4
Arun	158	98.3	35.1
Chichester	62	51.2	38.4
Crawley	116	103.2	33.3
Horsham	42	29.2	28.6
Mid Sussex	95	62.9	78.0
Worthing	122	110.3	120.8
West Sussex	623	72.1	51.2
South East	5,668	63.6	44.5
England	54,676	97.1	65.2

Shielded and Community Hub

The Community Hub remains in operation providing support seven days a week from 8am to 8pm. We can support residents with a wide range of needs and circumstances and if you require help as a result of COVID-19 you can access the support by calling 033 022 27980 or by completing [the online I need support form](#).

Whilst the offer is available for everyone, we are currently still focused on providing a range of support and practical assistance for the more than 45,000 Clinically Extremely Vulnerable (CEV) residents across West Sussex who have now been advised to shield and therefore are not going shopping.

We expect several thousand residents to be added to the Clinically Extremely Vulnerable cohort during the week ahead as the second part of the national population risk assessment. Plans are in place to make contact with all of those newly added to ensure any support requirements are met.

Clinically Extremely Vulnerable individuals, or their friends and family, are encouraged to contact the Community Hub or use the new online registration service to:

- Request priority access to supermarket delivery slots (if people already have priority supermarket deliveries, they will keep them them);
- Tell the County Council if they need support to follow this guidance that cannot be provided by friends, family or other support networks;
- Update details, for example, their address.

This service can be found at <https://www.gov.uk/coronavirus-shielding-support>.

Residents can also find answers to their questions on the West Sussex County Council website @ www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/local-outbreak-control-plan/ which details some Frequently

Libraries, Record Office & Ceremonies

Following the Government announcement last week, West Sussex libraries will reintroduce a phased way to book IT access for residents from 8 March. They are also planning reopening for browsing from 12 April, but with Covid secure measures still in place, including only a limited number in the buildings at any one time.

The team continue to make the calls to the CEV cohort, to residents who are over 80 years and have now completed over 80% of the calls, with only 900 left now to complete. The 'Select & Collect' service is still proving very popular, with around 2,000 books requested every day.

The Record Office will reopen for limited bookable sessions on 13 April, with bookings commencing from 1 April.

The demand for birth registrations has risen dramatically following last week's announcements by the government, the team are commencing a phased return for birth appointments from 8 March. As a priority, they are re-booking the appointments which were cancelled in December, through to February. Once these appointments have been rescheduled, they will then open the system to accommodate new bookings, which they anticipate being around 22 March. They do anticipate pressure from new parents wanting to organise passports for their new baby and so are advising that before booking any overseas travel arrangements, parents should allow extra time for the birth registration and passport application. New parents can claim for [Child Benefit](#) or [Universal Credit](#) prior to registration. The team will continue to offer emergency birth registrations where needed.

For ceremonies, the national restrictions remain in place until 29 March meaning that currently, ceremonies can only take place in exceptional circumstances. The government roadmap sets out the provisional timescales for the incremental removal of restrictions for ceremonies. As things stand at present, from 29 March there is a legal limit of six attendees at a ceremony. It is anticipated that from 12 April this number will increase to 15, from 17 May to 30 attendees and finally from 21 June there will be no limit. These proposals are however, subject to the outcome of the Scientific Events Research Programme. As of 22 February, there were 992 ceremonies booked from March to June 2021.

Small group citizenship ceremonies will resume in March, however, there will still be an offering of virtual ceremonies for vulnerable/shielding citizens.

Care homes

The number of older people's care homes with a confirmed case of COVID-19 is 42 (staff and/or resident). Learning disability and mental health have four residential services with confirmed cases.

As part of the roadmap out of lockdown, the Government announced a new single named visitor scheme to begin from 8 March 2021. This week the West Sussex Provider Forum meeting will focus on support, advice and guidance for care providers in offering visiting to people living in care homes.

Latest guidance on residential care, supported living and home care guidance is available [online](#)

Other Issues

- Firstly, I want to congratulate Cllr Will De Groot for his continuing work on your speed reduction campaign. I'm pleased to see that our Area Highways Manager appears to be moving this forward and I am obviously very happy to be supporting these proposals. I will continue to 'encourage' the area manager as this moves forward, but the better organised a community is – as Will is demonstrating - in proposing these highway safety measures, the better their chance of success.
- Due to COVID-19 precautions at our Household Waste Recycling Sites (HWRS) reducing the numbers of visitors on site at any one time, there has been some additional congestion and queueing at certain times. Many sites are already experiencing major queues with the annual spring surge in demand occurring a month earlier than usual. We are therefore proposing a trial of a booking system at HWRS at Bognor Regis, Crawley, Horsham, Littlehampton and Shoreham-By-Sea sites from mid-March. Residents will be able to book a specific time slot online or by phone. You will be able to select a specific time slot up to two weeks in advance, but you will be restricted to one visit per week. Currently there are no plans to implement the booking system at Westhampnett, but there is provision within the decision to be able to introduce one if it becomes necessary. For further information go to: <https://www.westsussex.gov.uk/news/new-booking-system-trial-proposed-for-five-household-waste-recycling-sites/>
- Our HWRS always see an increase in visits around Easter but this year, both in West Sussex and nationally, this increase in usage appears to have started early. Therefore, to help ease the pressure on the sites, we are moving to Summer opening hours with effect from Friday 12th March. For Westhampnett this means that the site will now be open 9am – 6pm, seven days a week until 30th September.
- Just to confirm that all our public meetings continue to be held virtually and can be watched via our webcast. You can find a list of meetings on our website at: <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, and for other regular updates.

County Cllr Hunt highlighted that Westhampnett household waste and recycling site will now be open 7 days a week from 9-6pm. A booking system is in place in other areas but this does not currently affect Westhampnett.

Agenda Item 7: District Councillor Report and Questions – Cllr Potter

The review of the Local Plan has slipped somewhat with the news that the Southern Gateway Revitalisation Project has suffered some fairly major hic cups. The demolition of the Boys High School in Kingsham Avenue is not coming forward as expected, the funding for the demolition is lacking and the news two weeks ago that the Ministry of Justice is to reopen the Courts in Chichester, is yet another set back. Both of these acquisitions are important phases of the whole project, the High School Site was to form the major housing site of the scheme and would provide valuable funding for much of the rest of the scheme. There is also a rethink on what type and volume of retail and office space will be required for the future, resulting in the change in work patterns and shopping habits. The rethinking goes on, much caused by the world pandemic which has changed many things which we have been accustomed to, working from home and shopping habits as examples

There was a Members Briefing on the Tangmere Strategic Development which was broadcast on the Councils website, and still available. It was comprehensive, but several question yet to be resolved. I was particularly interested in the traffic implications, not just accessing the A27 but the wider roads network, for example, the impact on the “Rat Run” through the New Road and the difficulties in Lavant. Further consultation is required but, to be fair, the traffic spokes person was very well aware of the sheer volume of traffic which uses A27- Temple Bar- New Rd. route, and Stane Street as a way into the City, the remedy will be very interesting.

The final decision to refuse the development at Old Place Farm in Westhampnett was very welcome but the letter from the Agent for the developer indicating that a appeal will be lodged was out of order. Arriving before the decision was actually announced, it was almost akin to blackmail knowing that there could be substantial costs to the Council if an appeal was won. However, I firmly believe that there is sufficient evidence within the reasons for refusal to satisfy an Inspection at appeal. This decision could reflect on the pending application to develop what are known as the ‘Daffodil Fields’ on the A286 at Lavant.

As I write this, I haven’t heard back from the CDC Legal team regarding the legality of the what appears to be permanent residency. If I do get a response I will report it to the meeting.

Progress on furthering the Centurion Way has stalled due to Covid restrictions and this pandemic has now resulted in the need of a scientific study of the bats in the Tunnels to establish if there is any presence of the SARS 2 virus which precipitated the Corona 19 infection. This was revealed at a SDNPA meeting of the Policy and Resources Committee on 25th February.

And that concludes my report.

District Cllr Potter added that he has spoken to Steven Pattie regarding the Pool House and he has confirmed that the legal team is looking into it. It is hoped that an update will be received by the next meeting

Agenda Item 8: Planning Update

Cllr Corbett reported that Fairbridge has been approved.

Pool House – opinion is that planning conditions have not been broken however it was clarified that ther is no connection with Binderton House.

Chilgrove Farmhouse – Cllr Corbett stated that an application has been resubmitted for use of the land as stabling. District Cllr Potter highlighted that it will be difficult to argue with an established use. It would appear that several building have been used as stabling for the past 15 years.

Agenda Item 9: Finance

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

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

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

On a proposal by Cllr Slade and seconded by Cllr Kendall the Bank Reconciliation as attached was approved

Agenda Item 10: To consider the previously circulated new Code of Conduct

Clerk explained that the new Code of Conduct is a standardised Code circulated by central government to ensure that all local parishes are working to the same standards. It is optional but parish council are being encouraged to adopt the new Code of Conduct. District Cllr Potter added that members of the public will be expected to adhere to the new Code of Conduct when attending meetings.

The Council agreed **UNANIMOUSLY** to adopt the New Code of Conduct. Clerk to update the website accordingly

Agenda Item 11: To consider holding of Annual Parish Meeting

Clerk clarified that any Annual Parish Meeting would have to be held by Zoom. After discussion the Council agreed to postpone the Annual Parish Meeting to the following year

Agenda Item 12: Correspondence to note

Council acknowledged receipt of the following correspondence:

- a) Camping and Glamping Consultation (2/2/21)
- b) Road Verge Cutting Trial – update as above
- c) Groundwater levels email (Jan/Feb)
- d) Ongoing SSALC/WSALC emails
- e) Coronavirus Updates
- f) Census 21
- g) Town and Parish Update
- h) South Downs Update February

District Cllr Potter added that Andrew Frost has written a strong letter to OFWAT criticising Southern Water and it is hoped that Southern Water may attend a meeting with CDC in June

- i) Southern Water email correspondence from Cllr Potter
- j) Parking changes in Chichester email

Agenda Item 13: Matters arising not dealt with elsewhere on the agenda

Cllr Cochrane reported that a parishioner had approached her to ask whether a bin could be put near the river as this area is being used for picnics. It was clarified by County Cllr Hunt that dog poo bins and waste bins should remain separate despite previous guidance. Council asked for this to be put on the agenda for the next meeting

County Cllr Hunt informed the Council that Portsmouth Water are looking to upgrade the water sewage treatment works at Lavant and this will result in extra traffic and lorries especially around the Centurian Way

Agenda Item 14: Public Questions

None

Clerk

Clerk

Agenda Item 15: Any other matters for information only

Cllr Corbett reported that a parishioner had highlighted the lack of maintenance in the ditch at Church Lane parallel to the river. It was clarified that this is the responsibility of the landowner and not the parish council

Cllr Corbett reported to the Council that he had applied to be a Census Officer and would most likely be visiting households in Midhurst to help people fill in the Census form

Agenda Item 16: DATE OF THE NEXT MEETING

The next meeting will be held on 5th May 2021 - AGM

Meeting finished at 20.07

Appendices and Attachments**Appendix A****Clerk Salary and Expenses**

Clerks Salary 1 – 31st January 2021

Net Salary £447.96

PAYE £4.00

Total Net Outlay £451.96

Clerks Salary 1 – 28th February 2021

Net Salary £447.76

PAYE £4.20

Total Net Outlay £451.96

Paid by Standing order on last working day of the month

Clerks Expenses 12 January - 9 March 2021 (paid after meeting)

Date Paid	Detail	Reason	Cost ex VAT (£)	VAT (£)	Cost inc VAT (£)
13/1/21	Working from home allowance (Jan)	As per contract	18.00	0	18.00
13/1/21	Working from home allowance (Feb)	As per contract	18.00	0	18.00
Total			36.00	0	36.00

WEST DEAN PARISH COUNCIL				
FINANCIAL REPORT 3/3/21				
RECEIPTS				
DATE	REF	PAYER	DESCRIPTION	AMOUNT
18/01/2021	Santander	Santander	Interest Oct-Jan	0.15
26/02/2021	Clerk	HL O'Callaghan	Salary reimbursement (tax overpayment)	0.2
PAYMENTS				0.35
DATE	REF	PAYER	DESCRIPTION	AMOUNT
29/01/2021	online s/o	HL O'Callaghan	Clerk Salary January	447.96
01/02/2021	online d/d	Microsoft	Office Subs 365	11.28
02/02/2021	online d/d	Chi Payroll	Payroll January	10
11/02/2021	online d/d	HMRC	Employee Tax Contributions	4
26/02/2021	online s/o	HL O'Callaghan	Clerk Salary February	447.96
01/03/2021	online d/d	Chi Payroll	Payroll February	10
04/03/2021	online d/d	Microsoft	Office Subs 365	11.28
11/03/2021	online d/d	HL O'Callaghan	Work from Home (Jan+Feb)	36
18/03/2021	online d/d	HMRC	Employee Tax Contributions	4.2
				982.68

WEST DEAN PARISH COUNCIL		
BANK RECONCILIATION		
03-Mar-21		
RECEIPTS & PAYMENTS		
Balance brought forward as at 31/03/2020		£30,906.54
Add Total Receipts		14,809.74
Less Total Payments		(9,586.32)
TOTAL		£36,129.96
BANK		
Barclays as @ 03/03/21		29,927.68
Santander as @ 18/01/21		6,202.28
TOTAL		£36,129.96